

My ref: Attendance – Summer Term
Date: 17th June 2021
Contact: Please contact your school
for more information



To Parents/Carers of pupils in Cambridgeshire
and Peterborough Schools

People & Communities
Education Directorate

Dear Parent / Carer,

The Local Authority, Academy Trusts and our schools are focused on ensuring that all pupils in Cambridgeshire and Peterborough have the very best educational outcomes that are possible. We are reviewing all areas of how our schools perform to ensure this aspiration is met.

School attendance is a key area. In line with government expectations, the Local Authority firmly believes that for pupils to progress and achieve their full potential that they need to attend school. Regular school attendance is very important in giving your child the best possible start in life. Children who miss school frequently can fall behind with their work and do not perform as well in exams.

Children who arrive late at school after the attendance register is closed are recorded as absent from school. Therefore, it is equally important for everyone not to be late for registration. Missing 10 minutes a day over the year equates to 6.3 days education being lost.

Following the reopening of schools, the government have made it clear that all pupils should be attending school regularly. In Cambridgeshire and Peterborough, the Local Authority is continuing to work closely with our schools to provide advice and guidance around attendance issues.

The government has also stated that consideration for enforcement actions are to be resumed and, therefore, the issuing of Penalty Notice fines for unauthorised leave of absence during term time, to include unauthorised family holidays, has been reinstated. Any application for leave can only be granted by the head teacher in exceptional circumstances. Family holidays do not fall into this category. If you believe that your circumstances are exceptional then you should discuss this with your school to seek their consent before making the decision to travel or allowing your child to be absent from school.

To address irregular school attendance, unauthorised term-time leave and late arrival at school, the Local Authority will utilise a variety of enforcement actions at our disposal, which include Penalty Notice fines and prosecution in the Magistrate's courts.

I realise that the vast majority of parents support their child's attendance at school as they recognise the significant impact this can have on their child's education and their life chances. We hope you will continue to support us by not planning a leave of absence during term time, ensuring your child attends regularly and is not late for school.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Jonathan Lewis', written over a light blue horizontal line.

Jonathan Lewis
Service Director – Education,
Cambridgeshire County Council and Peterborough City Council