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2nd October 2024

Dear Parent/Carer

We are writing to inform you of updated legal guidance for schools that has taken effect from the beginning of this academic year. These changes are in response to the publication of Government documentation "Working together to improve school attendance 2024" which is aimed at ensuring all pupils receive a consistent and uninterrupted education. More information is available on our [school website](#). We are grateful to the very large majority of parents who recognise the importance good attendance

### Statutory Expectations

The Department for Education has implemented updated legal guidance concerning school attendance, which sets out compulsory expectations. The key points of this legislation are as follows:

- Attendance:** All pupils are required to attend school regularly. Absences will only be authorised for valid reasons such as illness, medical appointments - with evidence showing this appointment eg letter, text message, email, or pre-approved exceptional circumstances.
- Punctuality:** It is a parent/carer's responsibility to ensure a child attends school on time, poor punctuality will affect the child's school attendance and quality of education.
- Attendance monitoring:** The school will closely monitor attendance records. Parents will be contacted regarding any concerning patterns of absences, and meetings may be scheduled to discuss solutions to improve attendance.
- Unauthorised term time leave:** Parents/carers have no legal right to remove a child from education. The local authority may issue a Penalty Notice of up to £160 per child, per parent/carer for unauthorised term time leave (10 sessions = 5 school days in a rolling period of 10 school weeks). To comply with the safeguarding process parents/carers must complete a term time absence form available from the School Office. This should be completed in advance of any leave. Hard copies will be available in the school office and an electronic copy will also be available from Monday 7th October on the school website.

### School Expectations

In light of the updated legal guidance, we have updated our school attendance policy to ensure compliance and to support our pupils' academic success. We expect all parents and carers to:

- **Ensure prompt attendance:** pupils should arrive on time every day, ready to participate in their classes.
- **Communicate effectively:** Notify the school immediately of any absences and provide the necessary documentation when required. This phone call ensures that you don't trigger the next stage of our attendance process.



*Monkhouse Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

- **Engage with school resources:** If you are facing challenges that affect your child's attendance, please reach out to the school. We have resources and staff members available to assist you in overcoming these obstacles.

### **Support and resources**

We understand that there may be circumstances that make regular attendance difficult. Our school is committed to working with and supporting families in any way possible. Please contact the school office for assistance or to discuss any concerns regarding your child's attendance.

We appreciate your cooperation and understanding as we implement these changes. Our collective effort will ensure that all pupils have the opportunity to succeed in their education.

Thank you for your continued support and commitment to your child's learning.

Sincerely

*LJ Baggett*  
Head Teacher