



**Making Every Day Count:
Supporting Excellent Attendance in
Primary School, and the Rotherham SAMP
Pathway**

This guide aims to explain the importance of good attendance in school, and outline the processes involved in the Rotherham School Attendance Matters Pathway (SAMP) should there be concerns about a child's attendance.

Why is good attendance so important?

Being in a school environment is the best way for pupils to learn and reach their full potential in so many ways;

Quality teaching – basic skills are acquired and a strong educational base is established.

Social and emotional development – schools are communities where children learn important life skills and socialise with their peers and trusted adults.

Life lessons – by attending school regularly, children develop a sense of commitment, responsibility and self-discipline. Good attendance also sets a positive work ethic for the future.

What if my child is absent from school?

Of course, all children will have days when they're not able to go to school, whether that's due to illness or a family emergency, and the occasional day off is unlikely to affect their education.

However, when children are taking regular or persistent days off, whether for holidays or other reasons, it can have a serious impact on their education.

Attendance facts....

- There are 190 days in a school year. That leaves 175 days left when you can take holidays, go shopping and spend time together as a family!
- Two school days missed during each month during your school life adds up to one whole year of school lost.
- 90% attendance may look impressive, but it means your child is missing 20 days of education a year. That's the same as missing around 100 brilliant lessons with their teacher!
- Punctuality is important too. Being 15 minutes late every day adds up to 2 weeks learning lost in the year. Teaching starts straight away as soon as the children are registered.

We work in partnership with the Department for Education and Rotherham Local Authority to follow statutory guidance on attendance, which came into effect on 19th August 2024. Under this guidance we will work closely with our families to;

Expect high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn

Monitor our attendance data to identify patterns of poor attendance as soon as possible so that we can work together to resolve them before they become entrenched.

Listen and understand the barriers to attendance and agree how we can work together to resolve them.

Support pupils and parents to access the help they need to overcome the barriers to attendance inside or outside of school. This might include Early Help support or an attendance plan.

Formalise support where absence persists and the support offered is not working or not being engaged with. This could be an attendance contract or education supervision order.

Enforce good attendance through statutory intervention: this could be a penalty notice in line with the National Framework, or prosecution to protect the pupil's right to an education.

Holidays (Leave of Absence) in Term Time

All schools will be required to consider a Fixed Penalty Notice (FPN) when a child has missed 10 or more sessions for unauthorised reasons in 10 school weeks. Each school day has 2 sessions, AM and PM, meaning 10 sessions could be 5 full school days or 10 half days.

The National Framework for Penalty Notices sets out that a maximum of 2 FPN's per parent, per child can be issued within a rolling 3-year period. If the national threshold is met for a third time (or subsequent times) within 3 years, further enforcement action will be considered.

First FPN in a 3-year period: £160 per parent, per child to be paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days

Second FPN in a 3-year period: £160 per parent, per child to be paid within 28 days

Third occasion in a 3-year period: A FPN will not be issued, and the Local Authority will consider alternative enforcement.

For full information please visit: [School Attendance – Rotherham Metropolitan Borough Council](#)

What happens if my child doesn't attend school regularly?

We work closely with the families of our irregular attenders to ensure we understand why they are not attending regularly, to create a shared plan to support improvement in attendance, and to maintain close links with them to ensure improvements are maintained over time. This means;

School continually monitors attendance over a rolling 10-week period.

- If we are concerned about repeated patterns of absence without good reason, or your child has 10 sessions of absence in the rolling 10-week period, you will be contacted to discuss ways in which school can help you achieve an improvement in attendance. You will be offered Early Help support where appropriate, or other help for your child in school.
- If you decline the support offered, school may need to put in place an Attendance Contract. You'll be invited to a meeting where we will discuss this together and decide on the targets to be met.

School continues to monitor for 3-4 weeks.

- If attendance has improved and you've been engaging in the support offered, we will continue to help you and your child, and monitor attendance regularly. We'll keep in touch with you to ensure the support is still relevant and effective.
- If attendance has failed to improve, if you haven't met the conditions of the attendance contract or you've failed to engage with school, you will receive a letter 'Notice to Improve'. This details the support you have been offered, and the possible outcomes should you fail to engage with that support moving forward.

School will continue to monitor for 3-4 weeks.

- If attendance is still improving and support has been effective, we will review and decide on next steps. Even if support is no longer needed, we will keep monitoring to ensure attendance doesn't slip again.
- If attendance has still failed to improve, we will refer your case to the Local Authority, who could impose a fine, or other forms of legal intervention. You'll receive a 'Referral to the Local Authority' letter informing you of this.

If you have any concerns or questions about attendance, please contact the school office.