

18 September 2026

Dear Parents

The UK Government expects schools to promote good attendance and reduce absence and the Department of Education guidance identifies that pupils need to attend school regularly to benefit from their education. Missing school time can mean that they fall behind the rest of their class and can also make them anxious about attending in the future.

The school will only grant term time holidays if there are exceptional circumstances and parents must provide 4 weeks' notice in writing, if the holiday is to be granted. If the term time holiday is not deemed to be an exceptional circumstance, then the absence will not be authorised.

In line with the DfE National Framework, fixed penalty notices (FPN) can be issued by all schools where a pupil reaches the national threshold for considering a penalty notice. The threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. The absence may be consecutive or a combination of unauthorised absence sessions. The period of 10 school weeks can also span different terms or school years. <https://www.gov.uk/school-attendance-absence>

A Penalty Notice can be issued under the following legislation:

- Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise
- Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act
- In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Penalty Notice.

Penalty Notice Details

First Notice in a 3 year period :	Issued to each parent. Charged at £80 if paid within 21 days £160 if paid within 28 days.
Second Notice in a 3 year period :	Issued to each parent. Charged at a flat rate of £160 if paid within 28 days.

Third Notice in a 3 year period:	Alternative action should be taken, for example prosecution or other attendance legal interventions. Fines per parent are capped at two within any three-year period. If a parent is prosecuted for their child's non-attendance, they could face a magistrates court appearance and a fine of up to £2,500 and/or prison. Cases found guilty in Magistrates' Court can show on a Parents future DBS certificate, due to failure to safeguard a child's education.
---	--

Punctuality to school is also very important. Pupils who arrive late have an unsettled start to the day and this can disrupt their own learning, as well as that of their peers. Pupils can come into school from 8:55am and the school day starts promptly at 9:00am. If your child arrives at school after the school day starts without the school having been previously informed then they will be marked as late. Pupils arriving late must report to the school office to be signed in.

We encourage scheduling medical appointments outside of school hours, but we do understand that it is not always possible. If an appointment is required during the school day, please take only the essential time away from school to minimise disruptions to your child's education.

As a reminder, if your child is going to be absent from school for any reason at all, please contact the school office on the first day of your child's absence by 9:00 am by calling 01522 868354, emailing enquiries@eagle.lincs.sch.uk or personally reporting absence directly to the school office. It is important that you contact the school as soon as possible and maintain contact throughout your child's absence. If no contact is made to school, we will contact you.

Please be assured that we will continue to work closely with families to support attendance. The school's attendance policy can be found on the policies page of the school's website (eagleprimary.org.uk). The policy also outlines who you can contact for support with attendance; please do not hesitate to contact us if you have any concerns about your child attending school so that we can work together with you to support their education.

We understand that there may be times when absence is unavoidable, but we aspire for all pupils to be in school so that they can benefit from their learning and achieve their potential.

Thank you for your continued support with your child's education.

Yours sincerely

Mrs Daley