

Attendance – Important Information for Parents

The Department for Education (DfE) has introduced **national attendance expectations for all schools in England**. These are not rules set by Christleton Primary School; they apply nationally.

Regular attendance is essential to children's learning, wellbeing and progress. Parents and carers have a legal responsibility to ensure that their child attends school regularly and arrives on time.

- **Term-time holidays are not normally permitted.** Leave of absence can only be authorised by the Headteacher in **exceptional circumstances** and must be requested in advance.
- A national threshold of **10 sessions of unauthorised absence within a rolling 10-school-week period** (usually equivalent to 5 school days) means that a **Penalty Notice must be considered**. Absences do not need to be consecutive and the 10-week period can span different terms or school years.
- **Unauthorised late arrival after the register has closed** can also count towards this threshold.
- For a **first Penalty Notice**, the fine is **£80 per parent, per child** if paid within 21 days, rising to **£160** if paid within 28 days.
- A **second Penalty Notice** for the same child within three years is **£160 per parent, per child**.
- If there is a **third attendance offence within three years**, a further Penalty Notice cannot normally be issued and the case may instead be considered for prosecution.

We recognise that children will sometimes be too unwell to attend school. Please inform school promptly whenever your child is absent. Wherever possible, routine medical and dental appointments should be arranged outside school hours.

At Christleton Primary School, our approach will always be to **work with and support families where there are barriers to regular attendance**. Please speak to us as early as possible if there is anything affecting your child's attendance – we are here to help.

Kind regards,

Mr Mitchell



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