



01579 370435



[secretary@trekenner.net](mailto:secretary@trekenner.net)

<https://www.trekennercpschool.uk/web>

## ATTENDANCE POLICY SUMMARY LETTER TO PARENTS 2025-26

Dear parents/carers,

At Trekkenner Primary School, we firmly believe that regular school attendance is essential for the educational progress and overall wellbeing of our pupils. We hope that this letter helps you to keep in mind the key aspects of our attendance policy.

### Why regular attendance matters

Consistent school attendance allows your child to:

- Fully engage in learning and make academic progress
- Develop critical social skills by interacting with their friends and teachers
- Grow in confidence in a supportive and nurturing school environment
- Build a sense of routine and responsibility, essential for future success

### Attendance support

We understand that some pupils may face challenges that impact their attendance. Our school's attendance team is here to provide support and guidance to pupils and families in such situations. If you encounter any difficulties related to attendance, please do reach out to Mrs Laura Mead, headteacher, by email [head@trekenner.net](mailto:head@trekenner.net) or telephoning the school office.

### Acceptable reasons for absence

We recognise that there are circumstances where a pupil's absence can't be avoided.

Acceptable reasons for being absent from school include:

- **Illness:** when your child is unwell, either physically or mentally, and unable to attend school
- **Medical appointments:** if your child has a medical appointment that cannot be scheduled outside school hours, please notify us in advance and provide relevant documentation (e.g. an appointment card, email or text message screenshot)
- **Religious observance:** we respect the diverse cultural and religious backgrounds of our pupils. If your child needs to be absent for religious observance, please submit a request and the headteacher will review it
- **Exceptional circumstances:** in exceptional situations, such as family emergencies or unforeseen events, please contact the school immediately to discuss the absence

**NB:** As per the Trekkenner School Attendance Policy 2025-26 [which can be found here [Trekkenner Primary School - Attendance](#)]

... we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. If the child has siblings at school who are taken out of school but do not have an appointment or illness at the same time, their absence will be recorded as unauthorised.

### How to report unplanned absences

In the event of an unplanned absence, we ask that you follow these steps:

1. **Contact the school:** on the day of the absence, please call the school office, email [secretary@trekenner.net](mailto:secretary@trekenner.net) or message Mrs Hancock on Dojo before 9am to inform us about your child's absence.
2. **Provide a reason for absence:** please provide a brief explanation for the absence, such as illness or family emergency, to help us maintain accurate records

### Term-time holidays

Term-time holidays are generally not permitted during the school year. Absences due to term-time holidays are disruptive to learning and lead to missed opportunities in the classroom. However, we recognise that there may be exceptional circumstances that require a term-time holiday. These may include:

*'one-off events over which the family has no control as to dates and times. E.g. family bereavement/funerals, family weddings, serious illness of the child or a significant family member.'* (Trekkenner Attendance Policy 2025-26) NB: reasonable travel time may also be taken into account.



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In such rare cases, please submit a formal request to the headteacher well in advance using the school's absence request form. This can be obtained from the school office or downloaded from the school's website here: [Trekenners Primary School - Attendance](#). The headteacher will carefully consider each request and, if deemed appropriate and in the best interest of the child, may grant permission for the term-time holiday.

We emphasise that such instances will only be considered on a discretionary basis, and the decision will be made, taking the pupil's absence rate into consideration and with the pupil's educational welfare as the utmost priority. We appreciate your co-operation and understanding regarding our approach to term-time holidays.

*If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £80 if paid within 21 days or £160 if paid after this but within 28 days. If your child is further absent from school without authorisation within any 3-year period, you will be committing a further offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices for a second offence are issued per liable parent, per child and each carries a fine of £160, payable within 28 days. Importantly, fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered. Failure to pay the Penalty Notice may also result in legal action. If you are prosecuted and attend court because your child has not been attending school, you could get a fine of up to £2,500. Cornwall Council may also apply for the costs incurred in taking the matter to Court, including legal costs. Absence not authorised by the school may also result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence.*

*Again, Cornwall Council may also apply for the costs incurred in taking the matter to Court, including legal costs. Money raised from fines is only used by the local authority to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government.*

### Sanctions for unauthorised absence

The headteacher may issue a fine (known as a fixed-penalty notice) for unauthorised absence. If issued with one, you'll need to pay this directly to the local authority - £80 within 21 days, or £160 within 28 days.

The decision whether to issue a fine will take into account whether the national threshold has been met - namely 10 sessions of unauthorised absence in a rolling period of 10 school weeks - as well as other factors.

Before a fine is issued, you will receive a notice to improve to give you a chance to engage with support.

### Promoting good attendance

We value and recognise good attendance at Trekenners through ensuring our curriculum offer is relevant to and engaging for our pupils and that every child is supported to access this to the full. We fully support all our pupils to access in our extended (before and after school) activities, in line with our inclusive ethos.

We reward good attendance through our weekly celebration assembly and awarding our attendance cup. The class who has the best attendance each term receives extra free time.

We strive to continually improve our attendance through establishing good relationships with our families and monitoring patterns of non-attendance carefully to enable us to offer timely support to those struggling.

### My question hasn't been answered here

Please get in touch with any further questions, and we'll be happy to discuss them with you and thank you for your co-operation in making sure your child receives the best possible educational experience.

Yours sincerely,

Laura J. Mead.

Headteacher