

23 July 2024

Dear Parent/Carer

As the school year comes to an end and we look forward to a new school year in September I wanted to provide some reminders regarding attendance and outline some important Government guidance updates in this regard. It is well documented that good attendance at school remains essential in order to support strong progress and to provide the chance for pupils to benefit from a wide range of extra-curricular activities. Parents/Carers and pupils are encouraged to carefully read the attendance leaflet linked below for further information.

https://springfield.uk.net/images/files/misc/Attendance_Leaflet_Sept_24.pdf

Earlier this year the Government announced changes to its guidance for schools on 'Working together to improve school attendance'. The updated guidance, which is due to take effect from 19 August 2024 has been linked below:

https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working_together_to_improve_school_attendance_applies_from_19_August_2024_.pdf

I have summarised some of the key changes in the following paragraphs and parents should note that where we have concerns about attendance we will continue to make initial contact with parents/carers at the earliest opportunity and send subsequent concern/warning letters, where appropriate.

Notice to improve

A Notice to Improve is a final opportunity for a parent to engage in support and improve attendance before a penalty notice is issued. If the national threshold has been met and support is appropriate but offers of support have not been engaged with by the parent or have not worked, a Notice to Improve should usually be sent to give parents a final chance to engage in support.

Fixed Penalty Notices (FPN)

I would like to direct parents/carers attention towards the attached Portsmouth City Council poster (linked below) regarding the National Framework for issuing penalty notices (with effect from 19 August 2024). Parents should take note of the 'National Threshold' upon which schools must make decisions regarding the request of FPN's. This will also be pertinent for parents/carers considering term time holidays which require the completion of a LOAF (Leave of Absence Form).

https://springfield.uk.net/images/files/misc/Penalty_Notice.pdf

I sincerely hope that all parents/carers and pupils will continue to monitor their own attendance via ClassCharts and continue to strive for the highest possible attendance in order to support optimal learning and progress.

Yours sincerely



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