Attendance

Amendments to the 2006 regulations make clear that Headteachers may not grant any leave of absence for holidays during term time unless there are exceptional circumstances; therefore, the majority of holidays will be recorded as unauthorised.

These unauthorised absences are now automatically reported to the DFE and local authority through the school's attendance reporting systems.

New DFE guidance released in August 2024 on attendance in school is outlined below. We recommend parents read this carefully before booking holidays or considering any unauthorised absences.

DFE guidance

Every moment in school counts and days missed add up quickly. Evidence shows that pupils who have good attendance enjoy better wellbeing and school performance than those who don't.

The school day is split into two sessions – one session counts as a morning or afternoon spent in school. There are only a few occasions where a child is allowed to miss school, such as illness or where the school has given permission because of an exceptional circumstance.

However, if your child misses school without a good reason, local councils and schools can intervene and you may be issued a fine.

We have also introduced a national framework which will mean all councils have the same rules in place for when they need to consider a fine. We explain more on this below.

It's important to note that children with long-term medical or more serious mental health conditions, and those with special educational needs and disabilities may face additional barriers.

For children who face complex barriers to attendance, schools should have sensitive conversations with children and families and work with them to put support in place for their individual needs.

How much could I be fined if my child misses school?

In the majority of cases, schools and local authorities will try and provide support to help you improve your child's attendance first, but if this isn't effective or the absence is for unauthorised term time holiday, parents may face paying a fine.

It's the responsibility of the local authority to decide when to issue fines to parents, meaning the process varies from council to council.

However, under the national rules, all schools are required to consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons.

From August 2024, the fine for school absences across the country will be £80 if paid within 21 days, or £160 if paid within 28 days. This rate is in line with inflation and is the first increase since 2012.

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

How can you be sure parent fines are fair?

Fines are a last resort, and parents will be offered support to help improve their child's attendance first. The vast majority of fines for unauthorised absence (89%) are issued for term time holidays.

If your child is facing barriers to school attendance due to special education needs or disabilities (SEND), schools, local authorities and wider services are required to work together to provide the right support in the first place.

Kind regards,
Sarah Taylor
Headteacher