

Cavendish Community Primary School



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Headteacher: Mrs Jo Taylor

Deputy Headteacher: Miss Sian Evans

Assistant Headteachers: Mrs Gill Day, Miss Sarah Conway, Miss Sarah Hopkins, Mr Kevin Foster

School Business & HR Manager: Miss Nicola Kennedy

19 August 2024

Dear Parents/Carers

At Cavendish Community Primary School we firmly believe that regular school attendance is essential for the educational progress and overall wellbeing of our pupils. We share the Department for Education's (DfE) ambitions to improve school attendance. In this letter we have highlighted some of the support on offer from Cavendish Community Primary School. However, we also want to describe the important nationwide changes that come into force on 19 August 2024 in relation to the issuing of fines.

Why regular attendance matters

Consistent school attendance allows your child to:-

- Fully engage in learning and make academic progress
- Develop critical social skills by interacting with their friends and teachers
- Grow in confidence in a supportive and nurturing school environment
- Build a sense of routine and responsibility, essential for future success

Support First

Cavendish Community Primary School understand that some pupils may face challenges that impact their attendance. Our school's attendance team is here to provide support and



Creating Brilliant Citizens

guidance to pupils and families in such situations. If you encounter any difficulties related to attendance, please contact Diane Berisford on 0161 445 1815 option 4.

Some support options on offer to families may include the following: -

- Meeting to discuss attendance and provide support if required
- Attendance Support Plan
- Early Help

Our updated Attendance Policy (In Full) will be available to view on our website from September 2024. In the meantime, please find attached the parent friendly version.

What happens if my child has a period of unauthorised absence?

One of the main changes from the Department for Education is how sanctions for unauthorised absence are used.

If you take an unauthorised holiday in term time, or have other periods of unauthorised Absence, the headteacher may request that Manchester City Council issue a fine (known as a fixed-penalty notice). If issued with one, you will need to pay this directly to the Local Authority – £80 within 21 days, or £160 within 28 days.

The decision whether to issue a fine for any unauthorised absence will take into account whether a national threshold has been met – this is 10 sessions of unauthorised absence in a rolling period of 10 school weeks – as well as other factors. This includes unauthorised sessions due to late arrivals at school, after the register has closed.

If there was a second period of unauthorised absence within a three-year period then a second penalty notice could be issued, and this would be at the higher rate of £160.

Further periods of absence within three years, could mean that you are taken to court with no option of a penalty notice.

These rules are coming into force across the country on 19 August 2024 as part of the Department for Education's drive to improve school attendance.

Term-time holidays are not permitted during the school year. Absences due to term-time holidays are disruptive to learning and lead to missed opportunities in the



classroom.

However, we recognise that there may be exceptional circumstances and in such rare cases, please submit a formal request, in writing, to the headteacher well in advance. The headteacher will carefully consider each request on an individual basis.

Please do not hesitate to contact Diane Berisford if you have any further questions regarding this matter.

Thank you for your co-operation and commitment in ensuring your child attends school every day.

Yours sincerely

Mrs J W Taylor
Headteacher

At Cavendish Community Primary School, our vision is to ensure ALL pupils can fulfil their potential by attending school every day to benefit holistically from their education so that they are motivated, happy and prepared to learn and achieve.

As a Right Respecting School, we acknowledge under Article 18 & 28 of the UNCRC the importance of working together with parents/carers to ensure children have full access to the education provided for them. Together, we are duty bound to ensure children receive these Rights.



Article 18 (parental responsibilities and state assistance) Both parents/carers share responsibility for bringing up their child and should always consider what is best for the child.



Article 28 (right to education) Every child has the right to an education.

