



# ATTENDANCE EXPECTATIONS AT THE MALLARD ACADEMY



Exceed Learning Partnership  
• EVERY CHILD • EVERY CHANCE • EVERY DAY •

## Entitlement

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at our academy or by education otherwise than at a school.

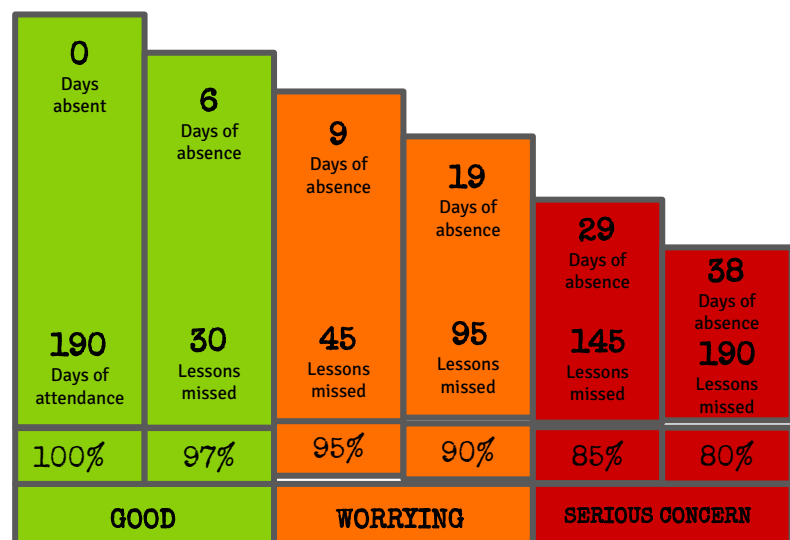
## ATTENDANCE EXPECTATIONS

At Exceed academies we want the very best for our children and young people. High attendance leads to high outcomes in learning and this means that our pupils must attend every day that the academy is open, except in a small number of allowable circumstances. Every lesson counts in our academies and we want all our pupils to be included and secure the knowledge they require to thrive in their learning.

### When should I keep my child off school?

The latest NHS guidance to support parents can be found [\[here\]](#).

175 NON-SCHOOL DAYS A YEAR – There are 175 non-school days during the year to spend time with family, go on holidays, shopping, visits and attend appointments. Days off school add up to lost learning.



**Good attendance means being in school at least 96% of the time or 180–190 days.** Did you know? A two week holiday in term time means that the highest attendance you can ever achieve is 94.5%

### Attendance is important for more than just attainment:

This is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances.

**The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment.**

### ATTENDANCE Expectations:

**Pupils are expected to be on site by 8:45a.m.**

Pupils arriving after 9.00 a.m. will be registered late (L code)

Pupils arriving after 09:30 a.m. will be marked late.(U code) for the a.m. session

Pupils arriving after 1:30 p.m.will be marked late (U code) for the p.m. session

### Need to speak to us? Please contact us via...

Email: [admin@mallard.elp.org.uk](mailto:admin@mallard.elp.org.uk)

Phone: 01302 859116

#### Attendance Support:

Mrs Bramley/Mrs Sumner/ Mr Richardson

#### Mental health support:

Mrs Bramley/Mrs Sumner/ Mr Richardson

**MOMENTS  
MATTER,  
ATTENDANCE  
COUNTS.**



# PENALTY NOTICES

## Fines for school attendance have changed!

From September 2024 there was new government guidance on managing school attendance, which includes new absence fine rates and thresholds. This will direct which penalties must be *considered* and potentially implemented.

### Fines and 'improvement notices'...

New "notices to improve" will be the "final opportunity for a parent to engage in support and improve attendance before a penalty notice is issued".

Absence fines can be issued per parent per child\*. Fines will rise from £60 to £80, or £160 if not paid with 21 days. For example, 3 siblings absent would result in each parent receiving 3 fines.

\*This includes parents whose addresses may differ

### ...and national fine thresholds

Penalty notices could be considered when absence accumulates to:

- 5 consecutive days of Term Time Leave\*
- 10 sessions of unauthorised absence in a 10-week period - this includes different terms and school years

These thresholds can be met with any combination of unauthorised absence.

\*Inset training days are school days and can be considered where there was intent to be absent

#### 1 First time Penalty Notice

Issued for Term Time Leave or irregular attendance  
**FINE:** £80 per parent, per child increased to £160 if not paid within 21 days

#### 2 Second time Penalty Notice (within 3 years)

Issued for Term Time Leave or irregular attendance  
**FINE:** £160 per parent, per child paid within 28 days

#### 3 Third time Penalty Notice (within 3 years)

No Penalty Notice will be issued - cases are presented to the Magistrates' Court  
**FINE:** Up to £2500 per parent, per child and can include a reference on parents' future DBS certificates due to 'failure to safeguard a child's education'

#### 4 Education Supervision Order / Parenting Order

Local Authority support to ensure your child attends school  
**FINE:** The local council can do this instead of, or as well as, prosecution

#### 5 Prosecution

A Community Order may be issued or a jail sentence of up to 3 months  
The court could apply a Parenting Order

## Working with families to support education will remain the priority at Exceed Academies

Fines and monies received are managed by the Local Authority; schools do not gain financially from any fines. It is a statutory requirement to work with the Local Authority in providing information regarding student attendance, and from September 2024, all schools must report daily attendance for every student to the Department for Education.

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