



September 2025

Dear Parents and Carers,

As we begin a new school year, I would like to take a moment to emphasise the importance of regular attendance and the significant impact it has on your child's education.

Consistent attendance is crucial for both academic success and overall development. When your child attends school every day, they benefit in several ways:

- **Academic Achievement:** Regular attendance ensures your child does not miss vital lessons and activities that build knowledge and skills, helping them keep up with the curriculum and perform better in assessments.
- **Social Development:** Being in school every day allows your child to interact with peers, build friendships, and develop essential social skills that support their emotional and social well-being.
- **Routine and Discipline:** Regular attendance helps establish routines and instils a sense of responsibility and discipline, which are invaluable both in school and later in life.
- **Engagement and Participation:** Attending daily encourages a sense of belonging, fosters enthusiasm for learning, and boosts confidence.



**AIM FOR 97% AND ABOVE**

Of course, if your child is genuinely unwell, they should remain at home. However, for minor issues such as mild headaches, we encourage you to bring them in and see how they manage. This way, they will at least gain part of their attendance mark for the day. As a guide, children should stay home only if they are unwell enough to require a doctor's care. Please note: in cases of stomach bugs, children must remain at home for 24 hours after the last episode before returning. For any appointments, the school office will need to see confirmation (letters, texts, etc.) to authorise the absence.

We also ask you to carefully consider the impact of booking holidays during term time. No holidays can be authorised unless there are exceptional circumstances, which are assessed on a case-by-case basis. For example, one day for a funeral or wedding may be authorised, but anything beyond that will be unauthorised. Please be aware that exceptional circumstances cannot be granted retrospectively.

### Penalty Notices

The rules around penalty notices changed last year. Previously, notices were issued for 6 unauthorised sessions in 6 weeks. Now, they are triggered after 10 unauthorised sessions (a session = half a day) in a 10-week period.

Unauthorised absences are not limited to holidays. They may also be issued when:

- A child arrives after 9:15 a.m.
- A child is absent without explanation.
- A parent does not inform us of illness.

Current penalty charges are as follows:

- **1st Penalty Notice:** £160 per parent per child (£80 if paid within 28 days).
- **2nd Penalty Notice:** £160 per parent per child (no reduced rate).
- **3rd Penalty Notice:** Automatically referred for legal action.

Please note: only two penalty notices can be issued within a three-year period; after this, cases are escalated to county for legal action.

### Working Together

We encourage you to bring your children to school every day and on time. This not only gives them the best possible start but also builds positive lifelong habits. If you are finding attendance or routines difficult, please talk to us—we can provide support through Early Help or Family Services. If there are school-based issues affecting attendance, we will work with you to resolve them.

Remember: if your child comes in and is genuinely too unwell to remain, we will send them home. This still records at least part of the day positively in the register.

For children on a part-time timetable (statutory school age only), there will be no unauthorised marks for missed sessions as long as they attend the sessions agreed.

### A Note on Holidays

We understand the cost of holidays is often lower during term time. However, please be mindful of the negative impact on your child's learning, particularly at the start of the academic year when routines and expectations are being established. Children who miss this vital settling-in period may take longer to adjust.

If possible, a more suitable option would be to book a day either side of school holidays or check our inset days, when prices may be more affordable. Please also note that not all local authorities have a two-week October half-term, which can sometimes make one of those weeks cheaper.

Finally, please remember: **your child only has a short time in school—everyday counts.**

Thank you for your continued support.



#### Top tips for good attendance and punctuality

1. Get uniform ready the night before.
2. Ensure packed lunch is made the night before and stored in the fridge
3. Put book bag by the door.
4. Get to bed on time and set an alarm
5. Get up with plenty of time to be ready for school on time.