



Rawmarsh Ryecroft Infant School
South Street
Rawmarsh
Rotherham
South Yorkshire
S62 5QW

Headteacher: Mrs K Blythe

Telephone: 01709 710599

Email: admin@ryecroftinfant.co.uk

Website: www.rawmarshryecroftinfantschool.co.uk

Wednesday 8th October 2025

Attendance & Punctuality Information 2025-2026

Dear Parents/Carers,

We are writing to inform/remind parents of the National Framework which the Government introduced on 19th August 2024. As you will be aware, we take attendance very seriously and we believe good attendance counts. Pupils who have good attendance and punctuality enjoy better wellbeing and school performance.

When a child arrives in school and on time, they do not miss important instructions and learning. Prompt arrival allows school to take accurate attendance registers which is vital for safeguarding and ensuring all pupils are accounted for. It also enables staff to order school lunches by the order deadline of 9:30am.

If your child is absent/running late, please contact school to let us know the reason and to order your child's school lunch if required. Please try to ensure that where possible, medical appointments are booked outside of school hours. If this is not possible, please inform school of your child's appointment and provide evidence of this.

Please note that holidays in term time will not usually be authorised. A Leave of Absence Request Form should be completed and handed into school before any leave is taken. Forms are available from Reception.

From the 19th August 2024 the following framework has applied:

Schools are required to consider issuing a Fixed Penalty Notice when a child meets the threshold of missing 10 or more sessions due to unauthorised absence in a rolling period of 10 school weeks. This can be met with any combination of unauthorised absence e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks. Every school day has 2 sessions, a morning and afternoon.

The National Framework for Fixed Penalty Notices is as follows:

First FPN in a 3 year period - A fine is issued at £80 per parent, per child if paid within 21 days. This increases to £160 per parent, per child if paid within 21-28 days.

Second FPN in a 3 year period - A fine is issued at £160 per parent, per child to be paid within 28 days.

Third FPN in a 3 year period - No FPN will be issued. The Local Authority will consider alternative enforcement.

Please see the following link where you can access up to date information relating to the National Attendance Framework.

<https://www.rotherham.gov.uk/education-2/school-attendance>

If you are experiencing any issues which may affect your child's attendance, please contact school so we can try to support you to help your child attend school regularly.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Mrs Blythe', written in a cursive style.

Mrs Blythe
Headteacher