



BROOKSIDE PRIMARY SCHOOL

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Headteacher – Mr D Orme BA (Hons) NPQH Deputy Head – Ms J Smith B Ed (Hons) NPQSL

"Happy and Successful in Everything we Do!"

Wednesday 1st October 2025

Dear Parents

I would like to share with you important information relating to your children's attendance at school. All the information in this newsletter comes from our school policy which the Governing Body have approved. There is pretty intense scrutiny on all schools from the Local Authority regarding attendance data, acting on statutory direction from the Department for Education. At Brookside, like any other school, we value regular attendance and seek to create a culture in which good attendance is the norm. Regular and punctual attendance at school is a legal requirement and of course parents have a legal responsibility to ensure their child attends school.

Firstly, I would like to thank you all for a really fantastic start to the new school year. There have been some holidays and cases of irregular attendance, but I am pleased to say that because of your collective endeavours, our whole school attendance in this academic year to date is higher than the national average. We celebrate, incentivize and reward great attendance at this school.

There are two types of absence:

Authorised – where the school approves a pupil absence. An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell. Only the school can authorise an absence. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised.

Unauthorised – where school does not approve the absence. An absence may be coded as unauthorised when:

- No reason for absence has been given
- Medical evidence is not received when requested
- A request for leave of absence has been unauthorised
- A pupil arrives at school after registration has closed at 9.15am.

Please note that if your child comes to school half an hour after the register opens at 8:45am or later, this legally counts as an absence, not a late.





Our school policy states that parents/carers should be aware that school may contact the Local Authority if a pupil has 10 or more unauthorised absences within a 10-week period. It gives me no pleasure to have to share with you the obligation placed on this school like any other to implement fines where the threshold has been met, eg for more than a 5-day unauthorised holiday. The first penalty notice issued to the parent for a pupil will be charged at £160 if paid within 28 days, reducing to £80 if paid within 21 days. Where it is deemed appropriate to issue a second penalty notice to the same parent for the same pupil within 3 years of the first notice, the second notice is charged at a flat rate of £160 if paid within 28 days. **Unlike the practice as it existed until government changes in August 2024, where a fine could simply be re-issued year after year, a third penalty notice will no longer be issued within a 3-year period.** In cases where the threshold is met for a third (or subsequent) time within those 3 years, alternative action will be taken instead. Under statutory government guidance, this will **include considering prosecution**, but may include other tools such as one of the other attendance legal interventions. You can read all of the statutory guidance we and all schools are subject to here:

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

Our attendance managers, Mrs Austin and Mrs McLean, will monitor data and keep me updated and they will do what they can to offer support to families where attendance has fallen, especially if a child has dropped below 90% and is deemed as **persistently absent**. We will do what we can do and there are a range of services which we can also signpost parents to if you are experiencing difficulties in getting your child into school. Please reach out to us and come and talk. We are also very aware that some of our children have medical needs and this impacts on their attendance – please again keep us informed.

I thank you for your co-operation and look forward to working with you to ensure your child's attendance, and in consequence their education, is the best it can be.

Finally, we will be holding Parents' Evening in the final week of this half-term, w/c 20/10/25 and you will receive a letter inviting you to an appointment (in person or over the phone) in the next week.

Yours sincerely,

Mr D Orme
Headteacher

