

# BROOKSIDE ATTENDANCE NEWSLETTER



September 2025

## Welcome Back!

We would like to take this opportunity to say a **HUGE** thank you to all of our Parents and Carers who have made a positive start to the new school year by getting their children into school on time by quarter to 9! Teaching children the importance of being punctual is super important and establishing these good habits early on in life will benefit children later on in life.



May we remind you that if your child is not well enough to attend school, you must inform us as early as possible, on the first day of absence and each absent day after that. This can be done by calling 0151 558 1123 and leaving a voicemail by pressing option 3. Alternatively you can submit a message using 'Absence reporting' on our school website. Your voicemails and messages will be picked up by our Pastoral Manager Mrs Austin. Please provide as much detail as possible regarding your child's illness and please give an honest reason.

### Holidays during term time



Please do not book holidays during term time. If you do decide to book a holiday an 'Application for a pupil to be absent from school' must be completed in advance and handed into the main office. This form can be found on our school website and at the main office. We will send you a letter to inform you of the outcome of the application. Any term time requests will only be authorised when we consider the period of absence to be for an Exceptional Circumstance. Exceptional circumstances are one off events which are unavoidable.

Please be aware of the new guidance regarding fixed penalty notices and familiarise yourself with our school's Attendance and punctuality policy. As of 19<sup>th</sup> August 2024, the law stipulates that the penalties payable by parents are £160 if paid within 28 days reducing to £80 if paid within 21 days per parent/carer, per child. You should be aware that the National Framework for Penalty Notices introduced a new national limit of 2 penalty notices that can now be issued to a parent for the same child within a rolling 3 year period. If a second Fixed Penalty Notice is issued to the same parent for the same child, within three years of a first Fixed Penalty Notice, the second Fixed Penalty Notice is charged at a flat rate of £160 if paid within 28 days. If an unauthorised leave of absence is taken for a third time (or subsequent times) within 3 years of a first FPN being issued, another tool will need to be considered such as prosecution or other attendance legal interventions.

Last academic year 336 school days were lost due to holidays in term time.

If you have any queries or would like to discuss your child's attendance, please do not hesitate to contact the school Attendance Lead Mrs Austin

