



SNARESTONE CofE PRIMARY SCHOOL

Attendance Newsletter

Spring Term 2026

ATTENDANCE MATTERS

Aim for 100% attendance for a better future

Every School Day Counts

Dear Parents and Carers,

Welcome to our **Spring Term 2026 Attendance Newsletter**.

At **Snarestone Primary School**, we remain committed to promoting excellent attendance and punctuality across the school. Good attendance is vital for ensuring your child makes the most of their learning opportunities, and we appreciate the continued efforts of our families in supporting this. Please see below our current attendance data. A big thank you to all families who have been working hard to make attendance and punctuality a priority - your support makes a real difference. Please also be aware that, in line with DfE statutory guidance (Working Together to Improve School Attendance), **all schools are now required to issue penalty notices for term-time holidays**. Further details about this can be found within this newsletter.

Thank you for your ongoing support.

ATTEND TODAY
ACHIEVE TOMORROW



Year Group	% Attendance
EYFS	98.5%
Year 1	95.0%
Year 2	94.4%
Year 3	95.2%

Year Group	% Attendance
Year 4	94.0%
Year 5	94.8%
Year 6	94.9%
Total	95.4% (target: 96%)

Reporting an Absence

It is the parent/carer's responsibility to notify school if their child is absent. A reason **MUST** be provided. Please ensure you contact the school to advise of your child's absence by 9.00am on the day of absence. This can be done either via telephone on 01530 270598 or email: office@snarestone.risemat.co.uk

Medical Evidence

Medical evidence for a pupil's absence is not routinely requested. However, from time to time you may be asked by the school office for medical evidence. This would usually happen when your child's absence from school becomes a concern.

Medical Appointments

Ensure that, where possible, hospital, doctor, optician and dental appointments are made outside of school hours. Where this is not possible, the amount of school time missed must be kept to a minimum and medical evidence may be required.

Term-Time Holidays

Pupils are not entitled to take holidays during term time. Family holidays should be scheduled during official school holiday periods.

If you need to request leave during term time due to exceptional circumstances, please contact the school office to obtain a Leave of Absence form.

Please note: A referral to the Local Authority and penalty notice may be issued if unauthorised leave is taken during term time.

Get To School On Time Check List



Pick out your outfit and lay it out.



Pack your lunch.



Get all your school work together in your backpack.



Lay your shoes by the door.



Double check that your alarm is set.



Go to bed early to get as much sleep as possible.

What to do if you move house/out of the area

If you move house and decide to change your child's school, you will firstly need to apply to the Local Authority school admissions for a place at a school close to your new address (school staff can help with this). You will also be required to complete a 'Leavers' Form'. Please ask for the form at the school office.



Too ill to attend school?

Children can attend school with minor ailments such as toothache, headache, stomach-ache, cold, sore throat etc. Over the counter medicines can be given before school. School will contact you if they become too ill to remain in school.

Children should be off school for 48 hours if they have diarrhoea or a sickness bug. However, if your child has managed a day without being sick or having loose stools then speak to the school office as your child may be able to return to school before the 48-hour time frame.

If you are unsure how long your child should be absent with an illness, speak to the school, your doctor or a pharmacist for advice.



There are **190** days in a school year which leaves **175** days to spend on family time, shopping, appointments and other things.



Penalty Notice Fines for school absence have changed

With the introduction of the new National Framework for Penalty Notices, the following changes came into force for Penalty Notice fines issued for unauthorised absences.

Per Parent, Per Child

Penalty Notice fines will be issued to each parent, for each child who was absent. For example: 3 siblings absent for term time leave will result in **each** parent receiving 3 **separate** fines

5 Consecutive Days of Term Time Learning Leave

Penalty Notice fines will be issued for term time learning leave of 5 or more consecutive days and for fewer days where this has happened before.

First Offence

The first time a Penalty Notice is issued for term time leave or irregular attendance, the amount will be:
£160 per parent, per child when paid within 28 days, reduced to £80 per parent, per child if paid within 21 days.

10 Sessions of Unauthorised Absence in a 10-week period

Penalty Notice fines will be considered when there have been **10 sessions of absence in a 10-week period**. There are 2 sessions per day (am and pm).

Second Offence (within 3 years)

The second time a Penalty Notice is issued for term time leave or irregular attendance, the amount will be:
£160 per parent, per child when paid within 28 days.

There is NO option to pay at £80 level

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed for term time leave or irregular attendance, a Penalty Notice will not be issued. Instead, the case will proceed to the Magistrates' Court. Magistrates' fines can be up to £2,500 per parent, per child. Cases found guilty in a Magistrates' Court can show on the parents future DBS certificate and may impact on job applications and travel abroad.

Court Prosecutions

Penalty Notices will not automatically be issued. Parents are advised that where the Local Authority considers that a Penalty Notice is not appropriate due to the level of concern about a child's absence, prosecution action may be taken.

BY LAW, ALL PENALTY NOTICE PAYMENTS GO TO THE LOCAL AUTHORITY AND NOT TO SCHOOLS

Further Guidance

Further guidance is available on the Gov.uk website:

[Fines for parents for taking children out of school: What you need to know – The Education Hub \(blog.gov.uk\)](#)

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Every Student. Every Day.

