



ATTENDANCE

November 2025

Working together to be a HERO

Thank you to all the parents and carers who have supported since the beginning of September with making sure their child is at school and that they are on time each day. You are supporting your child in making sure they don't miss out on important learning experiences throughout the year.

As we move into the colder months, we'd like to take this opportunity to remind everyone about the importance of **good attendance and punctuality**. Every day really does count in your child's learning journey, and being on time ensures that children settle calmly into the day, don't miss key learning, and feel part of the group right from the start.

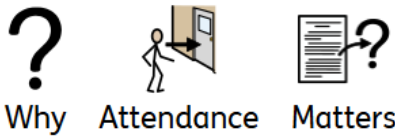
What an amazing start to our whole school attendance!

September 2025 **97.03%** compared to September 2024 **95.51%**.

Sept 2025 - Oct 2025 **96.03%** compared to Sept 2024 - Oct 2024 **94.77%**



Why Attendance Matters



Routine builds confidence

Arriving on time helps your child feel secure and ready to learn.

Every lesson counts

Even missing a few minutes each day soon adds up, meaning important learning can be lost.

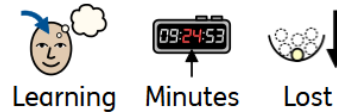
Good habits for the future

Developing punctuality now helps children prepare for later school years and beyond.

We value your partnership in helping your child make the most of every school day. Please let us know if you are experiencing any difficulties with attendance or punctuality - we're here to support you.

Thank you for helping us give your child the very best start in life by ensuring they are in school, on time, every day.

Learning Minutes Lost



Being late by 5 minutes every day:

5 minutes × 5 days = **25 minutes a week**
Over a school year (approx. 39 weeks) =
975 minutes = 16 hours of learning lost

Being late by 10 minutes every day:

10 minutes × 5 days = **50 minutes a week**
Over a school year = **1,950 minutes =**
32.5 hours lost, more than a full school week

Being late by 15 minutes every day:

15 minutes × 5 days = **75 minutes a week**
Over a school year = **2,925 minutes =**
48.75 hours lost, almost 1.5 school weeks.

One Day of Absence

1 school day = **6 hours =**
360 minutes of learning lost.

10 days of absence in a year

That's **3,600 minutes = 60 hours =**
2 full school weeks of learning time gone.

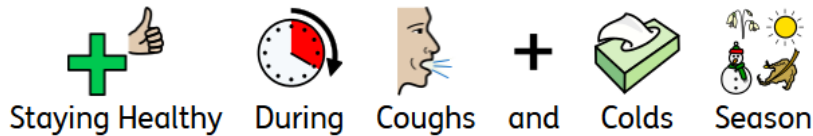


ATTENDANCE

Coughs, Colds and Attendance

November 2025

Staying Healthy During Coughs and Colds Season



We understand that at this time of year, coughs, colds, and bugs can be common. Here are a few ways you can support your child to stay healthy and avoid those odd days off:



Washing hands

Encourage handwashing – Good hygiene helps prevent the spread of germs.



Balanced diet and sleep

Balanced diet and sleep – Plenty of rest and nutritious food help strengthen your child's immune system.



Fresh air and exercise

Fresh air and exercise – Outdoor play boosts wellbeing and resilience.

Know when to keep them home – Minor coughs, colds, or sniffles don't usually mean a day off is needed. However, if your child has a high temperature, vomiting, or is generally unwell, it's best they rest at home.

Useful websites

www.nhs.uk/live-well/is-my-child-too-ill-for-school/

www.healthiertogether.nhs.uk/child-under-5-years/should-my-child-go-to-school-nursery-today

Headache, earache and stomach ache

- Children with a headache, earache or stomach ache can go to school - just let the staff know they have felt unwell.
- Give paracetamol and plenty of fluids to drink.
- If headache, earache or stomach ache persist, seek advice.

Anxiety and Worry

- Worry and mild anxiety can be a normal part of growing up for many children and young people.
- Children can sometimes feel a little bit worried about going to school, but prolonged periods of absence are likely to make them worry more.
- Being in school with the support of their friends and teachers are likely to make them feel less worried than letting them stay at home.



90% and below

Drastic effect on academic achievement

91% - 94%

Cause for concern

95% - 100%

Expected



ATTENDANCE

Penalty Notice Fines

November 2025

Penalty notices are issued to change behaviour and reduce the number of school days lost during term time, for the purpose of a holiday.

The penalty notice process is managed by the Education Welfare Department within the Local Authority. With effect from 19 August 2024, a number of changes have taken effect, including the cost of the fine. The decision making process and pathways that are followed by the Education Welfare Service are detailed below. Please be aware that the action taken will be considered on a case-by-case basis and may not follow the pathway.

PER PARENT PER CHILD

Penalty Notice Fines are issued on a per parent per child basis. For example, a fine for a parent with three children will result in receiving three invoices to the value of **£160 each**.

FIRST OFFENCE

The first time a Penalty Notice is issued for term time leave or irregular attendance the amount will be **£160 per parent per child paid within 28 days**. This amount is reduced to **£80 per parent per child if paid within 21 days**.

SECOND OFFENCE (WITHIN THREE YEARS)

The second time a Penalty Notice is issued for term time leave or irregular attendance, the amount will be **£160 per parent per child within 28 days**.

FIVE CONSECUTIVE DAYS OF TERM TIME LEAVE

Penalty Notice Fines will be issued for term time leave of **five or more consecutive days**. Inset training days are school days and can be included in the five or more consecutive days where there was intent to be absent for term time leave.

THIRD OFFENCE AND ANY FURTHER OFFENCES (WITHIN THREE YEARS)

The third time an offence is committed for term time leave or irregular attendance, a Penalty Notice will not be issued and the case will be presented straight to the Magistrate's Court. Magistrates fines can be **up to £2,500 per household**, per child. Cases found guilty in the Magistrate's Court can show on the parent's future DBS certificate due to the **'failure to safeguard a child's education'**.

10 SESSIONS OF UNAUTHORISED ABSENCE IN A 10 WEEK PERIOD

Penalty Notice Fines will be considered when there have been 10 sessions of unauthorised absence in a 10 week period.