

## Attendance Letter September 2025

### Unauthorised leave of absence (holidays)

Dear Parent/Carer,

Here at Bridge Schools Trust, we want every child to achieve their very best and enjoy coming to school. Regular attendance plays a crucial role in this by building confidence, resilience and positive friendships alongside strong academic outcomes. Even small amounts of absence can add up over time and this can sometimes make it harder for children to feel settled and make the most of the opportunities both in and out of the classroom that school has to offer. We recognise that there are occasions when it is appropriate to authorise an absence, such as when a child is genuinely too ill to attend school, has a medical appointment that cannot be taken outside of school hours or a request for leave has been agreed in exceptional circumstances. Please see advice from the NHS on the reverse of this letter if you are unsure of whether to send your child to school with an illness. We want to work with you supporting your child, so please do keep in touch with us about any absences.

However, the government does not support parents taking children out of school unless the school agrees this is appropriate under 'exceptional circumstances'. Any request for leave should be made in writing to the headteacher using the school's request form (you can find this on our school website or school office and at the end of this letter).

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 and as a result, you could be liable for a Penalty Notice. 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 carry 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. 'Parent' as set out in Section 576 of the Education Act 1996, defines parent to include: natural parents, whether they are married or not; any person or body who has parental responsibility for a child (as defined by the Children Act 1989) and; any person who, although not a natural parent, has care of a child. Having care of a child means a person with whom a child lives and who looks after a child, irrespective of what their relationship is with said child.

You are welcome to contact the school to discuss any concerns you may have regarding this or if you feel you would like advice or support in helping your child attend more regularly. We know that life can sometimes be complicated. Please do talk to us about how we can help. We are committed to maximising the education of all our children and aim to work with parents to ensure this can be achieved.

Yours sincerely  
Bridge Schools Trust

## Every School Day Counts



## Every Minute Counts

### LATENESS = LOST LEARNING

(Figures below are calculated over a school year)

5 Minutes late each day	<b>3</b> days lost!
10 Minutes late each day	<b>6.5</b> days lost!
15 Minutes late each day	<b>10</b> days lost!
20 Minutes late each day	<b>13</b> days lost!
30 Minutes late each day	<b>19</b> days lost!

Be at the classroom on time and ready to learn!



UK Health  
Security  
Agency

**NHS**

# Should I keep my child off school?

## Yes

Until...

<b>Chickenpox</b>	at least 5 days from the onset of the rash and until all blisters have crusted over
<b>Diarrhoea and Vomiting</b>	48 hours after their last episode
<b>Cold and Flu-like illness (including COVID-19)</b>	they no longer have a high temperature and feel well enough to attend. Follow the national guidance if they've tested positive for COVID-19.
<b>Impetigo</b>	their sores have crusted and healed, or 48 hours after they started antibiotics
<b>Measles</b>	4 days after the rash first appeared
<b>Mumps</b>	5 days after the swelling started
<b>Scabies</b>	they've had their first treatment
<b>Scarlet Fever</b>	24 hours after they started taking antibiotics
<b>Whooping Cough</b>	48 hours after they started taking antibiotics

## No

but make sure you let their school or nursery  
know about...

<b>Hand, foot and mouth</b>	<b>Glandular fever</b>
<b>Head lice</b>	<b>Tonsillitis</b>
<b>Threadworms</b>	<b>Slapped cheek</b>



SCAN ME

## Advice and guidance

To find out more, search for  
health protection in schools  
or scan the QR code or visit  
<https://qrco.de/minfec>.

Leave of Absence Exceptional Circumstances Request Form

(to be completed by each parent/carer)

## APPLICATION BY PARENT/CARER

If you consider an absence during term time to be an exceptional circumstance, please complete this form and return it to the Attendance Office at least 15 school days before the date you wish to remove your child from school.

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Year/Class: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Name of Parent/Carer completing this form: \_\_\_\_\_

First day of absence: \_\_\_\_\_ Date of return to school: \_\_\_\_\_

If leaving your home address before the first day of absence, please provide the date on which you will leave  
\_\_\_\_\_

Total number of days missed: \_\_\_\_\_ days

Reason for absence: \_\_\_\_\_  
\_\_\_\_\_

I understand that if the absence request is unauthorised the school may request that Cornwall Council issue a Penalty Notice. I understand that a Penalty Notice is issued to each liable parent/carer of each child taken out of school and that this carries a fine of £80 if paid within 21 days, increasing to £160 if paid within 28 days. I understand that if I do not pay the fine, it may result in legal action being taken against me. I understand that parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) and Section 444(1A) of the Education Act 1996.

Please inform us if you have a child in another Bridge Schools Trust school – we will need to contact the school to discuss the absence request. Please note, we will need to share information about your child with the other school.

Name of child: \_\_\_\_\_ Year: \_\_\_\_\_

School: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

(Please ensure you give at least 15 school days' notice of the proposed absence)

**Below to be completed by the school:**

FAO – Headteacher

% Current		% Last Year	Comments

Student Name: Year:

**AUTHORISED:**

Request has been authorised for the following dates only:

\_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Or

**UNAUTHORISED:**

Reason why absence is unauthorised:

Signed: \_\_\_\_\_

Headteacher: \_\_\_\_\_

Date: \_\_\_\_\_

Letter sent / Phone Call / other	Signed:  Date:
Action: PN Request	Signed:  Date: