



Department  
for Education

## SCHOOL ATTENDANCE & HOLIDAYS

Taking children out of school during term time may lead to a fine if they miss 5 or more unauthorised days in a term.

- **£80 per parent, per child** if paid within 21 days.
- **£160** if paid within 28 days (2nd fines are not able to be discounted to the lower rate).
- Repeat fines within 3 years could face up to **£2,500 fine with a possibility of a criminal record for child neglect.**

Children are in school for **190 days each year**, leaving **175 days** for holidays and weekends. Please book family holidays during school breaks to avoid absences and fines.

### **Pastoral Lead in Attendance and Engagement**

Miss L. Barlow  
barlowl@turton.uk.com

### **Attendance Officer**

Miss C. Kerr  
kerrc@turton.uk.com

**Tel: 01204 333233**



## UNAUTHORISED CHANGES TO PENALTY NOTICES FROM SEPTEMBER 2025

From September 2025, new national rules mean a Penalty Notice can be issued if a child has 10 sessions (5 full days) of unauthorised absence within a rolling 10-week school period. Each school day has two sessions – morning and afternoon.

Penalty Notices are:

**£80** if paid within 21 days

**£160** if paid within 28 days These fines apply to anyone with parental responsibility.

If a second notice is issued for the same child within 3 years, the fine is £160 with no £80 option. A maximum of two Penalty Notices can be issued to a parent for the same child within three years. After that, further legal action may be taken, such as prosecution.

Please note: Fines go to the local authority, not the school.

## ATTENDANCE GUIDANCE FOR PARENTS

*Regular attendance at school is both a legal requirement and essential to help your child achieve and get the best possible start in life.*

*If you are experiencing problems with your child's attendance, it is important that you work closely with school to resolve the matter as quickly as possible.*

**2025**

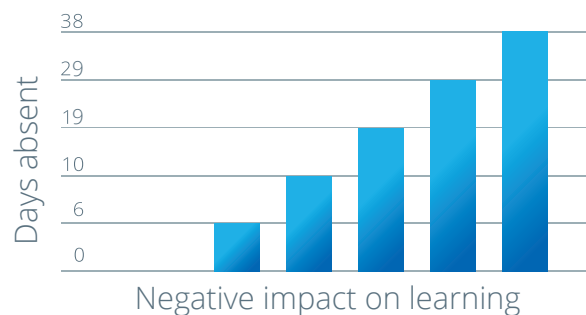
## WHY IS GOOD SCHOOL ATTENDANCE IMPORTANT?

Going to school regularly helps your child learn, build routines, make friends, and get the support they need. It also gives them a better chance of doing well academically, giving them more opportunities in the future. Every day counts, and your support makes a big difference.

If you are experiencing problems getting your child into school please get in touch with your child's Head of Year, Miss Barlow (Pastoral Lead in Attendance and Engagement) or anyone from the Pastoral Team.

**Reporting Absences:** Please make sure that you contact school to report when your child is absent from school. This can be done by ringing our attendance officer, Miss Kerr on the number below:

01204 333233



## WHAT DO WE DO?



**We set high expectations** – We believe regular attendance is key to your child's success and work to build a school culture where all children want to be here and are ready to learn.



**We keep a close eye on attendance** – We monitor attendance patterns carefully so we can spot any issues early and work together to address them.



**We listen and understand** – If there's a concern, we'll talk with you and your child to understand what's getting in the way of attendance and how we can help.



**We offer support** – We'll do what we can in school and help connect your family to any additional support you might need outside of school.



**We formalise help when needed** – If attendance doesn't improve, we'll explain next steps clearly and make sure support is still in place to help you move forward.



**We take action as a last resort** – When all other options have been tried, we may need to follow formal processes, such as issuing a penalty notice, to make sure every child gets their right to an education.

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## 8 TOP TIPS FOR PARENTS TO SUPPORT ATTENDANCE

- Set a Routine: Ensure consistent bedtimes and morning routines to help your child be prepared for school.
- Talk About School: Encourage a positive attitude towards school by explaining its importance and benefits.
- Communicate with the School: Notify the school early if your child will be absent and keep them updated on any issues.
- Address Health Issues: Schedule doctor's appointments outside school hours and support your child's recovery when they're sick.
- Support Mental Health: Address any school-related anxieties by talking to your child and the school for support.
- Use Rewards: Celebrate good attendance with praise or small rewards to motivate your child.
- Plan Family Events During Breaks: Try to schedule holidays outside term time to avoid disrupting your child's learning.
- Work with the School: Reach out for help if attendance is an issue and stay engaged with teachers and staff.