

School Attendance

A very important message for all Parents/Carers

Date: **September 11th 2026**

Dear Parent/Carer,

Greet Primary School is working in partnership with parents and Birmingham City Council to improve school attendance. We would like to congratulate the many parents and carers who ensure their children attend school regularly and arrive on time each day.

Good attendance is essential to a child's education, wellbeing and future success. Absence disrupts the education of both the individual pupil and the wider class. Research shows that children who do not attend school regularly:

- Achieve less well academically.
- Find it more difficult to maintain friendships and positive relationships.
- May be at greater risk of social, emotional and safeguarding concerns.
- Miss out on opportunities in further education and employment.

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent	which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons

Attendance Expectations

We expect all pupils to attend school every day unless they are genuinely unwell or there is another authorised reason for absence.

The school can only authorise absence where it falls within the categories permitted by the **School Attendance (Pupil Registration) (England) Regulations 2024**. Headteachers may only grant leave of absence during term time where exceptional circumstances apply.

Parents can request leave of absence, but parents cannot authorise leave themselves. All requests will be considered individually by the Headteacher in line with Department for Education regulations, Birmingham City Council guidance and the school's Attendance Policy.

Unauthorised Absence

Please remember that the following are not normally accepted reasons for absence and may be recorded as unauthorised:

- Going shopping
- Visiting friends or family
- Family holidays during term time (unless authorised by the Headteacher in advance)
- Child refusing to attend school
- Truancy
- Keeping a child off school without an acceptable reason
- Arriving after the close of registration

If you have concerns regarding bullying, friendship issues, anxiety, or any other matter affecting your child's attendance, please contact the school immediately so that support can be offered.

Family Emergencies

Family emergencies require careful consideration and are considered on an individual basis. It is not always appropriate, or in the best interests of the child, for them to miss school for situations being managed by adult family members. During periods of uncertainty, being in school can provide children with stability, routine and support from trusted adults and peers.

Support First

Our aim is always to work with families first. If you are experiencing difficulties that may affect your child's attendance, please contact the school as soon as possible. We may be able to offer support directly or through services such as Early Help.

If attendance becomes a concern, the school will work with families to identify barriers and offer support before considering formal action.

Legal Responsibilities

As a parent or carer, you have a legal responsibility to ensure your child receives a suitable full-time education through regular attendance at school.

Failing to ensure regular attendance without a valid reason is a criminal offence.

National Framework for Penalty Notices

Birmingham City Council follows the Department for Education's National Framework for Penalty Notices.

A Penalty Notice must be considered where a child has accumulated:

10 unauthorised sessions (normally equivalent to 5 school days) within a rolling 10-school-week period.

Penalty Notices can be issued without a Notice to Improve where support is not appropriate, for example in cases of unauthorised leave of absence during term time, or where support has not been engaged with.

Penalty Notices are issued **per parent, per child**.

First Offence

- £80 if paid within 21 days.
- £160 if paid within 28 days.

Second Offence (within 3 years)

- £160 if paid within 28 days.

Third Offence (within 3 years)

- A Penalty Notice will not be issued.
- The case may be referred directly to the Magistrates' Court.

Other Legal Action

The Local Authority may also consider:

Attendance Contracts

- A formal agreement between parents and the school or Local Authority aimed at improving attendance through support and agreed actions.

Education Supervision Orders (ESO)

- A legal intervention used where voluntary support has been unsuccessful.
- Continued failure to comply may result in court proceedings.

Prosecution

- Failure to secure regular attendance may result in fines of up to £2,500 per parent per child and, in the most serious cases, imprisonment.
- Court action may result in a criminal record.

Working Together

Frequent absence adds up to a significant amount of lost learning and can have a lasting impact on a child's education and future opportunities.

If your child's attendance becomes a concern, the school will seek to work with you to understand the reasons, offer support, and help improve attendance. However, where attendance does not improve and absences remain unauthorised, the school and Birmingham City Council may take further action in accordance with attendance legislation and guidance.

Thank you for your continued support. We look forward to working with you to ensure every child has the best possible opportunity to succeed during the coming academic year.

Yours sincerely



Miss C Williams
Head of School