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25th September 2024

Our ref: OM/JN/015/KB

Dear Parents and Carers

Re: Attendance – New Rules

Every year we write to you to highlight the importance of good attendance. Pupils have returned to school and it has been wonderful to welcome them at the start of this academic year.

In August 2024 the government issued new statutory guidance relating to attendance (please see the link below). In response to this document there have been some significant changes to the GANF attendance policy. To view this please follow the link [Attendance Policy GANF.pdf \(ganf-cit.co.uk\)](#)

This new guidance states that school now has a duty to inform the Local Authority when pupils miss or are expected to miss 15 consecutive days due to illness or unauthorised absences. If your child is absent for 10 consecutive days or 10 days during a term, a letter will be sent home and we will require a reason for the absence and your signature as we are required to inform the local authority if your child is absent for 15 days a term.

The new guidance includes a new national framework of penalty notices has been introduced by the DfE. This framework applies when unauthorised holidays are taken during term time, and when the number of sessions missed due to an unauthorised holiday meets the threshold of 10 sessions in 10 weeks. The penalty notices have increased up to £160.

There are only a few circumstances in which a child is allowed to miss school, such as illness or where the school has given permission because of exceptional circumstances. If there is an exceptional need for your child to not be at school then please email the headteacher providing details of the circumstances. According to the new guidance if a school has reason to believe that families have provided false reason for a child's absence school will complete a home visit, and if needed from a Safeguarding perspective, look to involve other appropriate agencies to support.

It is important that you are aware of the changes that have come into effect. However in many ways we will continue to do what we have always done – which is to offer support and work together.

IF YOU REQUIRE ANY LETTERS TRANSLATING, PLEASE CONTACT THE SCHOOL

Ambergate Campus, Dysart Road, Grantham, NG31 7LP. Tel: 01476 564957 Sandon Campus, Sandon Close, Grantham, NG31 9AX. Tel: 01476 564994

enquiries@ganf-cit.co.uk



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Yours sincerely

Ollie Maltby (Assistant Headteacher - Ambergate) Jessica Newcombe (Assistant Headteacher - Sandon)

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