



Todwick Primary School

Kiveton Lane
Todwick
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S26 1HJ

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Headteacher: Mrs. A Deeley
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Attendance Policy

Date: 2025–2026

**Governor Responsible:
Chair Of Governors**



Vision

At Todwick Primary School we believe that every child has the right to a full-time education. Excellent attendance is fundamental to ensuring pupils achieve their full potential academically, socially and emotionally. We are committed to working in partnership with parents and carers to promote excellent attendance and punctuality. This policy complies with:

- Department for Education *Working Together to Improve School Attendance*
- Education Act 1996
- Rotherham Metropolitan Borough Council School Attendance Guidance
- Rotherham Fixed Penalty Notice Code of Conduct

Our Aim

We aim to:

- Promote attendance of at least 96%.
- Encourage pupils to attend school every day unless they are genuinely too ill to attend.
- Work positively with families where attendance becomes a concern.
- Ensure safeguarding responsibilities are met through effective attendance monitoring.

Parents' Responsibilities

Parents and carers must:

- Ensure their child attends school every day and arrives on time.
- Telephone the school before 9.00am on the first day of absence.
- Keep the school informed if the absence continues.
- Avoid taking holidays during term time.
- Attend meetings where attendance concerns arise.
- Work with school staff to improve attendance where necessary.

School Responsibilities

The school will:

- Maintain accurate attendance registers.
- Monitor attendance daily.
- Contact parents where a child is absent without explanation.
- Identify patterns of absence early.
- Offer support to families experiencing difficulties.
- Work alongside the Local Authority where attendance does not improve.

Authorised Absence

Absence may be authorised for:

- Genuine illness
- Medical or dental appointments (where unavoidable)
- Religious observance
- Exceptional circumstances agreed by the Headteacher

Unauthorised Absence

Examples include:

- Holidays during term time without exceptional circumstances
- Shopping trips
- Birthdays
- Looking after siblings
- Late arrival after registers have closed
- Any absence where an acceptable reason has not been provided

Term-Time Leave

The Department for Education states that Headteachers may not authorise leave during term time unless there are



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exceptional circumstances.

Family holidays, regardless of cost or parental work commitments, are not normally considered exceptional circumstances. Requests should be made in writing before any planned absence.

Attendance Monitoring

Attendance is monitored regularly.

Where attendance begins to fall, the school will:

- Contact parents to discuss concerns.
- Offer support and guidance.
- Agree an Attendance Improvement Plan where appropriate.
- Work with Rotherham Local Authority where attendance remains a concern.

Penalty Notices (School Attendance Fines)

From **19 August 2024**, the Government introduced a National Framework for Penalty Notices.

A penalty notice may be considered where a pupil has accumulated:

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

This includes unauthorised holidays during term time.

Current Penalty Notice Charges

First Penalty Notice (within a rolling three-year period)

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

Second Penalty Notice (within three years)

- £160 per parent, per child.
- Must be paid within 28 days.

Third occurrence within three years

A further penalty notice will not usually be issued. Instead, the Local Authority may consider prosecution or other legal action.

Legal Action

Where attendance fails to improve despite support, Rotherham Metropolitan Borough Council may consider:

- Fixed Penalty Notices.
- Education Supervision Orders.
- Prosecution under the Education Act 1996.

Conviction can result in:

- A fine of up to **£2,500**
- A Parenting Order
- Community Order
- Up to three months' imprisonment in the most serious cases.

Punctuality

Children should arrive before the start of the school day. Opening time is 8.45 a.m.



Persistent lateness disrupts learning and contributes to lost learning time. Late arrivals are monitored in the same way as attendance.

Monitoring and Review

This policy will be reviewed annually or sooner if Government guidance changes.

This version is fully aligned with the current national attendance framework and Rotherham Local Authority procedures, including the updated fine structure introduced in August 2024.