

September 2026

Dear Parent/Carer.

Regular School Attendance and Parent/Carer Legal Responsibilities Guidance

At The Grove Primary School, our aim is to work in partnership with parents and carers so that every child can benefit fully from their education and reach their potential.

Good attendance is essential for children's learning, achievement, wellbeing, friendships and future opportunities. We want every child to attend school as regularly as possible.

We also recognise that there can sometimes be genuine barriers to attendance. If this happens, we want to work with you early to understand the situation and provide support.

To support good attendance, we encourage parents and carers to:

1. Build a consistent morning routine

Help your child get ready and arrive at school on time each day.

2. Keep us informed

If your child is unwell or experiencing difficulties in school, please let us know as soon as possible.

3. Talk positively about school

Remind your child why attending school matters and encourage them to engage with their learning and friendships.

4. Ask for help when you need it

If there are barriers affecting attendance, please speak to us. Our team is here to work with you and help find solutions.

Parents and carers have a legal responsibility to ensure that their child attends school regularly. Government guidance is clear that children should only miss school in exceptional circumstances.

At The Grove, we believe that improving attendance is everyone's business. Our priority is to build strong and trusting relationships with families. We understand that there are often genuine reasons for absence, but we also monitor attendance patterns so that we can identify when a child or family may need additional support.

If we become concerned about attendance, we will invite you to meet with us so that we can listen, understand any barriers and agree a plan together.

We will continue to work closely with families, the Local Authority and other agencies to promote good attendance and reduce avoidable absence.

Part of Mowbray Education Trust

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Reporting an Absence

All parents and carers must inform the school **each morning their child is absent**, before **8.00am**. You can do this by:

- leaving a message on the absence line on **01664 562554**, or
- reporting the absence through the **MyChildAtSchool (MCAS) webpage or app**.

If a child is absent and we have not been given a reason, a member of the attendance team will contact the parent or carer to establish the reason for the absence.

Where necessary, a home visit may also be carried out.

Punctuality to School

If your child arrives after 8:55am, they are late and must sign in at the school office. If you know your child is going to be late, please contact the school to let us know.

Registers open at 8:40am and close at 9:00am. If your child arrives after 9:00am, they will receive an unauthorised absence mark for the morning session.

Is my Child too ill to be in School?

We understand that it can be tricky deciding whether to keep your child off school when they are unwell, please see the NHS Guidance for when children should be kept off school and when they should not:

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

Where you decide to keep your child at home, it is important to phone the school each day of the absence and provide the reason for the absence in as much detail as possible. Failure to follow this procedure may result in your child's absence being recorded as unauthorised.

Please note that, in line with the DfE guidance, we may request evidence if there is a genuine concern or a pattern of repeated illness, however, we generally accept a parent's notification that their child is too unwell to attend.

Medical Appointments and Medical Evidence

As a school, we understand that it may be necessary to take a child out of school for an appointment with the GP, Dentist, or any other medical service provider during the school day. Where possible, we ask parents/carers to minimise the number of medical appointments during school hours and to provide an appointment card/text or letter to support the absence.

We will expect all our students to return to school if their appointment is in the morning and to be present in school where the appointment is at noon. We may require you to provide an appointment card, text or any other proof medical appointment for our records.

Requests for Term time Leave/Holiday requests

There are around **180 days each year when children are not required to attend school**, including weekends and school holidays. We therefore ask parents and carers to arrange holidays, family visits, shopping and routine appointments outside school time wherever possible.

The school **cannot authorise term-time holidays**.

Any application for a leave of absence during term time must be made in advance to the Headteacher by the parent or carer with whom the child normally lives.

In line with the School Attendance (Pupil Registration) (England) Regulations 2024 and the statutory guidance *Working together to improve school attendance*, leave of absence may only be granted at the Headteacher's discretion where the circumstances are considered **exceptional**.

Each request will therefore be considered individually, taking into account the specific circumstances and context of the application.

Fixed Penalty Notice

Although the school takes a support-first approach, there are circumstances where we may need to refer parents or carers to the Local Authority for further action.

This may happen where:

- support has been offered but there has not been sufficient engagement
- attendance has not improved over time
- the national threshold for unauthorised absence has been met.

The national threshold is 10 unauthorised sessions within a 10-week period, which is equivalent to 5 school days. These sessions do not need to be consecutive and can be made up of different types of unauthorised absence.

Where this threshold is met, and support is appropriate but has not worked or has not been engaged with, the school will usually issue a Notice to Improve. This provides a final opportunity to work with us to improve attendance before a penalty notice is considered.

Where necessary, the school may refer the case to the Local Authority for consideration of a Fixed Penalty Notice or prosecution.

For further information about the legal attendance framework, please see guidance from the Department for Education and Leicestershire County Council.

<https://www.leicestershire.gov.uk/education-and-children/child-protection-and-safeguarding/school-attendance>

Yours sincerely,



Daniel Rogers
Headteacher