



# Attendance, Holidays & avoidable absences in term time

Thursday 18<sup>th</sup> September 2025

Dear Parent/Carer

**We are required by law to communicate this letter to all families at Bradley Barton Primary School.**

We are writing to you to outline our attendance policy. We have been asked by the Attendance Improvement Team to send you the attached letter from Devon County Council to accompany this. In order for a pupil to fully benefit from their education, **good attendance is crucial**. We understand that every family has its own unique set of circumstances which may impact on a pupil's attendance - as well as illnesses. **We want to help every child attend school as often as possible**. Please don't be afraid to approach us to ask for help or clarification if you have concerns or questions linked to attendance.

Our attendance team, made up of Chloe Massey and Nikki Weatherdon, then overseen by Tom Page, strive to maximise pupils' attendance and punctuality. Please see our [attendance flowcharts](#) and [policy](#) for attendance procedures .

The attendance policy gives more details on all points below:

- We celebrate good attendance from the very start of school. Good attendance habits start from the beginning and all pupils from Reception to Year 6 are covered by our policy.
- We are committed to clearly communicating any concerns about attendance to families and our thresholds for communications can be seen on our flowcharts.
- Punctuality is an important part of attendance. Your child will be marked as 'late' if they arrive up to 15 minutes after the end of their allocated 'window'. If a pupil arrives after this time they are marked as 'unauthorised' for the entire morning session.
- All children are poorly from time to time. Absence is usually authorised for illness as it's unavoidable. We follow the NHS guidance. If you're not sure if your child needs to stay at home, please phone to ask our advice. If school has concerns that children are missing school unnecessarily, we may ask for evidence and stop automatically authorising absence.
- **A family holiday is not considered by the Government to be an 'exceptional circumstance' and therefore will not be authorised.** In September 2013, an amendment to the Education (Pupil Registration)(England) Regulations 2006 came in to force and greater clarity was introduced to the issue of schools authorising absence requests. In addition on 19 August 2024, an amendment to the Education (Penalty Notices) (England) (Amendment) Regulations 2024 came into force and set out a new National Framework for issuing penalty notices. These changes reinforced the Government's view that every minute of every school day is vital and that pupils should only be granted authorised absences by the school in 'exceptional circumstances'.
- Should you wish to take your child out of school for any reason other than illness (e.g. holiday, a wedding etc) please complete the form [here](#) to ensure the impact on their progress is minimised.
- We work closely with our Attendance Improvement Officer (ATO) and it is our duty to remind you that, should you choose to take your child out of school without the authorisation of the school, then Parental Responsibility Measures could be instigated. This could mean receiving a penalty notice or summons to magistrate's court (which could result in a fine of up to £2,500 and/or a term of imprisonment for up to 3 months) if this results in their attendance falling below acceptable levels.

We understand there are many reasons you may have for wishing to take your child out of school during term time but we are sure you will appreciate the attendance policy represents the school's responsibility towards implementing national guidelines and commitment towards ensuring the best for your child's education and their future life opportunities, therefore we are unable to authorise any absence request except in an exceptional circumstance.

Yours sincerely, The Attendance Team