



HANDFORD HALL PRIMARY SCHOOL 2025/26

September 2025

Dear Parents/Carers,

We are committed to supporting you and your family and would like to work with you to improve your child's school attendance.

Please find below information regarding DfE statutory regulations.

Handford Hall Expectation























At Handford Hall we regularly emphasise the importance and benefits of regular school attendance. The simple fact is all children learn more and have better mental health and wellbeing if they attend school with the absolute minimum absences.

OMAT Statement of Expectation

At Orwell Multi Academy Trust, we expect all children to be in school every day, unless they are too ill to attend. Term time holiday will not be authorised and will result in a fine. Unauthorised absence will result in legal intervention. Every school in the Trust has staff who can support you with your child's attendance, so we ask that you work with us to ensure that your child is in school, on time, every day.

When is it OK to send my child to school.

Absence will only be automatically authorised when a child is too unwell to attend school. However, too many children are missing school when they are not too unwell so we hope that information below will be helpful.

Condition	Action	Attendance	Condition	Action	Attendance
Cold/cough 	Please bring medicine to school 	In school 	Toothache 	Please bring medicine to school 	In school 
Painful tummy 	Please bring medicine to school 	In school 	Slight temperature 	Please bring medicine to school 	In school 
Headache 	Please bring medicine to school 	In school 	Upset tummy/diarrhea/vomiting 	24 hours before returning to school 	After 24 hrs 
Painful leg/arm 	Please bring medicine to school 	In school 	Chickenpox 	For five days from onset of rash 	After 5 days 
			Tonsillitis 	Please bring medicine to school 	In school if child is well enough 
			Sore throat 	Please bring medicine to school 	In school 



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Handford Hall Primary School - Early Help Offer

Working with you and your family

At Handford Hall Primary school we recognise the challenges that families face in bringing up children. Family life can be complicated and sometimes you may need some support. If you have a problem at home, please get in touch – we can support you in lots of ways.

What is early help?

Early help means providing support to our children and families as soon as a problem emerges, at any point in a child's life.

There are many ways in which we can help as outlined in our offer of early help below:

Stage 1: Universal support	Stage 2: Targeted support	Stage 3: Specialist support (High level support)
Quality First Teaching Bespoke Curriculum and adaptive teaching and learning for all Whole school approach to wellbeing: daily meet and greet, extra curriculum activities, pastoral support, safeguarding and mental health team Communication with class teachers and senior leaders Weekly Headteacher Surgery (every Tuesday 2.00-3.30) Developing Key Skills through PSHE curriculum	Support through Senior Leadership team SENDco support Family Support Officer support School Nurse appointments Mental Health lead Safeguarding Team Attendance Team (including EWO – Educational Welfare Officer) Early Help – CAFs and signposting to other agencies (Police Community Support Officer, Wellbeing Suffolk, MASH – Multi-agency Safeguarding Hub, Community Social Worker, Sendclass etc.) Parenting Courses	Children and Young People Services Norfolk and Suffolk NHS Inspire Wellbeing 4YP Icen project Virtual Schools Alternative provision Realise Futures Lighthouse



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We are here to help

Although parents are expected to ensure their child attends school every day the school is open and notify the school as soon as possible when their child is unexpectedly absent.

If you are finding it hard to maintain good attendance for your child, please always talk to us.

* Ms Wiltshire (Admin Officer) will usually be the person you talk to first when reporting your child's absence. Talk to her and she can advise who to talk to if you have a challenge.

* Your child's teacher - always your first port of call when there is a problem so you can work together to resolve the issue which is preventing your child from attending.

* Miss Kirby (Family Support Officer)) will always provide support and advice.

There are several ways in which Miss Kirby can help or signpost you to support services depending on your situation.

We really want to help.



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Penalty Notice Fines for School Attendance are changing from 19th August 2024

With the introduction of the new National Framework for Penalty Notices issued by DfE, the following changes will come into force for School Penalty Notice Fines issued after 19th August 2024.

National Threshold

There will be a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period.

These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence.

The 10-school week period can span different terms or school years.

Please note: The DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

First Offence

The first time a Penalty Notice is issued for unauthorised absence the amount will be:

£160 per parent, per child paid within 28 days.

Reduced to £80 per parent, per child if paid within 21 days.

Per Parent*, Per Child

Penalty Notice Fines are issued to each parent*, for each child that was absent.

For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

*Parent

Section 576 of the Education Act 1996 defines "parent" as:

- All natural (biological) parents, whether they are married or not.
- Any person who, although not a natural parent, has parental responsibility for a child or young person.
- Any person who, although not a natural parent, has care of a child or young person.

Second Offence (within 3 years)

The Second time a Penalty Notice is issued for unauthorised absence the amount will be:

£160 per parent, per child paid within 28 days.

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed a Penalty Notice will not be issued and the case could be presented straight to the Magistrate's Court. Prosecution can result in Criminal records and fines of up to £2,500

Cases found guilty in Magistrates' Court may show on the parent's future DBS certificate due to 'failure to safeguard a child's education'.