



September 2022

Dear Parent/Carer

Guidance for Absence and Lateness

Firstly, may we thank Parents and Carers who regularly ensure that their children attend school at all times. We understand that absence is sometimes inevitable and hope that you see this letter in the spirit of partnership and support that it is intended. There is a strong correlation between high attendance and high achievement as well as emotional health and positive relationships, and so we should all be working together to give children the best possible start in life.

We are proud to work in schools in and around Romsey and we are extremely grateful for families' support in getting children back into school routines to help.

Research shows that absence from school, for whatever reason, can disadvantage a child by creating gaps in learning, which affect a child's ability to succeed. For example, it can be seen that at A-levels, there is a fall in grade for every 5% that attendance falls below 95%. As such, we monitor all absence thoroughly and all attendance data is shared with the Local Authority. We will contact you if we have any concerns regarding your child's attendance.

This letter outlines Hampshire County Council's statutory Code of Conduct March 2020 to promote your child's good attendance, a copy of which is available [here](#).

Although the Hampshire Code of Conduct remains unchanged, from September 2022 schools can submit a Legal Intervention Team referral once a pupil has received 10 or more unauthorised absences in a 100-session period and it can be evidenced by the school that they have been unable to resolve attendance concerns, including through the issue of a penalty notice.

All schools within our Cluster are committed to working together to support the improvement of children's attendance and punctuality to school. Please support us by giving your child the best opportunities through good attendance at school.

Yours sincerely

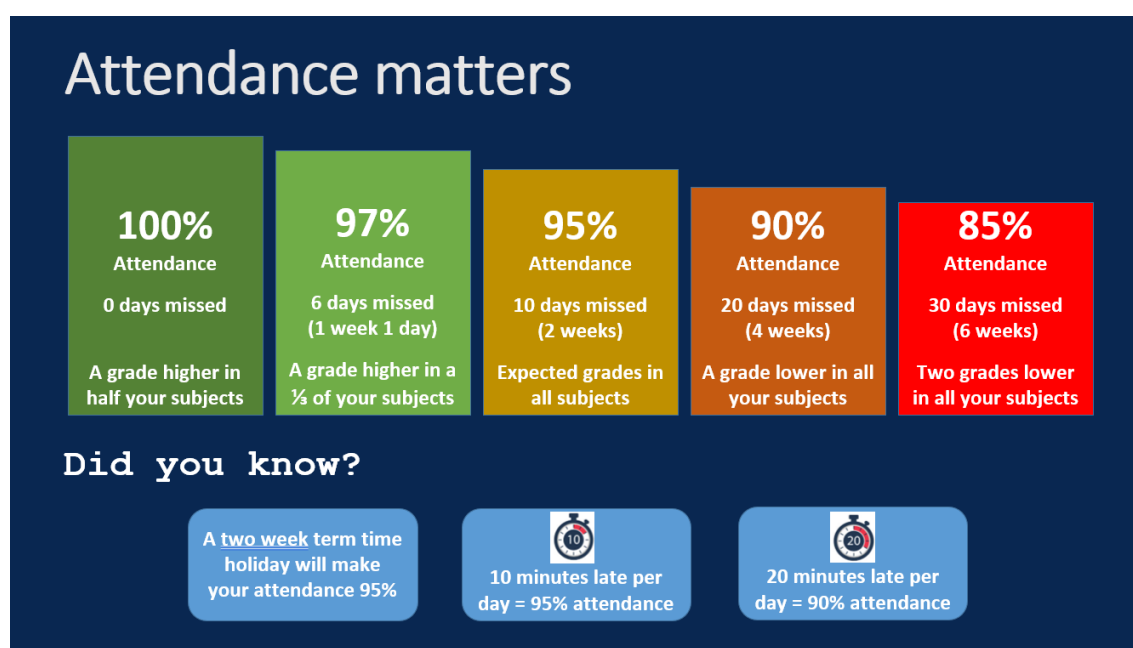
Headteacher
The Mountbatten School

All schools aim to achieve a goal of 100% attendance.

A Penalty Notice will be issued for any unauthorised absence where the pupil has been:

- Absent for 10 or more half day sessions (five school days) of unauthorised absence during any 100 possible school sessions – these do not need to be consecutive.
- Persistently late for up to 10 sessions (five days) after the register has closed.
- Persistently late before the close of the register, but the school has met with the Parent or Carer and has clearly communicated that they will categorise as unauthorised any further lateness if, and when, the threshold of 10 sessions (five days) has been met.

To be clear, our schools in the Romsey area will issue penalty notices/fines for cases of unauthorised absence (which may include family holidays) where it meets the criteria above.



From *Working Together to Improve School Attendance (DfE 2022)*

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have.

It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.