



Barrowby Church of England Primary School

September 2026

Dear Parents/Carers

At Barrowby CE Primary School, we place great importance on good attendance and punctuality. We know that a child's attendance has a direct impact on their learning. Those children who are regularly absent from school and regularly late do not achieve their full potential. We ask that you support the school by ensuring that your child attends school regularly and arrives ready to learn on time.

For a child to reach their full educational achievement a high level of attendance is essential, there is a clear and proven link between low attendance and academic outcomes with pupils who regularly miss out on learning, parents are responsible for ensuring that their child attends school.

The school gates open to children at 8.45am, the school day begins at 8.55am for all children. Children should arrive and line up on either the school's pedestrian path (KS2) or the Church path (R/KS1) with their parents, once gates are open, they go straight in to their classroom, so they are ready for the start of the school day. If you are delayed, and the gates are closed when you arrive, please accompany your child to the main entrance. If you know that you are going to be late, please let us know, if possible.

Absences are to be notified for each day your child is absent from school.

If your child is absent from school, parents must inform the school office by 9.00am, when leaving a message by telephone, email or via Arbor, please state the following;

- **Child's Name**
- **Class**
- **Detailed reason for absence**

If your child is absent from school without a reason being provided, the office staff will contact parents to ascertain the reasons for any absence. If a child is absent without a reason being provided and the office staff are unable to make contact with parents, **school staff may carry out a welfare visit to the home address, on the same day.**

We will contact parents where attendance concerns are raised regarding absence and/or late arrivals and will arrange a meeting with the Headteacher to discuss attendance issues if required.

Should you need to take your child out of school during the day for an appointment, please complete a 'Request For Absence' form, this form can be located via a Microsoft Forms link on emails or a QR code in our school foyer. Please also provide any letters or appointment cards you have been sent to support your child's absence.

Your completed request for absence form will be checked by the headteacher, and you will be notified by email if the absence is unauthorised. Thank you for your continued support.

Holiday in term time will not be authorised.

Please try to avoid taking holidays in school time, as this may incur a fine.

Parents or carers may be issued with a Fixed Penalty Notice if their child is absent from school without permission.

If a parent decides to remove their child from school for a period of unauthorised absence, we will write to those parents with a FIXED Penalty Notice Warning. In some cases, parents do not provide sufficient notice period for the school to respond in the appropriate way.

Therefore, it has been decided to issue a Fixed Penalty Warning Letter to all parents today Wednesday 9th September, so that all parents understand the implications for removing their child/ren from school without authorisation.

FIXED PENALTY FORMAL WARNING

NAME OF CHILD/YOUNG PERSON:

DATE OF BIRTH:

FOR PUPILS REGISTERED AT: Barrowby CE Primary School

This letter is a Fixed Penalty Formal Warning and is being sent to you as you have a pupil at Barrowby CE Primary School.

In certain circumstances the Local Authority can impose a Fixed Penalty Notice on parents if their children are out of school without authorisation e.g.

- **any absence marked in the register as unauthorised**
- **arrival at school after the register has been taken i.e. consistent late arrivals after 9.00am**
- **a holiday in term-time, which has not been agreed by the headteacher**

The Local Authority will accept requests for a penalty notice to be issued to parents from schools, Lincolnshire Police, and from within the Local Authority. A Penalty Notice may be imposed if a child has 10 sessions of unauthorised absence in a 10-week period (E.g. 5 days' absence or 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks).

- In the first instance the fine is currently £80 per pupil, per parent, if paid within 21 days.
- If you get a second fine within 3 years it will be £160 per pupil, per parent. If you do not pay the fine in 28 days you may be taken to court for keeping your child out of school.
- If your child is off school 3 or more times within the 3 years you will not be fined but may be taken to court.

If you wish to seek approval for any requested absence of your child(ren) from School, then you must apply in writing to the school, at least four weeks in advance of the requested absence. You should only then remove your child(ren) if the absence has been authorised and notified to you in writing by the school. Any exceptional circumstances must be clearly set out in the written request to the school who will consider each case upon its merits.

If you then choose to take your child out of school during term time and it is not deemed as exceptional circumstances and has not been approved by the school, then this will be coded as an unauthorised absence and a Fixed Penalty Notice may be issued for the period of absence. Failure to pay the Fixed Penalty may result in criminal prosecution through the Magistrates' Court.

A Fixed Penalty Notice is a strategy used by schools to address the unacceptable levels of attendance of children attending their school under the following legal framework:



- **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 Fixed Penalty of either £80.00 or £160.00.**
- **Should you wish to discuss this matter further, please contact the school on the above contact details.**

As a school we will continue to monitor attendance and absences. Parents should be mindful that from this date, all parents have been issued with a FIXED Penalty Warning Letter so may incur a fine if their child/ren are absent from school and the absence is recorded as Unauthorised for the period stated above.

For those that do not exceed the 5 days of unauthorised absences, in a 10-week period, will not incur a fine.

Thank you for your continued support and understanding.

Yours sincerely



Mr L Batey-Headteacher