



Dear Parent/Carer,

Re: New attendance policy

I hope this letter finds you well. At Amberley Primary School we are committed to ensuring that all our students have the best opportunity to succeed and reach their full potential. One key factor in achieving this is regular school attendance.

I am writing to inform you that the Amberley Governing Body have decided to introduce penalty notices fines in line with our neighbouring primary schools and our receiving high schools.

What is good attendance and what difference does it really make?

Good attendance is **at least 96%**. Research shows that students with high attendance rates perform better academically and develop essential skills that will benefit them throughout their education and beyond. The evidence tells us that **students with good attendance are 3 times more likely to leave school with 5 good GCSE passes compared to those with poor attendance.** We also know that achieving at least a grade 4 in Maths and English at GCSE means that on average, their earnings will be £11,000 more per year when compared to those without these important grades.

What about term time holidays?

Term-time holidays will only be authorised in exceptional circumstances. The decision to authorise leave is at the sole discretion of the Head Teacher. It is your responsibility to inform us, in writing, if you still decide to remove your child from school during term time, to avoid us instigating safeguarding procedures.

Can I be fined for taking my child on holiday during term time?

Yes. It is important to note that in England, parents who take their children out of school without permission during term time may be subject to a fine, which is issued by the local authority.

The fine for school absences across the country is **£80 per parent, per child if paid within 21 days, or £160 if paid within 28 days.**

A second fine for the same child within any three-year period, will be charged at the higher rate of £160. Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

What about medical appointments?

We kindly request that you avoid scheduling medical appointments during school hours wherever possible. We understand that medical issues cannot always be planned for, but we ask that you make every effort to schedule appointments outside of school time to ensure that your child does not miss any part of their learning. If it is *absolutely necessary* for your child to miss school for an appointment, we request that, where possible, they come into school before their appointment and they return to school as soon as possible after it. If your child is missing school for an appointment we request that evidence of the appointment is provided; this can be in the form of an NHS text message, letter or appointment card.

Finally, if your child is too ill to come into school, please remember to report their absence daily and before 8:50am by telephoning school and leaving a message on the absence line; 0191 8140970 option 1. Please remember to include your child's full name and the reason for their absence.

Thank you for your understanding and support in ensuring your child's continued success at Amberley Primary School. If you have any questions or concerns regarding attendance, please do not hesitate to contact us.

Yours sincerely,

Tony Rigg
Headteacher