



Swannington Attendance Newsletter 1

Attendance Matters

Aim for 100% attendance for a better future
Every School Day Counts

Dear Parents and Carers,

Welcome our first Autumn Term 2025 Attendance newsletter. Swannington Primary School is continuing to focus on attendance and punctuality.

Please take a look at the current attendance data below. A big thank you to those families who have been working hard to ensure their child/ren's punctuality and attendance continues to be a priority.

Please note that all Leicestershire schools are expected to issue penalty notices for term time holidays. Information regarding this has been included in this newsletter.

Current Attendance

Year Group	% Attendance Autumn Term 1
EYFS	97.09%
Year 1	96.58%
Year 2	96.65%

Year Group	% Attendance Autumn Term 1
Year 3	96.88%
Year 4	100%
Year 5	98.09%
Year 6	97.09%

Reporting an Absence

It is the parent/carers responsibility to notify school if their child is absent and a reason **MUST** be provided. Please ensure you contact the school to advise of your child's absence by 9:30am on the day of absence. This can be done via telephone on 01530 832655.

Medical Appointments

Ensure that, where possible, hospital, doctor and dental appointments are made outside of the school hours. Where this is not possible, the amount of school time missed must be kept to a minimum and medical evidence may be required.

Does your child get to school on time everyday?

There is a link between good school attendance and high-level attainment. Regardless of the reason, if your child is absent from school it will impact their learning. Parents/carers are legally responsible for ensuring their child attends school on time every day.

Routine

The easiest way to ensure your child attends school on time every day is to establish a **GOOD MORNING ROUTINE**. If mornings are hectic in your household, prepare as much as possible the night before.



Persistent Absences

Any child with attendance below 90%, regardless of the reason of the absence, is considered to be a persistent absentee. This equates to just 2 days each month. Statistics show that persistent absentees are less likely to achieve their full potential.

Unauthorised Learning Leave in Term Time (Holidays)

Children are not entitled to holidays during term time. Family holidays should be taken during school holiday periods. To request learning leave during term time due to exceptional circumstances, ask the school office for a 'Exceptional Leave from Learning Request Form' (with as much notice as possible).

Fines may be issued where unauthorised learning leave has been taken during term time.

Too ill to attend school?

Children can attend school with minor ailments such as toothache, headache, stomach-ache, cold, sore throat etc. Over the counter medicines can be given before school, as we are only able to give prescribed medicines in school. School will contact you if they become too ill to remain in school.

Children should be off school for 48 hours if they have diarrhoea or a sickness bug.

If you are unsure how long your child should be absent with an illness speak to the school office, your doctor or pharmacist for advice.

Your Legal Responsibility.

If your child does not attend school regularly (over 90%) the Local Authority can take action against you. This can be through a Fixed Penalty Notice (fine) or a summons to appear at court.

What is a fixed penalty notice?

The Anti-Social Behaviour Act 2003 introduced legislation for Local Authorities to issue Fixed Penalty Notice to parents/carers of pupils who have unauthorised absences from school.

A Penalty Notice can be issued for two reasons:

1. If a holiday is taken during term time without the permission of the headteacher
2. If a pupil has unauthorised absence from school and their parent/carer fails to co-operate with school staff and/or other professionals to improve the situation

What are the fines?

From August 19th 2024

£160 per parent/carer (reduced to £80 if paid within a timely manner). If the £160 is not paid within the time frame given a summons can be issued to appear in court. The local authority can decide whether to issue a summons to court instead of a penalty notice.





Check your child's attendance on Arbor

Compulsory school reminder to parents and carers of the
Reception Children

Parents and carers have a duty to ensure that children of compulsory school age receive a suitable education either by regular attendance at school or otherwise.

A child reaches compulsory school age the term following their fifth birthday.

September, October, November & December born children become compulsory January 1st 2026.

January, February & March born children become compulsory April 1st 2026.

April, May, June, July & August born children become compulsory September 1st 2026.

For all your Attendance enquiries

Please can the school office who will be happy to help or connect you to the Rise Multi Academy Attendance Lead.





Penalty Notice Fines for School Absence are changing



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With the introduction of the new National Framework for penalty notices, the following changes will come into force for Penalty Notice fines issued for unauthorised absence that occurs after 19th August 2024.

Per Parent, Per Child

Penalty Notice fines will be issued to each parent, for each child who was absent.

For example: 3 siblings absent for term time learning leave will result in **each** parent receiving 3 **separate** fines

First Offence

The first time a Penalty Notice is issued for Term Time Learning Leave or irregular attendance the amount will be:

£160 per parent, per child when paid within 28 days

Reduced to £80 per parent, per child if paid within 21 days.

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time Learning Leave or irregular attendance a Penalty Notice will not be issued. The case will proceed to the Magistrates' court. Magistrates' fines can be up to £2,500 per parent, per child. Cases found guilty in a Magistrates' Court can show on the parents future DBS certificate and may impact on job applications and travel abroad.

5 Consecutive Days of Term Time Learning Leave

Penalty Notice fines will be issued for term time learning leave of 5 or more consecutive days and for fewer days where this has happened before.

10 Sessions of Unauthorised Absence in a 10-week period

Penalty Notice fines will be considered when there have been 10 sessions of **absence in a 10-week period**

Sessions equal to AM & PM

Second Offence (within 3 years)

The second time a Penalty Notice is issued for Term Time Learning Leave or irregular attendance the amount will be:

£160 per parent, per child when paid within 28 days.

There is NO option to pay at £80 level

Court Prosecutions

Penalty Notices will not automatically be issued.

Parents are advised that where the Local Authority considers that a Penalty Notice is not appropriate due to the level of concern about a child's absence, prosecution action may be taken.

BY LAW, ALL PENALTY NOTICE PAYMENTS GO TO THE LOCAL AUTHORITY AND NOT TO SCHOOLS

Further guidance is available on the Gov.uk website.

[Fines for parents for taking children out of school: What you need to know - The Education Hub \(blog.gov.uk\)](#)