

Bunbury Aldersey CE Primary & Nursery School

School Lane, Bunbury, CW6 9NR
01829 260524 or 261332

RCSAT Executive Headteacher: Mrs Nicola Badger

Deputy Principal: Mrs Cath Smith

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September 2026

School Attendance/Holidays / leave of absence during term time.

Dear Parent/Carer,

Each year school has a statutory duty to inform parents and carers of the local authority's position on school attendance, absence from school and the taking of holidays during school term time. New government statutory guidance came into force for schools in August 2024 and at the start of the new school year I just wanted to remind all parents about some of the key changes now in operation. The new guidance states that **'where parents decide to have their child registered at school, they have an additional legal duty to ensure that their child attends that school regularly'**.

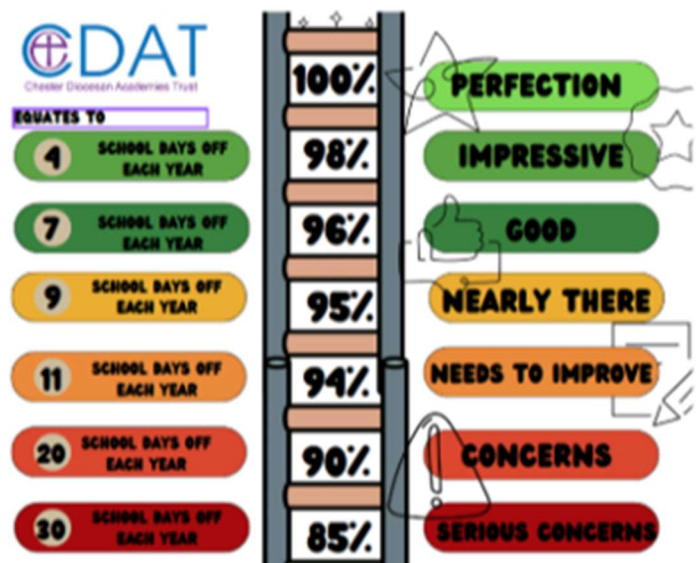
How school will monitor attendance:

- Attendance in school is monitored on a daily basis.
- Registers are taken in a morning and an afternoon session and any arrivals or departures during the school day are recorded on our Compass system in the school reception area. There are 2 registration sessions in a school day and 10 in a school week.
- A member of the Senior leadership team will be at the school gate from **8.30am** every morning to meet and greet the children and talk with parents
- Doors will open at **8.30am** and staff will be in classrooms to welcome the children in
- The school gate will be locked promptly at **8.45am**
- Registers are taken at **8.50am** and **1.05pm. (there are 2 attendance points in each day)**
- Registers for the morning session close at **9.00am**.
- Pupils arriving between **9.00am** and **9.15am** will be marked as late.
- Pupils arriving after **9.15am** will be marked as unauthorised unless a reason has been provided to the school office either via email or phone.
- Admin will also make contact with you should your child not be in school
- An email or phone call should be made to school for each day of absence

Pupil attendance is monitored by the trust, Ofsted and the DFE.

From September 2026 the school will receive a target attendance % which we will be monitored against.

At the end of each half term the absences of all pupils will be analysed. The target for attendance in school is 96%. If your child's attendance falls below 96% during this period,



we will send you a letter to keep you informed. This letter will share your child's current attendance and remind you how important regular attendance is for their learning and progress.

If your child has particularly poor attendance, it is classed as persistent absence. Attendance below **90%** is classed as persistent absence. Over an academic year this means your child is missing 19 or more days. This is roughly equivalent to your child missing 1 day or more every 2 weeks, or around 6 days each term.

Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
3 ½ days off school from September until October half-term holiday will make your child persistently absent	7 days off school from September until the Christmas holiday will make your child persistently absent	10 days of absence from September until February half-term will make your child persistently absent	12 ½ days of absence from September until the Easter holidays will make your child persistently absent	15 ½ days of absence from September until May half-term will make your child persistently absent	19 days of absence over the full academic year (September to end of summer term in July) will make your child persistently absent

It's helpful for you to think about your child's attendance in terms of days, and make sure they are not missing too many days. Average attendance across the country is children missing no more than 10 days in the year.

Once a child has reached 38 sessions, or 19 days absence, they will be classified as Persistently Absent from school.

We know that sometimes absences can't be avoided, and we really appreciate the effort you make to get your child to school every day. Every day in school makes a big difference, and together we can help your child achieve their very best. If you need any support or advice, please get in touch – we're here to help and work with you

Unauthorised Absence from School and Local Authority Fines

To support schools in improving attendance of students the Government has made a number of changes: There is now a single consistent national threshold for when a penalty notice (previously called a fixed penalty notice) must be considered by school of 10 sessions, (i.e. a combined total of 5 days, not necessarily consecutive) of unauthorised absence within a rolling 10 school week period. School will unauthorise absence if:

- You do not advise us of the reason for your child's absence.
- If the reason is not sufficient for school to feel able to authorise the absence.
- If, due to already high levels of absence, you have already been notified that further absences will not be authorised without some further evidence of the need for an absence from school.

Holidays During School Term Time

Holidays are not authorised by school unless it can be demonstrated that an absence during term time is as a result of exceptional circumstances and only if requested in advance by the parent the child normally lives with. Exceptional circumstances are, by nature, rare occurrences. The expectation is that family holidays will take place in the 13 weeks of school holiday time within an academic year. The key changes are:

- There has been an increase to the rate of a local authority penalty notice from £120 to £160 if paid within 28 days, and £60 to £80 if paid within 21 days. A second penalty notice issued to the same parent for the same child within a rolling 3-year period will now be

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charged at a higher rate of £160 with no option for this second offence to be discharged at the lower rate of £80.

- There is a national limit of 2 penalty notices that can be issued to a parent for the same child within a rolling 3-year period, so at the 3rd (or subsequent) offence(s) another tool will have to be considered by school which includes prosecution. Please note that the 3-year rolling period can cross school phases, i.e., from Primary School to High School.

Parents should not plan for their child to be absent from school without gaining prior agreement. Requests for a planned leave of absence under exceptional circumstances should be made at least 4 weeks in advance of the start date of the requested absence, by completing the Leave of Absence Request Form which can be requested from the school office. The Leave of Absence Request Form should be returned to the School Office prior to any absence being taken.

If you require any support or guidance with regard to your child's attendance at school, please contact Mrs Badger – Executive Head Teacher.

Kind regards

Nic Badger

Executive Headteacher

