

## **Studfall Junior Academy – Attendance: What Parents/Carers Need to Know (2024)**

From 19 August 2024, national rules on school attendance are statutory. Please keep this guide handy.

### **Your responsibilities**

- Make sure your child attends every day the school is open and arrives by 8:50am.
- Tell us about absence by 9:30am on each day (01536 202621 or [admin@studfalljunioracademy.org](mailto:admin@studfalljunioracademy.org)).
- Give us more than one emergency contact and keep details up to date.

### **When your child is ill or has an appointment**

- Please arrange appointments outside school hours where possible. If unavoidable, provide the appointment card/letter and keep time out of school to a minimum.
- Where illness is frequent or unclear, we may ask for medical evidence. If evidence is not provided, the absence may be unauthorised.

### **Term-time holidays**

- Holidays are not an exceptional circumstance and will not be authorised, including for parental work patterns.

If attendance becomes a concern (support-first)

- We will meet with you to understand any barriers and agree a plan, which may include breakfast club places, mentoring or referrals to external services.
- We hold Targeted Support Meetings with the Local Authority when needed to coordinate help.

### Legal intervention (national framework)

- If support is not working or not engaged with (or for unauthorised holidays), the Local Authority may take legal action.
- National threshold: usually 10 unauthorised sessions within 10 school weeks can trigger legal intervention.
- Penalty notice amounts: first notice £160 (reduced to £80 if paid within 21 days); second notice within 3 years if paid within 28 days £160 (no discount); further offences the case will be presented to the Magistrates Court fines can be up to £2500 per parent per child.

At Studfall our primary goal is to create a safe and supportive school community where your child can thrive. We believe that regular attendance throughout the year is essential for children to experience a sense of belonging, success and fulfilment.

Need help? Contact the Attendance Officer (Joanna Hankins) via 01536 202621, or Senior Attendance Champion (Louise McGeachie) via [lmcgeachie@studfalljunioracademy.org](mailto:lmcgeachie@studfalljunioracademy.org)

