



St. Peter's Church of England Primary School

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Head teacher - Mrs A. Leonard

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11th September 2026

Dear Parents and Carers,

At St Peter's CE Primary School, we are committed to ensuring that every child has the opportunity to achieve their full potential. One of the most significant factors in a child's academic success, wellbeing, and social development is regular school attendance.

We would like to remind families about attendance expectations and explain the procedures that may be followed when attendance becomes a concern. It is important to note that these procedures are set by **Birmingham City Council** and the **Department for Education** and are not policies created by St Peter's CE Primary School. As a school, we are legally required to follow this guidance and work with Birmingham City Council to support good attendance.

Why Attendance Matters

Children who attend school regularly:

- Make better academic progress.
- Develop stronger friendships and social skills.
- Feel more connected to school life.
- Build positive routines that benefit them throughout their lives.

Research shows a clear link between high attendance and higher achievement. Even a small number of missed days can have a significant impact on learning.

For example:

- **95% attendance** means approximately **10 days of learning missed** across the school year.
- **90% attendance** means approximately **19 days missed**, which equates to nearly **four weeks of learning**.
- **85% attendance** means approximately **29 days missed**, almost **six weeks of education lost**.

Reporting Your Child's Absence

If your child is unable to attend school due to illness or another unavoidable reason, parents and carers must contact the school office **from 8:00am on each day of absence** to provide a reason for the absence.

- Please telephone the school office as early as possible on the day of absence.
- If we do not receive an explanation for your child's absence, the absence will be recorded as **unauthorised** until a reason is provided and accepted by the school.
- The school has a duty to follow up all unexplained absences as part of its safeguarding responsibilities.
- If no contact is received from a parent or carer for **two consecutive school days**, and we are unable to establish the reason for the absence, the school may carry out a **home visit** to ensure the child is safe and well and to offer any appropriate support to the family. Schools are expected to make further safeguarding enquiries when absence continues without explanation.
- We ask all families to ensure that emergency contact details are kept up to date so that we can contact you quickly if needed.

Our Attendance Support Process:

Safe and Well Checks for Extended Illness Absence

The safety and wellbeing of our pupils is our highest priority. If a child is absent due to illness for **four consecutive school days or more**, the school may carry out a **Safe and Well Check**.

This may include a home visit to ensure the child is safe and well, offer any support needed, and maintain communication between home and school. These checks form part of our safeguarding responsibilities and are carried out in a supportive and caring manner.

Stage 1: Monitoring and Communication

When attendance falls below **95%**, school staff will contact parents to discuss concerns and identify any support that may be needed.

This may include:

- Informal discussions.
- Attendance reminder letters.
- Meetings with school staff.
- Signposting to support services.

Our aim is always to work positively with families to improve attendance before formal action is considered.

Stage 2: Attendance Support

Where attendance concerns continue, the school may implement a formal Attendance Support Plan.

This may involve:

- Regular attendance reviews.
- Attendance targets.
- Meetings with parents and carers.
- Referrals to outside agencies where appropriate.

Stage 3: Unauthorised Absence and Penalty Notice Consideration

Schools are required to record absence as either authorised or unauthorised.

Examples of unauthorised absence may include:

- Keeping children off school without a valid reason.
- Taking holidays during term time without exceptional circumstances.
- Persistent lateness after registers have closed.

Under current national regulations, a Penalty Notice may be considered where there are **10 sessions (5 school days) of unauthorised absence within a rolling 10-school-week period.**

Stage 4: Penalty Notice (Fine)

When the criteria are met, Birmingham City Council may issue a Penalty Notice.

First Penalty Notice within a three-year period:

- £80 per parent, per child if paid within 21 days.
- Rising to £160 per parent, per child if paid between days 22 and 28.

Second Penalty Notice within a three-year period:

- £160 per parent, per child.
- No reduced payment option is available.

Both parents may receive separate Penalty Notices where applicable, as both share legal responsibility for ensuring regular attendance.

Stage 5: Prosecution

If a Penalty Notice remains unpaid, or if there is a third offence within a three-year period, Birmingham City Council may begin legal proceedings.

A prosecution under the **Education Act 1996** could result in:

- A fine of up to £1,000.
- Additional court costs and victim surcharge.
- A criminal record if convicted.

Holidays During Term Time

Parents should be aware that schools are unable to authorise holidays during term time unless there are exceptional circumstances. Family holidays, cheaper travel arrangements, or availability of accommodation are not normally considered exceptional reasons.

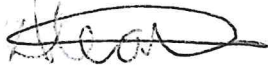
Any request for leave of absence must be submitted to the Headteacher in advance using the appropriate school form.

Working Together

We recognise that there are sometimes genuine circumstances that affect attendance. If your family is experiencing difficulties, please contact the school as early as possible. We are committed to working in partnership with families and helping children attend school regularly and successfully. By working together and ensuring that absences are reported promptly, we can maximise every child's opportunity to learn, thrive, and achieve their full potential.

Thank you for your continued support in ensuring that every child at St Peter's CE Primary School has the best possible opportunity to thrive, learn and achieve.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Alison Leonard', written over a horizontal line.

Mrs Alison Leonard
Headteacher