



**Goldsmith
Primary Academy**

 **A part of Windsor
Academy Trust**

 **Goldsmith Road, Harden,
Walsall, WS3 1DL**

 01922 710182

 postbox@goldsmith.windsoracademytrust.org.uk

 www.goldsmithprimary.org.uk

 @goldsmithwalsal

Place of registration: England



25th September 2024

Dear Parents and Carers

Important Attendance Procedures Update

I am writing to update you on the new school attendance procedures that came into effect on **Monday, 2nd September 2024**.

In August 2024, the government published the document ["Working Together to Improve School Attendance."](#) which emphasises the critical importance of regular school attendance. It also outlines the legal duty of Headteachers to submit attendance records and report all absences to the local authority.

Below, I have summarised the key points from the guidance in a useful "true" or "false" format:

True	False
<ul style="list-style-type: none"> - The Headteacher has a legal obligation to submit all attendance and absence information to the Local Authority. - The Headteacher signs attendance procedure letters in accordance with Local Authority guidelines and UK laws regarding school attendance. - The Headteacher is not legally permitted to authorise absences for holidays or extended periods of time. - The Headteacher may authorise absences in extreme, extenuating circumstances (e.g., bereavement or terminal illness). - The Headteacher can authorise absences for illness for an appropriate duration, provided sufficient proof is given upon request. - You will receive multiple letters addressing non-attendance as different trigger points are reached. - <u>These procedures apply to all schools across the UK.</u> 	<p>"The money from non-attendance fines goes to the school." - This is false. The funds from non-attendance fines are used to cover the legal proceedings associated with non-attendance.</p> <p>"The headteacher personally processes fines." - This is incorrect. The Headteacher is legally required to provide the relevant information to the Local Authority, which is responsible for processing fines.</p> <p>"My child's attendance has been good since you sent your first letter, so I can have a day off." - No, this is not true. Attendance is cumulative, meaning the trigger point can still be reached, even if there has been a significant gap between unauthorised absences.</p> <p>"The fine is only £60 per child per week." No, the Local Authority follows government guidelines for fines, which are as follows:</p>



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	<p>-1st offence: £160 per child (£80 if paid within 21 days)</p> <p>-2nd offence: £160 per child (no 50% reduction)</p> <p>-3rd offence: Court Proceedings</p>
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There is a strong connection between regular school attendance and academic achievement. If your child is frequently absent from school, they may not reach their full potential. Regular attendance not only supports academic success but also helps children build confidence and form lasting friendships. At Goldsmith, we stand by our motto: “**Dream. Rise. ASPIRE. ATTEND.**” One key reason for this year's exam success is that last year's Year 6 attendance aligned with the national average, resulting in minimal gaps in their knowledge. This allowed them to approach the SATs with confidence.

Please be aware that **we will challenge any absence where no reason is provided**. This is not done to make things difficult but out of concern for the child's wellbeing. When a child is absent without explanation, **it becomes a safeguarding issue**, and it is our duty to know their whereabouts. Additionally, by understanding the reasons for absence, we can offer help and support to ensure your child maintains good attendance.

As a school, we will implement the following procedures to support and address non-attendance:

Level	Reason for Monitoring (Why am I being spoken to?)	School Actions (What will school do?)	Staff (Who will I be speaking to?)
Tier 0: the green zone - > 97%	None	None	Universal
Tier 1: the yellow zone - 93 - 96.9%	-Fallen below 97% -Repeated illness with no evidence provided -Late Marks -Unauthorised Absences -Unexplained absences -Patterns of non-attendance	-Tier 1 letter 1 issued -Tier 1 parent conversation with class teacher and attendance officer	Class Teacher Mrs Lewis Mrs Middleton
Tier 2: the orange zone - 90 - 92.9%	All of the above and: -No improvement with attendance	-Tier 2 letter 2 issued -Child-led attendance chat with the Student Services	Assistant Headteachers (Mrs Sidhu, Mrs Twells and Mr Khan)



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	-Lack of Parental Engagement	-Tier 2 parent attendance with an Assistant Headteacher and/or Mrs Middleton and Mrs Lewis -Penalty Warning Letter will also be issued	Mrs Lewis Mrs Middleton
Tier 3 - the Red Zone - < 90%	All of the above and/or: -Non-attendance is chronic -Significant concerns	-Tier 3 letter Issued -Tier 3 parent attendance meeting with the Headteacher -Tier 3 Statutory Referral Discussion	Mr Wakeman Mrs Lewis Mrs Middleton
Tier 4 - FPN	All of the above and/or: -No improvement with any procedures	-Walsall Local Authority will be in touch to discuss	Walsall Local Authority

Absences must be reported by either phoning the absence line and leaving a message or by calling the main reception office. When we notice patterns or trends in absenteeism, we will intervene to identify any barriers to good attendance and work together to remove them. As mentioned above, **we do not authorise holiday requests** during term time and will adhere to the Local Authority's statutory guidance regarding fines for each period of unauthorised absence. You can read our full attendance policy on our website.

I look forward to working with you to ensure your child's attendance is the best it can be.

Best wishes

Mr M Wakeman
Headteacher



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From September 2024, the new National Framework for issuing penalty notices will apply.

Penalty Notice Fines will continue to be issued per parent per child.

For example: 3 Siblings absent for term time leave, would result in each parent receiving 3 separate fines.

1

First Offence

The first time a Penalty Notice is issued for a Term Time Holiday or Irregular School Attendance the Penalty Notice will be charged at:

£160 per parent, per child paid within 28 days.

Reduced to £80 per parent, per child if paid within 21 days.

2

Second Offence

(within 3 years of the First Offence)

Where it is deemed appropriate to issue a second Penalty Notice to the same parent for the same pupil within 3 years of the first notice, the second Penalty Notice will be charged at:

£160 per parent, per child paid within 28 days.

(Unpaid Penalty Notice's after 28 days may result in a prosecution)

3

Third Offence and any further Offences

(within 3 years of the First Offence)

The third time that an offence is committed for either a term time holiday and/or Irregular attendance, a Penalty Notice will not be issued, the case may be proceeded straight to prosecution under the Single Justice Procedure.

If found guilty of the offence of 'failure to secure their child's regular attendance at a school' the Magistrates can impose a fine up to £1,000.



Walsall Council

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