

Tuesday 22nd September 2026

Dear Parents and Carers,

I am very much looking forward to working with you all to ensure that every child has the best possible opportunity to succeed, learn and enjoy their time in school.

One of the most important factors in a child's education is regular school attendance. Attending school every day helps children to make progress academically, develop friendships, build confidence and establish positive routines that will benefit them throughout their lives.

Why attendance matters

Every school day counts. Even occasional absences can have a significant impact on learning.

As a guide:

- 100% attendance means your child has not missed any learning.
- 95% attendance equates to around 10 days of learning missed over a school year.
- 90% attendance means approximately four weeks of learning have been missed.
- Attendance below 90% is classed as **persistent absence** by the Department for Education.

We encourage all families to support excellent attendance by ensuring children attend school every day unless they are genuinely too unwell to do so.

Illness and reporting absences

If your child is unable to attend due to illness, please notify the school as early as possible on the first day of absence, following our usual reporting procedures. Please provide a specific reason for the absence. We may request further information where appropriate.

Medical appointments

Where possible, please arrange routine medical and dental appointments outside school hours. If an appointment must take place during the school day, your child should attend school before and/or after the appointment wherever possible.

Holidays during term time

The law does not give parents an automatic right to take their child out of school during term time for a holiday. Headteachers may only authorise leave of absence in **exceptional circumstances**, and each request will be considered individually. Family holidays, availability of cheaper travel, or overlapping with school holidays are not normally considered exceptional circumstances. If you need to request leave during term time, you must submit a request to the school in advance. Retrospective requests cannot normally be authorised.

Fixed Penalty Notices

Under national attendance regulations, unauthorised absence may result in the Local Authority issuing a **Fixed Penalty Notice (FPN)** to each parent who is responsible for the child's attendance.

Examples of circumstances that may lead to a Fixed Penalty Notice include:

- Unauthorised leave during term time.
- A pattern of unauthorised absences that meets the threshold set by national guidance.

The current national framework provides that a Fixed Penalty Notice may be considered where a pupil has **10 or more sessions (equivalent to 5 school days) of unauthorised absence within a rolling 10-school-week period**. This can include unauthorised holidays, late arrival after registers have closed, or other unauthorised absences.

The level of any penalty and the arrangements for payment are determined by the Local Authority in line with national legislation and guidance. Failure to pay may result in further legal action.

Working together

We understand that there are times when families may experience difficulties that affect school attendance. If you are experiencing challenges that may impact your child's attendance, please contact us as soon as possible. We are committed to working with families to provide support and identify solutions wherever we can. At Stanwix, we are extremely lucky to have the following staff who can help provide guidance and support relating to attendance:

Miss R Edminson- Deputy Headteacher, Attendance Lead, Deputy Designated Safeguarding Lead
Mr D Glynn- Headteacher, Designated Safeguarding Lead
Mrs J Barry- School Business Manager, Deputy Designated Safeguarding Lead
Miss M Harkins- Assistant Headteacher, Deputy Designated Safeguarding Lead
Mrs A Shields- Special Educational Needs Coordinator, Deputy Designated Safeguarding Lead
Mrs A Watson- Pastoral Coordinator, Deputy Designated Safeguarding Lead

We look forward to working with you, to ensure that every child has the opportunity to achieve their full potential.

Yours sincerely,

Miss R Edminson
Deputy Headteacher