**Albrighton Primary School and Nursery**
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Dear Parents and Carers,

**Attendance and Term-Time Absence**

I am writing to remind you of the changes to our schools' term time absence policy, which was updated at the start of this academic year in line with the latest Department for Education (DfE) guidance. These changes aim to improve attendance and ensure that every child can make the most of their learning opportunities at our school each and every day. The DfE's updated guidance, 'Working together to improve school attendance', published in August 2024, reinforces the importance of regular attendance for pupils' academic success, social development, and overall well-being. The guidance highlights that parents have a legal responsibility to ensure their child attends school regularly. Schools are expected to take action to address any unauthorised absences, and local authorities are tasked with supporting schools in improving attendance rates. Unfortunately, our whole school's attendance for last half term was only 95.9 % which is below what is considered good attendance for a school. Our target for this term is for it to reach 96.6% and we will continue to push for attendance to be above this as we move through the year, but this can only be achieved with the support of every family in our school community.

**Key Policy Changes:**

1. **Requests for Term Time Absence:** In line with DfE expectations, requests for term time absence will continue to only be authorised in exceptional circumstances. Family holidays or trips abroad during term time will not be considered exceptional, and unauthorised absences may result in a fixed penalty notice being issued by the local authority. Ten sessions of unauthorised absence (i.e. five days) in a ten-week period could result in a fixed penalty notice and repeated period of absence could result in further legal action (see attached diagram).

2. **Attendance Monitoring and Support**: We will be closely monitoring attendance patterns and will work with parents to address any concerns early on. If a pupil's attendance falls below 95%, we are required to take action to support improved attendance. This may involve meetings with parents and, where necessary, referrals to external services for additional support.

3. **Medical Absences**: If your child is absent due to illness, we kindly ask you to inform the school as early as possible. It is important that your child returns to school as soon as is possible. For prolonged or frequent absences due to medical reasons, we may request medical evidence to ensure appropriate support is in place for your child's return to school.

4. **Communication and Engagement:** The new DfE guidance stresses the importance of open communication between parents and schools. We encourage you to reach out to us if you have any concerns about your child's attendance. We are here to work with you to ensure your child's regular attendance and success.



We understand that each family's situation is unique, and we are committed to supporting our children and families in meeting these new attendance expectations. If you have any questions or would like to discuss any concerns, please do not hesitate to contact me through the school office. Further information about attendance can be found in our attendance policy on our website Attendance & Punctuality – Albrighton Primary School and Nursery.

Thank you for your continued support in ensuring that every pupil at our school can thrive and reach their full potential through regular and consistent school attendance.

Kind regards,



Karen Tearle

Headteacher