

LEARNING TOGETHER TRUST

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Tuesday 9th September 2025

Re: Attendance and Term-Time Holidays

Dear Parents and Carers,

I hope this letter finds you and your family well, and that you have all had a restful break. As we begin the new school year, I would like to take this opportunity to remind all families about the importance of regular attendance and the implications around taking term-time holidays. Last year, attendance for all Learning Together Trust schools was a strength and we are determined to continue this as we move in to the new academic year.

Good attendance is vital to your child's learning and progress. Research shows that children with high attendance achieve better academically, build stronger social relationships, and are more confident in their learning. Even a small amount of absence can have a significant impact on a child's progress, for example, overall attendance of 90% equates to nearly four full weeks of missed school in a year.

We understand that illness and unavoidable circumstances can sometimes affect attendance. However, it is essential that these occasions are kept to a minimum and that the school is notified as soon as possible if your child is unable to attend.

I am required to remind all parents each term that Learning Together Trust schools are unable to authorise holidays during term time, except in *exceptional circumstances*. Any requests for leave must be made in writing, through 'Leave of Absence' request forms to the Headteacher in advance, with each case being considered individually. Furthermore, instances where school is not informed of a child's absence, or, where a valid reason is not given will be recorded as unauthorised. Unauthorised absences may result in a referral to the Local Authority and could lead to a fixed penalty notice. The Education Penalty Notice guidance and thresholds are included on the next page.

We greatly appreciate your support in ensuring your child's good attendance and we are committed to supporting all families to ensure children get the best out of their school experience.

If you have any concerns or would like to discuss your child's attendance, please do not hesitate to contact your child's school.

Thank you for your continued support.

Yours sincerely,

Mr. M. Rigby
Head of System Leadership/Attendance Champion
The Learning Together Trust

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Education Penalty Notice Guidance – 2025-26

Dear Parents/Carers

Attendance at school has been identified as a national priority by both the Department for Education (DFE) and OFSTED. Research in 2022 by the DFE found that pupils with higher attainment in end of Key Stage assessments had lower levels of absence than those with lower attainment.

Schools that are part of The Learning Together Trust family provide a wide range of support to ensure that children attend school as often as possible and work with families to help address difficulties and challenges they may face.

In some circumstances, Local Authorities may issue parent/s with an Education Penalty Notice (EPN) where attendance is a concern or meets the thresholds set by the government. The guidance issued to Local Authorities that came into effect from 19th August 2024 is summarised below.

1. There is a national threshold of **10 unauthorised sessions for any reason** (equivalent to 5 school days) within a rolling 10 school week period for when a penalty notice must be considered. *(This means you will no longer be able to take your child out of school for one week's holiday without a penalty notice being issued.)*
2. A penalty fine of £80, if paid in 21 days, will be issued if a child has 10 unauthorised absences within a 10-week rolling period. If the fine is not paid by the first 21 days, it will rise to £160 if paid within 28 days of being issued.
3. If the thresholds are met again within a 3 year period, a second penalty fine is issued to the same parent for the same child, however, the fine will automatically rise to £160 with no option to pay the lower rate of £80.
4. If a parent then commits a third offence in a 3-year rolling period, the local authority will need to consider other enforcement options available to them which can include court proceedings.

If you have any further questions, please do not hesitate to contact the school office.

Kind Regards

Mr. M. Rigby
Head of System Leadership
The Learning Together Trust