

We show that we care

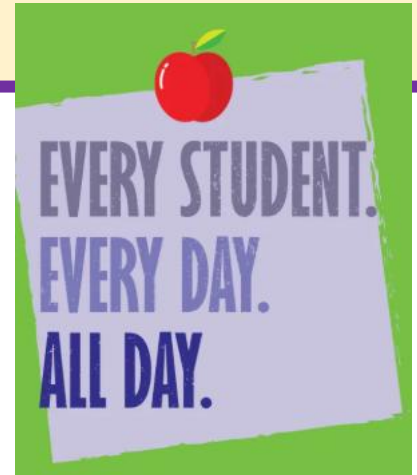
Attendance Matters!

Autumn 1 2026

Welcome to the first attendance newsletter of the year.

At The Cambridge Primary School, we are very proud of our attendance and we value your support in maintaining this.

This edition has key information regarding attendance procedures at our school.



The Why...

Good attendance at school (which is considered at least 95%) is essential because it:

- supports children to feel confident and happy about school and learning
- helps children to develop friendships
- is directly linked to improved attainment and progress. This in turn, leads to further opportunities and better job prospects

Good time keeping means...

...making sure your child is at school and ready to learn, before the school bell rings!

Did you know? - being 15 minutes late each day is the same as missing **two weeks** of school!*



Every Schoolday Counts

but every **minute** is equally important!

* Over one full academic year

Punctuality

Being on time is **important!**

- **8.30am** Gates open and learning begins from the moment the children enter school.
- **8.45am** Gates close – a child arriving after this time, will **miss vital learning time**.

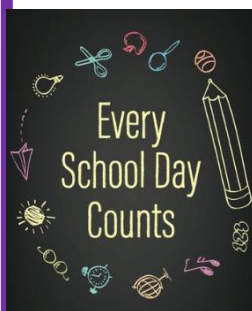
Types of lateness:

- Up to 9.15am child recorded as late.
- After 9.15am counts as an **unauthorised absence**

School attendance is a partnership so we need to work together!

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 on 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).
- Ensure your child is on time for school
- **Notify school promptly** if your child is unexpectedly absent by reporting 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.

Contact us -If you're struggling to get your child to school or struggling to get your child to school on time.

Family Support Advisor: Mrs Vaiva

fsa@cambridgeschool.hants.sch.uk

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 and Miss Tancock 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

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 or see the information on the following page.

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.

Report any absences to the school office by 9am
01252 314884 info@cambridgeschool.hants.sch.uk

The rules from the Department for Education regarding absence and penalty notice fines below.

1

I'm a single parent of one child and we want to go on holiday for 5 days.

Make sure you use the absence request form before you book anything. Your holiday will not be authorised. As your child will miss 5 school days, you'll be given a penalty notice fine. See section 2, too!



1 parent & 1 child = £160

Reduced to £80 if paid in 21 days

For each child a penalty is given...



1 parent & 4 children = £640

Reduced to £320 if paid in 21 days

For a family of 2 parents & 4 children



£1280

Reduced to £640 if 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
e.g. 1 parent and...
1 child = £160
2 children = £320
3 children = £480
4 children = £640

NO DISCOUNT FOR EARLY PAYMENT

3rd TIME

A penalty notice fine **will not** be given. Instead, your case may be taken to court. A magistrate can fine each parent £2,500 for each child.

1 parent & 4 children = £10,000
2 parents and 4 children = £20,000

3

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

YES

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



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

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

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

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



Hampshire County Council use the income generated from the fines to take legal action against those who do not pay the fine or repeat offenders, the school never receives any of this money.