

Attendance Matters!


Summer 1 2025

The numbers...

In this academic year to date:

- National attendance 93.4%
- The Cambridge attendance 94.6%

Thank you! We are above the national average for attendance!

Let's do even better and reach our target for this term of 95%? 

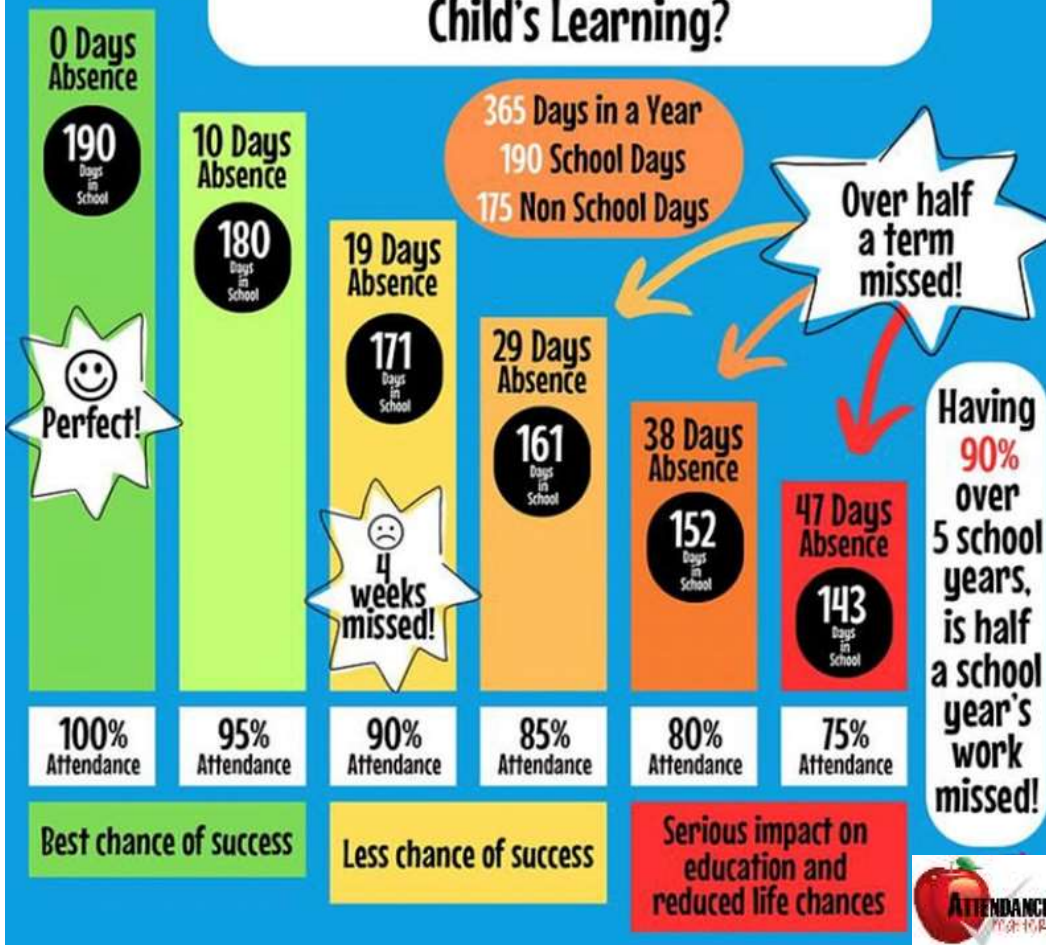
187 children had 100% attendance last half term!

Be an Attendance Hero...



Here Every day Ready On time

How Does School Attendance Affect a Child's Learning?



Good school attendance (over 95%), supports children to feel confident and happy about school and learning.

What the children say about going to school.

We:

- Learn new things
- Make friends
- Have fun
- Find our talents

Please contact us if you need support with attendance:

Family Support Advisor: Mrs Vaiva fsa@cambridgeschool.hants.sch.uk

Attendance Officer: Miss Carey info@cambridgeschool.hants.sch.uk



We all know children should attend school every day.
We work **together** to achieve this!

School

- Work with families to understand, support, overcome and remove barriers to attendance.
- Aspire to, and promote the benefits of high attendance.
- Have a clear school [attendance policy](#).
 - Manage admission and attendance registers and promptly follow-up absence.
- Regularly monitor attendance to identify those requiring support.
- Share information and work collaboratively with other professionals to support families.



Parents

- Ensure your child attends school every day, except when authorised (e.g. for illness).
- Notify school promptly if your child is unexpectedly absent. Report any absences to the school office by 9am.
- Only request leave of absence in exceptional circumstances and do so in advance.
- Work with the school to address any attendance issues and find solutions together.
 - Book any medical appointments around the school day.

Absence-Term Time

Apart from when ill, children are only permitted to miss school if:

1) You have asked **in advance** and been given permission for your child to be absent due to exceptional circumstances.

Holidays are never authorised.

2) You are taking part in religious observance (one day only.)

If you consider that there are exceptional circumstances relating to your request, please provide full details. Each application for a leave of absence will be considered on a case by case basis. Complete our Leave of Absence form and return to Mrs Kennedy via reception, for consideration. Please give at least two weeks' notice. Authorisation cannot be given retrospectively.

Absence-Illness

Please report any absence to the school office **by 9am**
01252 314884

info@cambridgeschool.hants.sch
[.uk](http://www.cambridgeschool.hants.sch)

Is my child too ill for school?

It can be tricky deciding whether or not to keep your child off school when they're unwell. The [NHS website](#) will help you decide if you should send your unwell child to school.

Please also remember that if your child is unwell in the morning but feels better later on, they are very welcome to attend school later on in the day.

Please see the new rules from the Department for Education regarding absence and penalty notice fines below.

New attendance rules



There are new rules for unauthorised absences, whether this is due to holiday, irregular attendance, or otherwise.

1

I'm a parent and I want to take my child out of school.

Make sure you use the absence request form. The form enables us to communicate whether an absence will be authorised or unauthorised.

Holiday requests **will not** be authorised.

If your child will miss 5 school days, they will be given a penalty notice fine.

The fine is £80 per parent, per child, if you pay it in 21 days, otherwise it is £160.

For a family of 2 parents & 2 children



+£80 +£80

£160 x2 = £320

Doubled to £640 if not paid in 21 days

What happens if school suspects children are actually on holiday?

Photos on Facebook?
Foreign mobile dial tone?
Other children talking about your holiday?
Amazing sun tan?
Home visit shows no-one at home?



Please don't be offended if we ask for evidence or mention these questions to you. We're required to do this to ensure a fair system!

2

What about subsequent absences? Is it still the same penalty amount?

No, not anymore. If in any period of not more than 3 years, your child has a 2nd and 3rd leave of absence OR pattern of irregular attendance, which is unauthorised then...

2nd TIME

2 parents and...
1 child = £320
2 children = £640
3 children = £960
4 children = £1280

3rd TIME

A penalty notice fine **will not** be given. Instead, your case may be taken forward for prosecution. A magistrate can fine each parent £2500 for each

1 parent & 2 children = £5,000
2 parents and 2 children = £10,000

NO DISCOUNT FOR EARLY PAYMENT

3

What about irregular attendance? Could I get a penalty notice?

If your child is absent (or late after registers) for 10 or more sessions in 10 weeks, and their absences are unauthorised, then the school is required to issue penalty notices / prosecution.



So, half a day here and day there could all add up to 10 sessions in 10 weeks (across years or terms). If unauthorised, then it would be a penalty notice. Remember, 1 day is 2 sessions (morning and afternoon).

YES

4

What are typical reasons given that won't be authorised?

Examples of unauthorised absences

A family member's birthday
Shopping for uniforms
Inadequate clothing for school
Child being used as a carer
Problems with transport
Family holidays

Sickness of parent or sibling
Sibling's school closed
Refusing to attend, but able to
Poor family organisation
No absence request completed or received after absence.



Where attendance is irregular, or historically poor, sickness absences may be unauthorised unless medical confirmation by a medical professional is given.