Fixed Penatly Notices

National attendance regulations mean that schools must consider formal action where attendance concerns persist.

A penalty notice may be considered when a child has:

- 10 sessions (**5 school days**) of unauthorised absence within a **rolling 10-school-week period**.

This can include:

- Unauthorised holidays.
- Unauthorised absences.
- Repeated late arrivals after registers have closed.

Current penalty notice charges are:

First Penalty Notice

- £80 per parent, per child if paid within 21 days.
- £160 if paid within 28 days.

Second Penalty Notice within 3 Years

- £160 per parent, per child.

Further offences may result in prosecution or other legal interventions.

Attendance is Safeguarding

Children missing school can sometimes be an indication that additional support is needed.

For this reason:

- We contact families quickly when children are absent.
- We may undertake welfare checks or home visits where appropriate.
- We may contact emergency contacts if we cannot reach parents.
- We work closely with safeguarding and attendance services where concerns arise.

Rewarding Good Attendance

At Sawley Junior School we celebrate and reward good attendance in a variety of ways:

- 100% or 98+% attendance certificates
- The Team with the highest weekly attendance receive a non school uniform Friday.
- The Team with the highest attendance for the ½ term earns a non-school uniform day.

Praise letters sent home to families for excellent attendance or excellent improvmement in attendance.

Improvements in attendance are recognised and celebrated throughout the year.

One Academy Trust

ONE ACADEMY TRUST

Attendance Information for Families

ONE Academy Trust seeks to ensure that all pupils receive a full-time education which maximises opportunities for each pupil to reach their full potential.

Setting good attendance patterns from an early age, from nursery and through primary school, will also help your child later on in life.

Your child is entitled to an education

This leaflet is for guidance only. Our full Attendance Policy can be found on our websites or by request at any of the school offices.

At Sawley Junior School, we believe that good attendance is essential for children to thrive academically, socially and emotionally.

Children who attend school regularly are more likely to:

- Feel settled and happy in school.
- Build positive friendships.
- Develop confidence and resilience.
- Achieve their full potential.
- Be well prepared for the next stage of their education.

We work closely with families to promote excellent attendance and provide support whenever attendance becomes a concern

Our Expectations

Parents and carers are expected to:

✅ Ensure children attend school every day and arrive on time.

✅ Notify school before 8:40am if a child is absent.

✅ Contact school on each day of absence.

✅ Ensure children arrive prepared and ready to learn.

✅ Make medical and dental appointments outside school hours wherever possible.

✅ Contact us as early as possible if there are difficulties affecting attendance (before 8:40am)

How we Support

Please contact us as soon as possible if attendance becomes difficult.

Attendance Lead
Mrs Natalie Sisson
Family Liaison Officer
Claire Kudryk
School Office
0115 973 3626

Working together, we can ensure every child has the best possible chance to Aspire, Achieve and Thrive.



Family Liaison Officer: Claire Kudryk – ckudryk@oneacademytrust.co.uk

Attendance & Mental Health

We recognise that some children experience difficulties with attendance linked to anxiety, mental health or SEND. Where this happens, we will work with families and other professionals to provide appropriate support and help children re-engage with school successfully.

However, regular attendance remains important, as attending school often supports children in overcoming barriers and maintaining wellbeing

Illness and Absence

If your child is unwell:

- Contact school before 8:40am.
- Keep us informed each day of absence.
- We may request medical evidence where appropriate.
- Prescription medication can often be administered in school.

Children should remain at home for 48 hours after the last episode of vomiting or diarrhoea.

Term-Time Leave

The Government does not permit family holidays during term time unless there are exceptional circumstances.

Parents wishing to request leave during term time must complete a Leave of Absence Request Form before making any arrangements.

The Headteacher will consider each application individually and any decision will be based on the specific circumstances presented.

Unauthorised absences may result in a referral to the Local Authority.

