



8th January 2026

RE: Improving School Attendance and Punctuality

Dear Parents and Guardians,

Good attendance is essential for your child's academic success and social confidence. To ensure every pupil has the best opportunity to thrive, our school target for all children is **96% or above**.

In line with Local Authority and Government statutory guidance, we are launching a stepped response this term to improve attendance across the school.

Our Commitment to You

To support families, the school attendance team will:

- Review attendance each week and communicate regularly with parents.
- Offer support through phone calls, emails, and meetings to discuss barriers to attendance.
- Conduct home visits where appropriate to help children return to school.
- Provide clear guidelines via our Attendance Policy, available on the school website.

Expectations for Parents

To maintain high standards, we ask that:

- **Attendance:** Children attend school, on time, every day unless they are too unwell to do so.
- **Punctuality:** Children arrive at school on time every day.
- **Reporting:** Any absence is reported to the school office immediately with a clear reason.
- **Appointments:** Medical appointments are made outside of school hours where possible. Children should still attend school before and after on the day of their medical appointment. Please show the appointment letter to a member of staff in the office.
- **Communication:** Parents notify us of any underlying issues preventing good attendance so we can offer support.

Authorised Absences and Legal Notices

Please note that the decision to authorise an absence rests solely with the school.

- **Medical Evidence:** If a child is repeatedly absent without a known health issue, we will require medical validation to authorise further absences.
- **Term-Time Leave:** Leave is only granted in exceptional circumstances and must be requested in advance.
- **Penalty Notices:** Under government regulations, 5 days (10 sessions) of unauthorised absence or lateness within a 10-week period will result in a **Fixed Penalty Notice** and/or a **Notice of Parental Responsibility**.
- For the 2025-2026 school year in England, the penalty fine for unauthorised school absence or persistent lateness starts at £80 per parent, per child if paid within 21 days, increasing to £160 if paid within 28 days. A second fine within three years is £160 (no discount), and a third offense leads to court action, and a potential fine of up to £2,500.



Attendance Benchmarks

Attendance	Level of Concern	Days Missed (per term)
96.1% – 100%	Excellent: Accessing all learning opportunities.	Fewer than 2 days
95% – 96%	Good: Accessing most learning opportunities.	Fewer than 4 days
91% – 94.9%	Concerning: Impacting academic achievement.	5 – 7 days
90% or below	Persistent Absence: Risk of legal action/referral.	8+ days
50% or below	Severe Absence: High risk of legal action/referral.	36+ days

We will continue to contact parents whose children's attendance is currently a concern to arrange a meeting with myself to discuss the necessary improvements.

Thank you for your continued support in ensuring your child reaches their full potential.

Yours sincerely,

R. Desoer

Headteacher