



## The Drive Community Primary School

Mrs R Farren, Head Teacher  
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9<sup>th</sup> October 2025

Dear Parent / Carer,

### **Re: School Attendance Expectations and Legal Responsibilities**

We are writing to remind all families of the importance of regular school attendance and to outline the expectations set out by the Department for Education (DfE), which became statutory from 19 August 2024 under the updated guidance Working Together to Improve School Attendance.

### **Why Attendance Matters**

Good attendance is essential for your child's learning, wellbeing, and future success. Children who attend school regularly are more likely to achieve academically, develop strong friendships, and build the resilience needed for life beyond school.

### **Legal Framework**

Under The Education Act 1996, The School Attendance (Pupil Registration) (England) Regulations 2024, and related legislation, all schools must:

- Maintain accurate admission and attendance registers.
- Monitor attendance and report concerns to the Local Authority.
- Work with families to address barriers to attendance.
- Take legal action where necessary, including issuing Penalty Notices for unauthorised absences.

Parents and carers have a legal duty to ensure their child attends school regularly and punctually. Absences must be reported to the school and will only be authorised in exceptional circumstances.

### **Term-Time Holidays**

We also understand that family time is important, but taking holidays during term time can disrupt your child's learning and progress. As per DfE guidance:

- Requests for term-time leave MUST BE submitted in advance.
- Each request will be considered individually, but approval will only be granted in exceptional circumstances.
- Unauthorised absences of 10 or more sessions (equivalent to 5 school days) within a 10-week period will be referred to the Local Authority (Legal Intervention Team) where a Penalty Notice may be issued.

### **Penalty Notices**

The first penalty notice is £160.00 reduced to £80 if paid within 21 days. If second holiday is taken, a second penalty notice can be issued of £160.00 to be paid within 28 days. A third penalty notice cannot be issued. Legal action will be taken, and a referral made to court. Each penalty notice is per parent per child. The above applies within a rolling 3-year period.



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### **Our School's Approach**

In line with the DfE, our school:

- Promotes a positive culture around attendance.
- Provides early support for pupils at risk of persistent absence.
- Works with families and external agencies to remove barriers to attendance.
- May escalate concerns to the Local Authority if support is not engaged with or proves unsuccessful.

With the above in mind, attendance letters will be sent out automatically when a child's attendance falls below 96% regardless of circumstances. Your child / children will then be moved into a monitoring period of 3 weeks and if attendance does not improve parents / carers will be invited to a meeting where a support plan will be agreed.

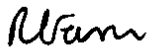
We are also aware, that this early in the term, sickness absence will affect attendance percentages dramatically. If your child has historically good attendance, you are not to worry about this letter.

### **What You Can Do**

- Ensure your child arrives on time every day.
- Avoid taking holidays during term time.
- Contact the school promptly if your child is unwell or unable to attend.
- Ensure proof is given for appointments relating to absences.
- Engage with any support offered by the school or local services.

We appreciate your continued support in helping us maintain high levels of attendance. If you have any questions, are experiencing difficulties or need support, please contact the school office to arrange an appointment to speak to our Home School Liaison Officer.

Yours sincerely,



Mrs R Farren  
Head Teacher