



# Rendlesham Primary School

Sycamore Drive, Rendlesham, Woodbridge, Suffolk IP12 2GF

01394 462190

admin@rendlesham.org

[www.Rendleshamprimaryschool.org.uk](http://www.Rendleshamprimaryschool.org.uk)

Academy Head: Debbie Thomas



10 June 2022

Dear Parents and Carers,

## Re: Attendance

We have been inundated with requests for children to be taken out of school for holidays before the end of term. I am writing to inform all parents of the situation regarding holidays in school time and to ensure that you are all aware of the school policy and Trust stance with regards to attendance.

I fully appreciate that many holidays have been disrupted due to COVID and families are rebooking as soon as they can. The issue is that we have a large number of children missing vital elements of schooling on top of the already large impact of COVID disruption and absence. We are working very hard in school to address areas of learning that have been severely impacted, and further prolonged absence is not supporting your child's education.

Our policy states:

Education Attendance Service on behalf of local authorities will be issuing fixed penalty notices in the following situations where unauthorised absence occurs:

Where a pupil is stopped with parents/carers during a truancy sweep and the absence is not authorised by the school.

Where a pupil fails to attend school regularly, referrals can be made with just one unauthorised absence and is at the Academy Head's discretion;

### **Where a pupil has accrued ten sessions (5 school days) of unauthorised absence within a six week**

**The current fine for a Penalty Notice is £60 if paid within 21 days for each parent for each child.**

**The fine increases after 21 days to £120 if paid within 28 days. Failure to pay the fine at 28 days may lead to prosecution in the Magistrates Court for failing to ensure regular attendance at school. Further information can be found in the 'FPN Information leaflet'**

**Parents do not have the right to take children out of school for a holiday during term time.** If a parent (as defined in law) wishes to seek an authorised absence in accordance with regulation 7 "exceptional circumstances" a written request completed on the school form in force at the time must be completed wherever possible a minimum of 5 days prior to the start of the requested absence. The form is provided on the Trust's and school website and a paper copy is available from the school office.

Our Trust has historically not issued penalty fines on behalf of the local authority and any decisions to fine have been at my discretion. But I must advise you that the





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government position regarding this is under review and as a result our Trust policy is under review too.

Please be aware that from September 2022 our stance on unauthorised absence will change. I am giving you advanced notice that fines may well become more common place and that they apply to each child in your family - The current fine for a Penalty Notice is £60 if paid within 21 days for each parent for each child. Therefore if two parents take two siblings on holiday for 5 days the fine will be 4 x £60.

Please think very carefully before booking holidays in school time. All holidays will be recorded as unauthorised absence and your children miss out on valuable units of work that impact future learning. The government is focused on improving attendance and are keen to discourage unauthorised absence as is our Trust.

Our full policy and further information about the impact of absence can be found [here](#).

Mrs Thomas

