



Somerford Primary School

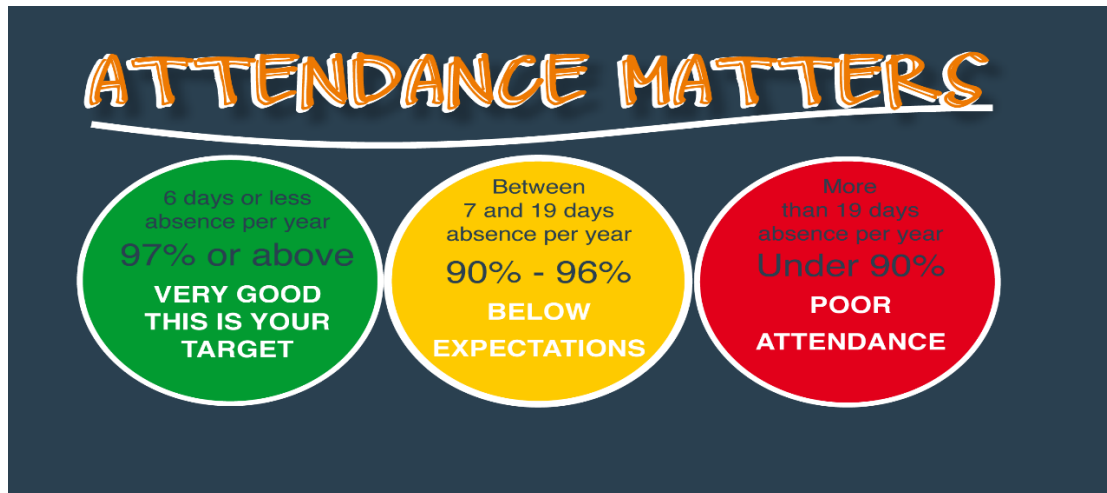
Attendance Newsletter

Autumn Term 2025



Welcome to Somerford Primary School's attendance newsletter.

Welcome back! The purpose is to share with you our school attendance processes, provide practical support in following our attendance procedures and support you to ensure your child's attendance is as good as possible.



A reminder that the following reasons are **NOT** acceptable for children to be absent from school.

- ★ Shopping, family day out
- ★ Celebrating their birthday or family birthday
- ★ Parental illness or appointments
- ★ Holidays taken in term time including long weekends - Monday and Friday
- ★ Being tired



PENALTY NOTICE FINES FOR TERM-TIME HOLIDAYS ARE CHANGING

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First Offence

The first time a Penalty Notice is issued for an unauthorised term time holiday the fine amount will be:
£80 per parent, per child if paid within 21 days.
Increasing to £160 if paid between days 22-28.

Second Offence (within 3 years)

The second time a Penalty Notice is issued for unauthorised absence the amount will be:
£160 per parent, per child, payable within 28 days.

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Third Offence and any further offences (within 3 years)

The third time an offence is committed a Penalty Notice will not be issued and local authorities will need to consider other available measures to address the absence concerns. This may mean that cases are presented before a Magistrates' Court. If convicted, sanctions can include a fine of up to £2,500 and a prison sentence of up to 3 months, and you will have a criminal record.

Cases found guilty in the Magistrates' Court can show on the parent's future DBS certificate due to 'failure to safeguard a child's education'.

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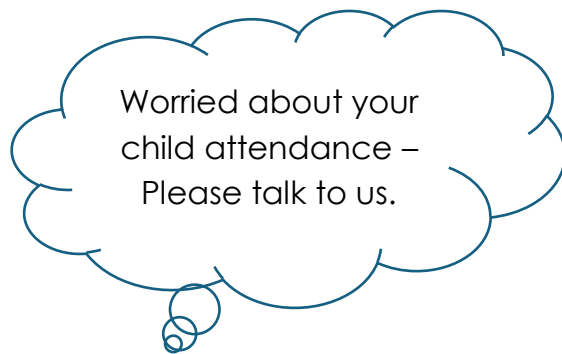
Who may be fined?

Penalty Notice fines are issued to each parent who allows their child to be absent from school.

National Threshold:

All schools in England must consider a Penalty Notice when a pupil has 10 unauthorised absences in a 10 school-week rolling period. For example, a 5-day holiday would meet this threshold.





Name	Title	Role in attendance	Contact details
Helen Frampton	Headteacher Senior Attendance Champion	Responsible for the strategic approach to attendance in school	office@somerford.dorset.sch.uk 01202 485436
Lucy Macmillan	Pastoral Leader	Link for parents to contact for support with attendance	lmacmillan@somerford.dorset.sch.uk 01202 485436
Claire Northey	Receptionist Attendance Officer.	Day to day attendance. Attendance paperwork.	cnorthey@somerford.dorset.sch.uk 01202 485436

FAQ's

If I go away do I need to tell school?

If you are planning to leave your child in the care of someone else, whether it is an older sibling, relative, or another guardian, it is crucial to inform the school and provide us with their contact details.

This enables us to stay connected in case of emergencies and ensures clarity regarding decision-making for your child's welfare.

Home visits— why do they happen?

In cases where we have concerns about a child's attendance, welfare or safety, we may conduct home visits. If we have not received any communication regarding your child's absence, we will attempt to reach you through various channels such as phone calls, emails, and messages. If we are still unable to make contact, a home visit will be scheduled to ensure the safety and well-being of everyone involved.



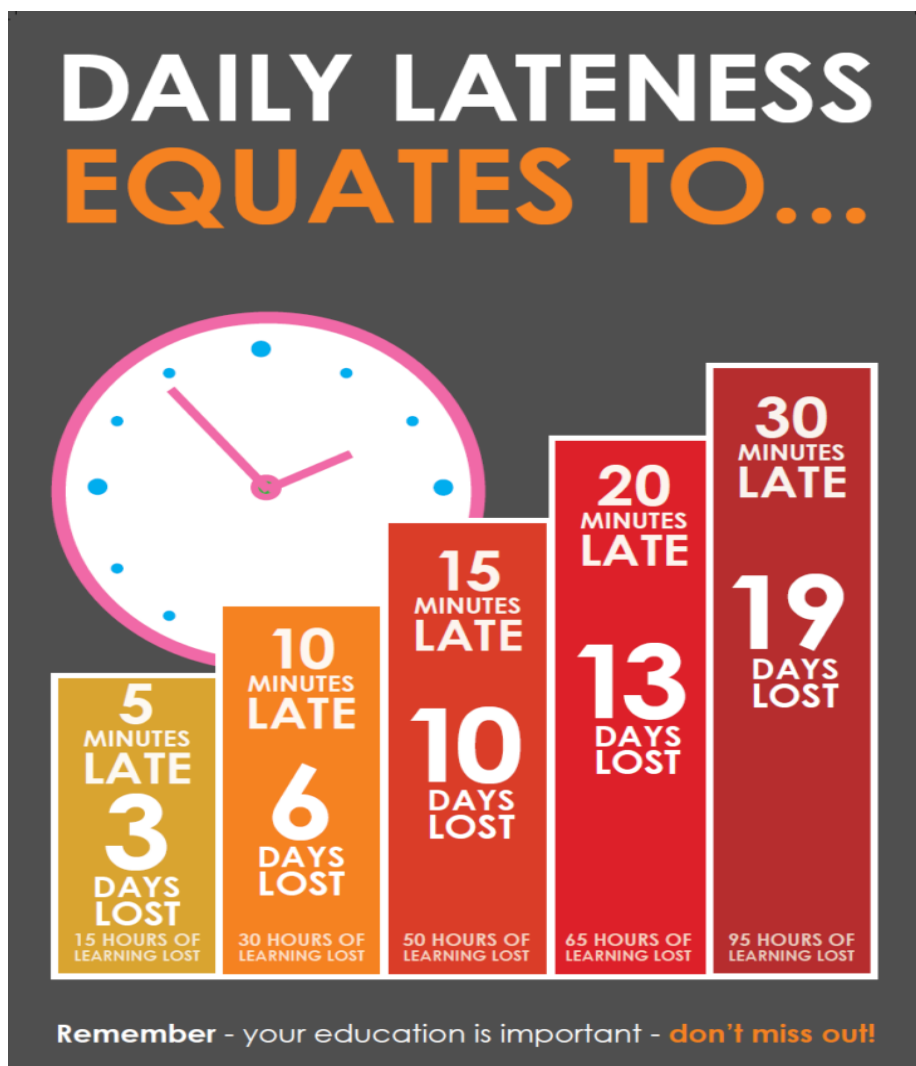
Should my child attend school if they are anxious or worried?

It is normal for children to feel a little anxious sometimes. They may get a tummy ache or headache or have problems eating or sleeping. Avoiding school can make a child's anxiety about going to school worse.

It is good to talk about any worries your child may have such as bullying, friendship problems, schoolwork or sensory problems. We will work with you to find ways to help them. If your child is still struggling and it is affecting their everyday life, please come and speak to a member of the safeguarding or attendance team. We will then be able to advise you on advice and support that is available to you.

What are persistent absentees (PAs)?

Persistent absentees are those children who have missed more than 10% of their school sessions. In a year there are 190 teaching days. If a child misses 19 days or more over a year, they will fall into this bracket. Children who are persistently absent, for whatever reason, are monitored to ensure their attendance improves. The school will send letters informing you of your child's attendance and hold meetings to discuss how we can work together to try to improve your child's attendance.



Absence due to illness

We understand and appreciate that Children can be ill, and it is not always easy to decide whether to send them to school or keep them at home. If your child is too poorly to attend school, please ring the office before **8.30am** with full details of your child illness. If we do not hear from you, we will contact you or visit you to find out.

RED – Stay at home

Sickness and
Diarrhoea
High Temperature.
48 hours before
your child can
return to school,
after last episode of
sickness or
diarrhoea.

GREEN – Come to school.

Mild cough, cold or
tired.

We will always
contact you if your
child's unwell during
the school day.

AMBER – Seek Advice

Headache, feeling sick,
stomach ache.
Children often feel
unwell if anxious, if in
doubt seek medical
advice. (If you think
your child is anxious
please talk to us.)

Infectious illnesses

Your child does not
always need to
stay off school.
Visit our website or
call the school for
advice.

Support and guidance:

Speak with GP or NHS

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<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school>.

Parent and Carer Responsibilities:

- Parents and carers are responsible for ensuring their child arrives punctually for school registration.
- It is expected that parents and caregivers communicate with the school daily to report any absences, providing a reason and indicating the anticipated return date.
- Regular updates should be provided to the school, along with any relevant medical documentation when applicable.
- Scheduling routine medical or dental appointments during school hours should be avoided whenever possible.
- In cases where unavoidable appointments arise, parents should notify the school in advance



What Constitutes Medical Evidence?

If your child is absent from school due to medical reasons, we may require appropriate documentation to explain the absence. Accepted forms of medical evidence include:

- Prescription or prescribed medication including the child's name
- Documentation of a GP or hospital appointment, such as text messages, emails, or appointment cards
 - Hospital appointment letters
 - Medical and Dental Appointments: Whenever possible, appointments should be scheduled outside of school hours. If this is not feasible, please provide documentation of the appointment, such as an appointment card, letter, or text message.

Children are expected to attend school before and after their appointment.

PLEASE ENSURE YOU CONTACT US IF YOUR CHILD IS NOT IN SCHOOL.

**My child is unable to attend school today,
WHAT DO I DO?**

Learner absence procedure.

**Learner is unwell and
unable to attend school.**

Dedicated absence telephone
number is **01202 485 436. (Press 1)**

EMAIL—

office@somerford.dorset.sch.uk

Leave message

Child's name

Class

Reason for absence
(Please be specific as to
why your child is off,
'Poorly' isn't enough
information)

**Parent/Carer to update daily
please!**

