

# At Stoke Bishop we know that...

- ✓ **Attending school every day** will help your child achieve their aspirations and the aspirations you have for them.
- ✓ **One missed day** means missing up to 8 lessons. This makes the next day's lesson harder.
- ✓ **School is an enriching environment** that supports your child's physical, social and mental wellbeing.
- ✓ **School isn't just about learning.** It's a warm, supportive environment where your child can see their friends and learn skills that equip them for life.
- ✓ **The attendance laws have changed,** including a new framework for Penalty Notice fines.
- ✓ **Being late** affects a child's learning. A child arriving 15 minutes late every day will miss 2 weeks of school over the year.
- ✓ **Working together** can help overcome barriers to attendance. Please contact the school if you are struggling with any aspect of attendance.

c.woodman-smith@bristol-schools.uk  
0117 377 2173



## The National Attendance Expectations:

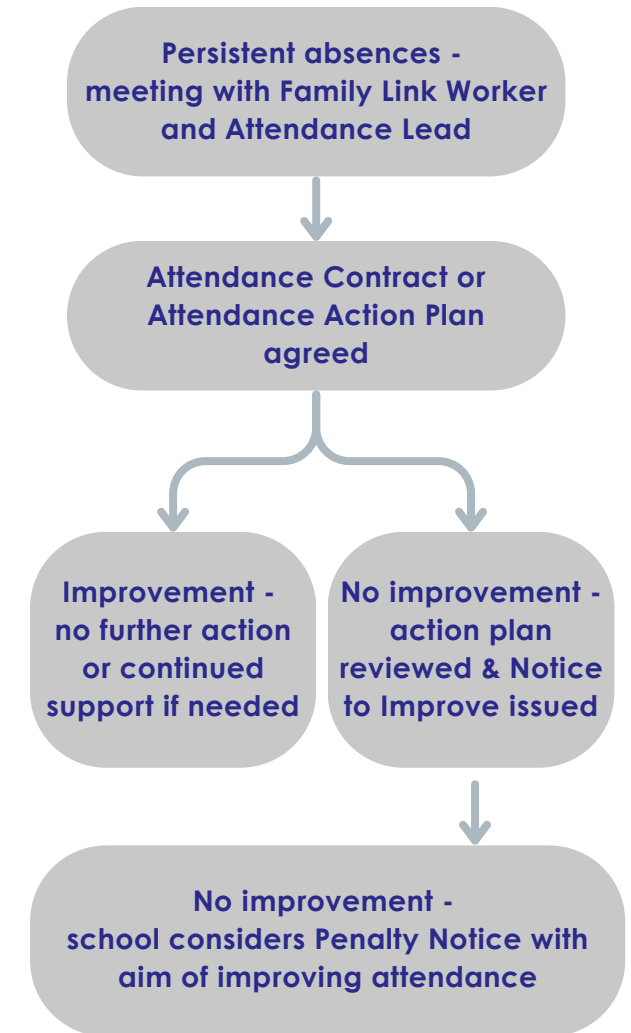
All children are entitled to an education and should attend school every day unless they are too ill or have a valid reason for their absence. Holidays and leisure activities are NOT valid reasons.

- Pupils should arrive at 8.45am. Any child that arrives after this is marked as late.
- The morning register closes at 9.00am. Any child who arrives after this is marked as absent
- The afternoon register closes at 1.10pm

A **'Leave of Absence Request'** form should be completed on SchoolZine at least 4 weeks before any planned absence.

A **'Report a Sickness'** form must be completed on SchoolZine or if your child is ill. Alternatively you can call or email the school office. 0117 377 2173  
stoke.bishop.p@bristol-schools.uk

# A support first approach...



Please contact our Family Link Worker, Claire Woodman-Smith for help with attendance.

c.woodman-smith@bristol-schools.uk  
0117 377 2173

# Understanding legal actions...

Stoke Bishop will always provide a support first approach for children with low attendance. Our Family Link Worker is available to discuss any barriers to attendance your family may have.

## When can I be given a Penalty Notice?

If a child has missed 10 or more sessions (5 days) for unauthorised reasons within a 10 school week period, the new national rules state that schools **must** consider giving a Penalty Notice. If a Penalty Notice is issued, all future communication will be with Bristol City Council. The school does not receive the money from the Penalty Notice. You cannot be given a Penalty Notice for absence that is authorised by the school (such as illness).

## When may I be given a Notice to Improve?

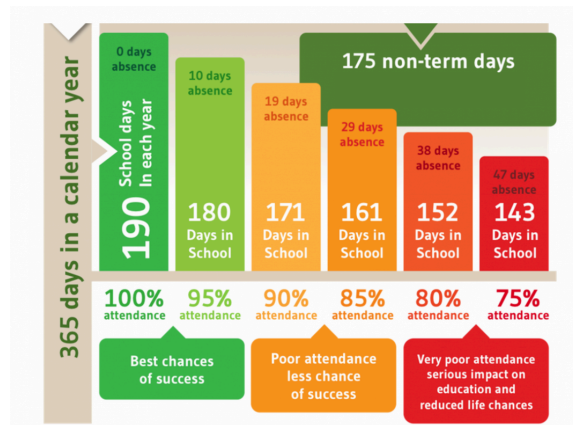
In some cases, your school or local council may choose to give you a 'Notice to Improve' instead of a Penalty Notice. This is a formal written warning that, unless attendance significantly improves, you will be issued with a penalty notice.

This is to give you another chance to work with the school to improve your child's attendance. A 'Notice to Improve' will not be given if you take a holiday in term time without permission.

## How much could I be fined?

A penalty notice is charged at £80 if paid within 21 days, or £160 if paid within 28 days. If you do not pay the fine you may be prosecuted in court. Penalty notices and prosecution proceedings are issued to **each parent** with responsibility for the child. This means that a family taking two children out of school for a holiday could be fined up to £640. If a parent receives a second penalty notice for the same child within any three-year period, the charge will be a flat rate of £160; there will be no reduction if paid within 21 days.

A parent cannot receive more than two penalty notices for the same child within any three-year period. This is because it is clear that previous penalty notices have not worked. Once this limit has been reached, another action like a parenting order or prosecution will be considered. Penalty notices for absence before the 2024-25 school year do not count in this limit.



## Useful links...

[BCC Penalty Notices](#)

[Is my child to ill for school?](#)

[Parent Responsibility for School Attendance](#)

[Emotionally Based School Avoidance](#)

[SB Attendance Policy](#)

SCHOOL DAYS ARE PACKED WITH MOMENTS OF...

CURIOSITY, WONDER AND CONNECTION.

MOMENTS MATTER, ATTENDANCE COUNTS.

Attendance at  
Stoke Bishop  
Primary School

