



Working Together to Support Attendance

At Sneinton St. Stephen's, we are incredibly proud of our high attendance levels.

This reflects our families' hard work and dedication, who ensure that their children come to school regularly, ready to learn and grow.

We also recognise that some children face genuine barriers to attendance due to illness or medical conditions. We are grateful for everything families do to support each child's access to school and to ensure they continue to thrive in education.

We are committed to working with families to help them overcome any barriers to attendance. Together, we aim to ensure that every child receives the best possible opportunities for success. If you are experiencing any difficulties with attendance, please don't hesitate to contact Mrs Shilcock in the School Office or a Senior Leader.

As of September 2024, new statutory changes to school attendance management have been introduced by the Department for Education. These changes strengthen schools' responsibilities in promoting regular attendance and working closely with families to address any barriers. We have outlined some of the main changes below:

Times of the school day and punctuality	What to do if my child is ill?
We know that parking for drop-off can be tricky and many of our families travel longer distances to get to us. Our school day starts at 8:45am. Our gates open at 8:35am and close at 9:00am. If your child arrives after 9:00am, they should go to our school office.	We will authorise absence for genuine illness but we ask that parents let us know that they are not able to come to school. If your child is ill, please inform the School Office 0115 9151370 before 9:00 am on the first day of absence. If your child has an ongoing medical absence, medical evidence (e.g. a doctor's note or prescription) will be required for us to authorise the absence. Absences beyond this period without evidence will be marked as unauthorised.
When can the school authorise an absence?	Penalty Notices (fines)
Examples of authorised absences include: • Genuine illness • Immediate family member's wedding (1 day) • Funeral of a close family member • Medical appointments If you are aware of an upcoming absence, please complete an Absence Request Form from our School Office and submit it at least four weeks in advance. Exceptional circumstances that may be considered for authorised absences are rare and assessed on an individual basis. If you believe your child's absence may qualify, please contact Mrs. Shilcock in the School Office.	When absence may result in a fine Holidays during term time are not permitted. Unauthorised absences, including family holidays and trips abroad, may result in a penalty notice. If your child has 10 sessions (5 days) of unauthorised absence within a 10-week period, we are required to notify the Local Authority, who may issue a penalty notice. This applies to all unauthorised absences. The fines are as follows: • First penalty notice: £80 per child, per adult, if paid within 21 days. This increases to £160 if paid between 22 and 28 days. • Second penalty notice: £160. Fines per parent* will be capped to two fines within any 3-year period. Once this limit has been reached, further action will be taken by the Local Authority. <i>*Parents – this can mean any adult who has responsibility for a child e.g. stepparent</i>

