



Bramley St. Peter's C of E (Aided) Primary School

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Headteacher: Mrs Ruth Esplin

*Journeying together
with God*

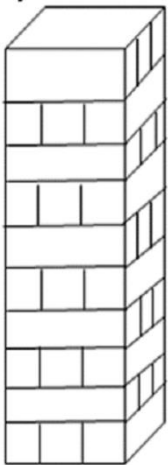
Attendance

Friday 8th May 2026

Dear Parents and Carers,

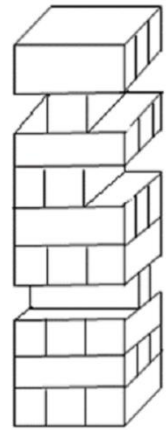
As you will be aware our attendance figures became a sticking point within our Ofsted inspection in January. Whilst the inspectors saw good aspects in our approach to attendance and the systems we have in place, our overall attendance headline figures are declining. Improvements could be seen for individual children but the wording in the Ofsted Framework relates to the overall attendance figure and that of groups of children e.g. those who are on the SEND register.

Children being in school is important. When they are not in school, they miss out on crucial learning, especially as the curriculum can move on quickly. Gaps start to form in a child's understanding and these build up over time where, for example, whole maths units have been missed or a number of sounds have not been taught in phonics. Our attendance figures have to improve and we need to work together to achieve this. The main reason for this though is for the benefit of the children.



Good attendance builds a strong foundation in knowledge and understanding.

Poor attendance means children start to have gaps in their knowledge and understanding. Their learning journey starts to wobble more and they are far less likely to meet the expectations set for their age.



A child's attendance is the legal responsibility of the parents/carers of the child. Sadly though, under this Framework, schools are judged on how well families engage with this.

There can be genuine reasons for dips in attendance and these are understandable. We have children who have to have operations and have known medical conditions. We need to eradicate attendance that is not acceptable.



We have been reviewing our systems and I want to clarify which features we have within our approach.

We will continue to reward children for good attendance or improving their attendance.

A child becomes a Persistent Absentee when their attendance reaches 90% (a limit set by the Government). This means they will have missed 19 school days by the end of the school year. Reaching this threshold means that there is a higher level of scrutiny from school and other steps that can be taken.

Medical conditions

We understand that there are children who have diagnosed medical conditions that can affect their attendance. These can be short term e.g. needing an operation or there are ones that can have more of a long term impact. One of the key aspects is that school staff are not medical professionals. So, in order to understand a condition and look at how we can support a child in the most effective way, we need to gain information from a medical professional. It is not enough for parents/carers to inform us. If this applies to your child, please ensure we have up to date written information from a medical professional. This includes when they have been discharged from a service.

At risk of becoming a Persistent Absentee

We will now be sending out a letter to families when a child's attendance dips to 94% and then again at 92%. This is to firstly make parents/carers aware that their child is at risk of becoming a Persistent Absentee and secondly to offer support to stop this decline.

Persistent Absentee

We will communicate with parents/carers when their child becomes a Persistent Absentee. This will be within a couple of days of this happening. This will be by letter, e-mail or phone call. We will again offer support where this is helpful.

Individual Supporting Attendance Plans

Discussions with parents/carers will lead to set actions that will be taken to support a child and their family in order for attendance to be improved. This support will be detailed in an Individual Plan which will be signed and dated by home and school.

Notice to improve (part of Working Together to Improve School Attendance)

This is an approach we can take when a child's attendance has not improved, despite support being offered. It is a formal step and a final warning that attendance needs to improve. It sets out a period of monitoring, following a meeting, where an attendance target needs to be met. If this target is not met then further action will be taken and this could lead to a Penalty Notice (see below) being issued.

Fast Track (part of Working Together to Improve School Attendance)

This is another approach we can take when a child's attendance has not improved, despite support being offered. It is a formal step and sets out a short period of monitoring where an attendance target needs to be met. If this target is not met then further action will be taken and this could lead to a Penalty Notice (see below) being issued.



Term time holidays

Authorisation in term time comes at the discretion of the Headteacher and the reason for absence must meet the 'exceptional criteria'. I am very sympathetic to families who struggle to afford to go on holiday outside of term time but the criteria for exceptional is very high and this does not meet it. The vast majority of holidays taken in term time are not authorised, even when family members are ill. If an absence for this reason is 5 days or more, then a Penalty Notice (see below) will be issued.

We want to work alongside families and offer support where we can. Sadly, this has not been effective for some families so we will be using the routes described above in more cases now.

If you feel we can help you improve the attendance of your child(ren), please do come and speak to one of the staff at school. This could be your child's class teacher, a Senior Leader, the SENDCO or one of the Attendance Team.

Thank you in advance of your support.

Yours sincerely,

Mrs Ruth Esplin
Headteacher

Penalty notices (set by the Government)

From August 2024, the fine for school absences across the country are £80 per child, per parent if paid within 21 days. If paid between 22 and 28 days, the fine is £160 per child, per parent.

Second Offence (within 3 years): A flat rate of **£160** per parent/child if paid within 28 days (no reduced rate).

Third Offence (within 3 years): A third penalty notice cannot be issued. Instead, the local authority will consider other, more severe, legal interventions, such as prosecution in Magistrates' Court (which can lead to fines up to £2,500)

