

6

Key things you need to know as a parent and carer about how our school will support and monitor attendance from September 2025

"Together We Belong: Valuing Every Family's Journey, Supporting Every Child's Attendance"

Working Together

We recognise that every family has its own story and set of challenges. Our aim is to partner with you—taking into account your child's physical and mental wellbeing and understanding when circumstances beyond your control affect attendance. By working together to remove barriers, we'll ensure your child feels a genuine sense of belonging each school day. If you have any questions about attendance, please email our Attendance Team at attendance@wes.rklt.co.uk



1 Term-time holidays

Holidays during term time won't be authorised unless there are exceptional circumstances.

- Cheaper prices or surprise family trips do not qualify.
- All requests must be approved by the Headteacher.
- Fines may apply: £80 per parent, rising to £160 if unpaid after 21 days
- School holidays 2025-2026 can be found [here](#)

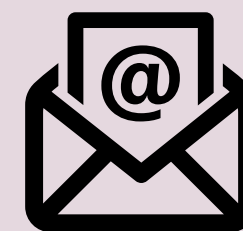


2 Lateness

- Being on time helps children form good lifelong habits.
- Missing the start of lessons means missing important introductions.
- Arriving late can make children feel embarrassed or left out.
- If you are persistently late you may be invited into school to a meeting with the attendance team.

3 Attendance Below 95%

- If attendance drops below 95%, you'll receive an email with your child's current attendance percentage.
- Your child's attendance will be closely monitored by school staff.



4 Persistent Absence (Below 90%)

- Children with under 90% attendance are classed as having persistent absence.
- You'll receive a formal letter and be invited to meet with our attendance team.

5 Attendance Action Plan

- If there's no improvement, an attendance action plan may be put in place.
- Attendance will be monitored over a 20-day period for progress.

6 When Attendance Doesn't Improve

- If there is limited improvement and families are not engaging with support, the school may take further steps.
- This can include legal action or a fine, in line with local authority and government guidance.

**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**

For further Attendance information and our attendance Policy please visit our school website or click [here](#)