19th November 2025

School Attendance Update- Autumn Term 2025

Dear Parents and Carers,

We have updated our Attendance Policy in line with current guidance. This can be found on our website. Please note the following key points:

- The school **cannot** authorise family holidays during term time and can only grant leave for truly exceptional circumstances such as weddings or funerals – one day will be provided for such events.
- Please contact school on the first day of your child's absence by 9 am. If we do not hear from you, we are required to call you to find out why your child is absent. We will call all the contacts on the contact list for your child if we are unable to make contact with parents. If we are unable to make contact on the first day of absence, we will carry out a home visit.
- If a child is absent for 3 days or more, it is policy to carry out a home visit.

Government Attendance Expectations:
You may be aware that the Department for Education (DfE) has introduced a new national framework for school attendance and penalty notices, effective from 19th August 2024. This is designed to improve consistency across England in how schools and local authorities respond to absences.

Please note the key changes:

Rolling 3-Year Tracking of Absence: Unauthorised absences are now tracked on a cumulative three-year basis. If a child has 10 or more unauthorised sessions (equivalent to 5 full school days) within any 10-week period, schools must consider issuing a fine. This 10-week window "rolls" across terms and school years, so absences don't reset at year-end. Importantly, any penalty notices or unauthorised holiday from last school year will carry forward under the new rules.

Higher Fines & Escalation for Term-Time Holidays: The fine for unauthorised school absence (such as an unapproved term-time holiday) has increased for the first time since 2012. From

August 2024, each penalty notice is £80 per parent, per child if paid within 21 days, rising to £160 if paid within 28 days. These rates apply nationwide. If a second fine is issued for the same child within a 3-year period, it will automatically be at the higher £160 rate with no reduced amount. There is also a limit of two fines in any three-year period per parent for the same child. After that (i.e. at a third offence), schools can no longer issue a penalty notice – instead, authorities will move to other legal interventions such as parenting orders or prosecution in court. In court, parents could face much steeper fines (up to £2,500) or other sanctions, so it's crucial to avoid reaching this stage.

If you feel that you or your child are facing barriers to good attendance, please get in touch to see how the school can provide support.

Yours sincerely,

Jennifer Doherty	Tonia Shalgosky
Headteacher	Attendance Officer