



Headteacher: Mrs Lindsay Robertson BA (Hons) NPQH

21st July 2025

Dear parents / carers,

As we approach the end of the school year and in readiness for our return in September, we would like to remind you of our attendance policies and procedures.

Parents need to understand that attendance is an issue for children at our school - especially persistent absence. School relies on parents support to rectify this issue but will actively seek to enforce the necessary legal actions to address absence where parents do not engage or recognise the legitimate concerns.

Parents/ carers AND school have a legal duty for attendance.
It is a legal requirement for each and every child to access regular education.

We have previously sent out an electronic document containing information for parents on attendance checks. Below, I have further outlined the circumstances where we would use the Attendance Service to take further action.

***If you have not contacted us to discuss your child's absence you will be contacted daily as per the attendance policy. You will also be open to receive visits from our Attendance Officer.**

***If we remain concerned about your child's attendance we would then invite you into school to have a meeting. This will be your chance to discuss the reason for the absences and we will offer support or sign post you to other services that can help.**

***An attendance contract will be written that needs to be monitored and reviewed when required. We will you ask to sign the contract and agree to the terms set out to improve your child's attendance. Your child will be placed on a monitoring period.**

***You may be asked to attend subsequent meetings should your child's attendance not improve and contracts may be adjusted based on individual circumstances.**

***If absence persists, a Penalty Warning Notice letter will be issued and if, following a monitoring period, there was no improvement made, then a Penalty Notice would be issued.**

Redcar Road, Sunderland, Tyne & Wear SR5 5AU Tel: 0191 549 1509 Email: office@wwprimary.org.uk
www.willowwoodprimary.org.uk





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General Poor Attendance

10 sessions or more of unauthorised absence in any period up to a maximum of 10 school weeks.

Persistent Lateness after Registration Closed

10 sessions or more of unauthorised / late marks after registration closed in a maximum 10 rolling school week period.

Last year, all medical reasons or illnesses were marked as 'Authorised' on the school register. From September, any child with persistent absences resulting in attendance less than 90% will require a medical letter or appointment card in order for any further absences to be authorised (see unauthorised attendance in a rolling 10 week period above where a penalty will be issued).

Unauthorised Holiday in Term Time

As like other local schools, we will be asking the Attendance Service to issue a Penalty Notice for any unauthorised holiday in term time which is 10 or more sessions in a school year (2 sessions is equal to one day meaning 5 days of holiday would lead to a Penalty Notice being served).

I should also again remind you that penalty (or prosecution) notices are issued to **each** individual parent for **each** child.

- For a first offence within a rolling three-year period a Penalty Notice requiring the payment of up to **£160**, failure to pay the penalty due will result in prosecution before South Tyneside Magistrates Court. No more than 2 penalty notices will be issued to the same parent for the same child in a rolling three-year period, should a third offence occur this will result in direct prosecution in the magistrates court.
- Prosecution under Section 444 (1) Education Act 1996, where if convicted you may be fined up to **£1,000**.
- Prosecution under Section 444 (1a) Education Act 1996 where if convicted you may be fined up to **£2,500 and/or 3 months imprisonment**.

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Every minute counts

'90% attendance' or 'only 5 minutes late' may sound like small issues, but the amount of learning missed is huge!

Make each day count.

100% attendance	0 days missed	No learning missed!
97% attendance	5 days missed	A weeks learning missed
94% attendance	12 days missed	2 weeks and 2 days learning missed
90% attendance	19 days missed	3 weeks and 4 days learning missed
85 % attendance	30 days missed	6 weeks of learning missed
80% attendance	40 days missed	8 weeks of learning missed

Always on time!	No hours missed!	No learning missed!
5 minutes late each day	15 hours missed	3 days learning missed
10 minutes late every day	32 hours missed	6.5 days learning missed
20 minutes late each day	65 hours missed	13 days learning missed
30 minutes late each day	95 hours missed	19 days learning missed

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If your child is going to be absent you must contact the office by 9.10am. From September we ask that you either contact us by **phone or email**. Please use the email address attendance@wwprimary.org.uk.

A voicemail will also be accepted should the phone lines be busy and we will call you back if needed.

We will no longer accept absence messages on Facebook messenger. If absence is reported using this method it will not be read which will result in your child having an unauthorised mark for that day.

As always please contact us if you have any questions regarding this letter and if you need support with your child's attendance, please reach out to a member of the attendance team, or inform your child's class teacher.

Yours sincerely,

Headteacher

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