

10th July 2026

Dear Parents and Carers,

Attendance Matters

At Haggonfields Primary School, we want every child to achieve their very best. Good attendance helps children make progress, build friendships and enjoy all aspects of school life. We expect all pupils to attend school regularly and aim for attendance of at least 97%.

What Absences Will Be Authorised?

The school may authorise absences for reasons such as:

- Genuine illness.
- Family bereavement.
- Medical or dental appointments (with evidence where required).
- Religious observance.
- Exceptional circumstances agreed by the Headteacher.

Please remember that if your child is absent, you must contact the school on the first day of absence and provide updates as required. If an absence exceeds three consecutive days, medical evidence may be requested.

What Absences Will Not Be Authorised?

The following are examples of absences that will normally be unauthorised:

- Holidays during term time (unless there are exceptional circumstances approved by the Headteacher).
- Shopping trips.
- Looking after siblings or helping at home.
- Unverified medical appointments.
- Arriving late after registers have closed without a valid reason.
- Absences where no reason is provided.

Please note that only the school can decide whether an absence is authorised. A note or explanation from a parent does not automatically mean an absence will be authorised.

Term-Time Holidays

The Government does not allow schools to authorise holidays during term time except in exceptional circumstances. Requests must be made in advance and will be considered by the Headteacher on an individual basis.

Penalty Notices (Fines)

Parents will be issued with a penalty notice if a child has:

More than 5 days of unauthorised absence within a 10-school-week period.

Current penalty notice charges are:

- **First fine:** £160 per parent, per child, reduced to £80 if paid within 21 days.
- **Second fine:** £160 per parent, per child, with no reduced payment option.
- In some circumstances the local authority may decide a prosecution via Magistrates court is more suitable, for instance, for lengthy or repeated leave of absence periods. This would include circumstances where a parent/carers has already had two fines for their child over a 3-year rolling period.
- Children should arrive at school on time each day. Persistent lateness can affect learning and attendance records. In Nottinghamshire, parents may be fined if a child is late after registers close on 10 separate occasions within a six-week period.

Please be aware that penalty notices are issued and administered by the Local Authority, not by the school. Any fines paid are made directly to the Local Authority and are not received by the school. Once a penalty notice has been issued, it cannot be withdrawn, cancelled or overturned by the school for any reason. Therefore, we strongly encourage parents to discuss any attendance concerns with the school before making decisions that may result in unauthorised absence.

Punctuality

- Children that arrive late are likely to have missed the start of the lesson which makes it more difficult for them to learn as the lesson progresses.
- Late arrivals distract classmates and interrupt the teacher's lesson.
- Children that arrive late are likely to feel unsettled and are embarrassed to walk into class once it has started.
- Children that arrive late are developing bad habits. It sets up your child for the future, whether at primary school, secondary school, college or work. They could lose their place or job if they think it is acceptable to be late.

Thank you for your continued support in ensuring that every child attends school regularly and on time. If you have any concerns regarding attendance, please contact the school office so that we can work together to support your child.

Yours sincerely,

Colette Boness

Headteacher

Haggonfields Primary School