

School Attendance

A very important message for all Parents/Carers

Tuesday 7th October 2025

Dear Parent/Carer,

Greet Primary School is working in partnership with parents and the Local Authority to improve school attendance. **We would like to congratulate the many parents who make sure their children attend school regularly.**

Absence disrupts the education of the individual pupil and the whole class. Are you aware that children who do not attend regularly:

- do not achieve well in exams
- find it difficult to maintain friendships
- are more likely to become involved in crime
- miss out on opportunities in further education and the world of work?
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How does your child compare?

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

Absence can only be authorised by the Headteacher, within the boundaries set by the Education (Pupil Registrations) (England) Regulations 2006. **Headteachers may not authorise leave during term time except where the circumstances are exceptional.**

Please remember that **parental illness, going shopping, visiting family, truancy, not wanting to go to school, alleged bullying (speak to school immediately to resolve the issue) family holidays (unless authorised by the Head teacher by pre-arrangement) are not acceptable reasons to be absent.** All of these will be recorded as unauthorised absence, including if your child arrives at school after the close of registration.

Family emergencies need careful consideration. It is not always appropriate or in the best interests of the child to miss school for emergencies which are being dealt with by adult family members. Being at school with support from staff and peers can provide children with a safe and familiar background during times of uncertainty.

It is a parent's legal responsibility to ensure their children receive appropriate education. Failing to send your child to school regularly without good reason is a criminal offence.

Legal action that may be taken includes issuing penalty notices.

Details of the National Framework for Penalty Notices

Birmingham City Council's processes are followed in line with the DFE requirements in relation to Penalty Notices.

An attendance contract is a formal agreement between parents and the school or local authority to address irregular attendance, providing support as an alternative to prosecution. It is not legally binding but serves as a formal route to secure engagement with support when voluntary early help plans have not worked. An attendance contract aims to offer support rather than punishment.

If voluntary support or attendance contracts are unsuccessful, an Education Supervision Order (ESO) can provide formal legal intervention without prosecution. Before proceeding with an ESO, the school and local authority should exhaust voluntary support options and ensure the order would benefit the pupil and parent. Persistent non-compliance with an ESO can lead to prosecution in the Magistrates Court by the local authority. Upon conviction, parents may face fines of up to £1,000.

Local authorities have the power to prosecute parents for various offences related to attendance: Failure to comply with a school attendance order may result in fines of up to £1,000. Failure to secure regular attendance at school or alternative provision may lead to fines of up to £2,500 and/or imprisonment. Persistent non-compliance with an Education Supervision Order may result in fines of up to £1,000.

Penalty Notices

In line with the guidance, we prioritise the 'Support First' approach providing support to families in cases where it is appropriate. Starting from September 2024, there are new fixed penalty fines in place. Penalty Notices can be issued without a Notice to Improve in cases where support is not appropriate (**such as leave of absence in term time**) or when support has not been engaged with. Penalty Notices are requested by schools and academies and issued by the Local Authority to the parents/carers of statutory school age children, per parent, per child. For example: two children in a family absent from school for a leave of absence may result in each parent receiving a Penalty Notice for each child at the below rates.

- First offence - The first time a Penalty Notice is issued the amount will be: £80 per parent, per child paid within 21 days. This increases to £160 per parent, per child if

paid after day 21, until day 28. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.

- Second Offence (within 3 years) - the second time a Penalty Notice is issued the amount will be £160 per parent, per child paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.

- Third Offence and Any Further Offences (within 3 years) - the third time an offence is committed a Penalty Notice will not be issued, and the case may be presented straight to the Magistrates' Court under s.444 of the Education Act (1996) or other legal interventions considered. The Magistrates' Court can order fines up to £2500 per parent, per child.

Taking parents to court for unauthorised absence: Education Act 1996 Section 444(1) - court can fine each parent up to £1000 per child, order payment of prosecution costs and/or impose a Parenting Order.

Taking parents to court for persistent unauthorised absence: Education Act 1996 Section 444(1A) - court can fine each parent up to £2,500 per child, order payment of the prosecution costs, impose a Parenting Order and/or sentence you to a period of imprisonment of up to 3 months.

Being taken to court could result in you having a criminal record.

Frequent absence can add up to a considerable amount of lost learning and can seriously disadvantage your child in adult life.

If your child's level of absence is of serious concern, the school will offer advice and support to improve attendance. After this, any unauthorised absence may result in the School and the Local Authority taking legal action.

Yours sincerely,



C Williams

Head of School