



Barrowby Church of England Primary School

September 2025

Dear Parents/Carers,

Re: Importance of School Attendance and Term-Time Holidays

We are writing to remind all families of the vital importance of regular school attendance and to clarify the rules around term-time holidays.

Every day in school counts. Children who attend school consistently perform better academically, develop stronger friendships, and build the habits that support lifelong learning. Even short absences can disrupt a child's progress and affect their confidence and wellbeing.

Term-Time Holidays

We understand that holidays are important for family time and rest. However, taking children out of school during term time for holidays is not permitted unless there are exceptional circumstances. The law is clear: parents must ensure their child attends school regularly, and holidays during term time are considered unauthorised absences.

If you believe your child needs to be absent from school for any reason, you must complete an Absence Request Form in advance. This form can be downloaded from the school website and submitted to the school office. Please note that completing the form does not guarantee authorisation of the absence.

Fines for Unauthorised Absence

Under the national framework introduced by the Department for Education, local councils are required to issue fines when a child misses 10 or more sessions (equivalent to 5 full school days) without authorisation.

- **Year 1 Offence:** Each parent may be fined £80, rising to £160 if not paid within 21 days.
- **Year 2 Repeat Offence:** A second fine within a 3-year period will be charged at the higher rate of £160.
- **Year 3 and Beyond:** If a child has 3 or more unauthorised absences within 3 years, parents will not receive further fines but may be prosecuted in court, where penalties can include:
 - A fine of up to £2,500
 - A community order
 - A custodial sentence of up to 3 months

You can read more about the legislation and enforcement measures on the official government website: GOV.UK – Legal action to enforce school attendance by [CLICKING HERE](#).

We urge all families to plan holidays during official school breaks and to speak with us if you are facing challenges with attendance. Our priority is to support every child's education and wellbeing, so that all children can be successful and achieve their potential.

Thank you for your continued support, understanding and cooperation.

Yours Sincerely

Mr L Batey-Head teacher

