

Attendance Newsletter



Ixworth High School

Date: 20/03/2026

Issue 8

School values



“**Ambitious** learners attend every day.”

“**Resilient** students keep showing up.”

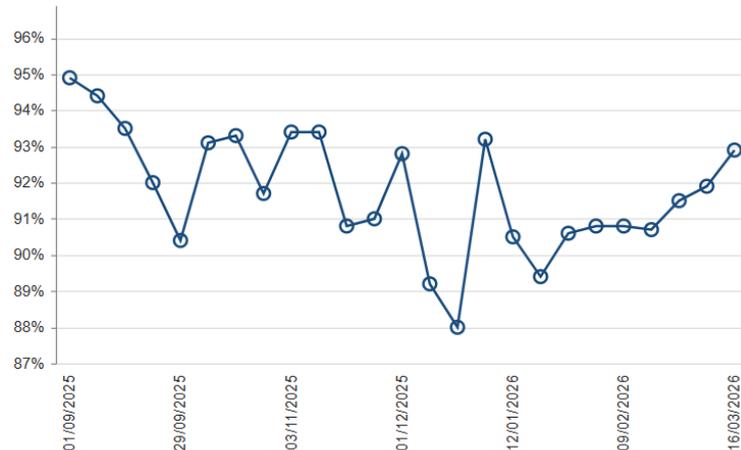
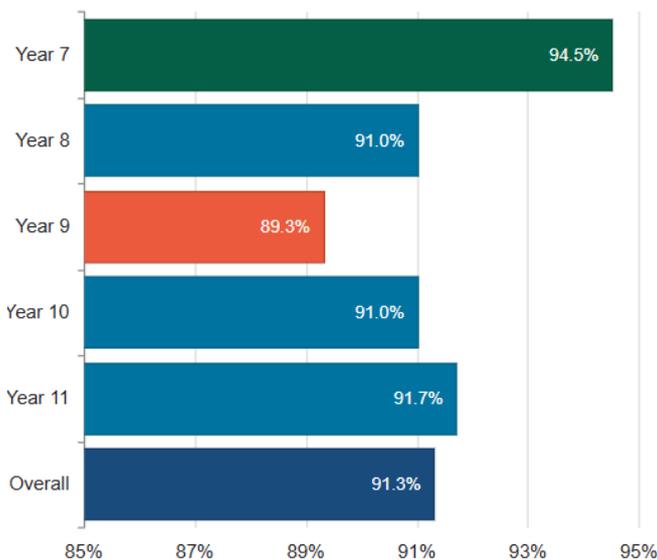
“**Responsible** choices start with attendance.”

Current Attendance

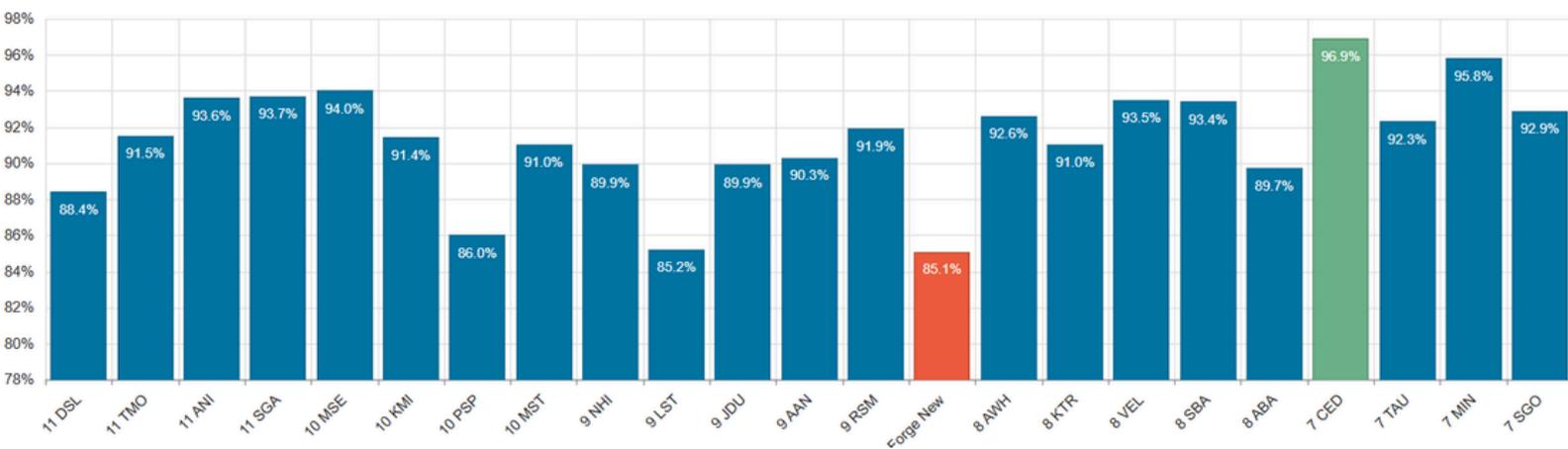
Current whole school attendance = 91.3%

Year Group

Timeline



Tutor group attendance



Current standings:

First - 7 CED

Second - 7 MIN

Third - 10 MSE



Quick tip
Attendance is measured by the number of sessions a child is in school. There are two sessions a day and a register is taken once in the morning and once in the afternoon. There are 10 sessions in a school week.

How can I help my child enjoy school and attend regularly?

Be organised, have a plan, be consistent and involve your child! You should:

- Ensure they have an appropriate bedtime routine
- Create good routines for mornings at home so that your child can arrive punctually and are properly equipped
- Avoid absence from school wherever possible – try to make doctors and dental appointments out of school hours
- Make time to encourage and show interest in school work, friendships etc
- Attend school open evenings and functions
- Create a calm space for them to do homework, check they understand the homework and that it has been completed
- Share any education concerns your child or you may have with the school staff as soon as possible
- Set realistic boundaries

Decoding the 'attendance jargon'

What is a penalty notice?

The term "penalty notice" refers to a fine issued to parents or guardians for unauthorised absences from school. These notices are issued by schools and councils in line with national guidelines and are intended to encourage regular school attendance. The penalty notice system is part of the legal framework under the Education Act 1996, which places a legal responsibility on parents to ensure their children attend school regularly.



Penalty notices are issued for unauthorised absences within a specified period, typically 10 school sessions within a 10-week period. The amount of the penalty varies based on when it is paid: £80 if paid within 21 days, £160 if paid after 21 days but before 28 days. If the second notice is issued within three years, the penalty increases to £160. Non-payment of the penalty can lead to prosecution.

The system aims to support parents in meeting their legal responsibilities and to prevent attendance problems from becoming entrenched. It is important for parents to understand the implications of unauthorised absences and to ensure their children attend school regularly to maximize educational opportunities.

The Attendance Team

Role	Name	Contact
Attendance Champion	Miss Burgess	g.burgess@ixworthhighschool.org
Strategic Attendance Lead	Mrs Morris	b.morris@ixworthhighschool.org
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