

**Shirebrook Academy**

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Striving for **Excellence**  
**Empowering** Achievement  
Shaping **Learning**

Ref: Attendance 2026

26<sup>th</sup> January 2026

Dear Parents/Carers,

We are writing to remind all families of the importance of regular school attendance and to clarify the implications of term time holidays and other absences.

**Term Time Holidays**

The school does not authorise holidays during term time, except in exceptional circumstances.

Requests for leave must be made in advance using the appropriate form (which can be collected in Reception), and each request is considered individually in line with national guidance. Please note that cost, convenience or family preference are not considered exceptional circumstances.

**Accumulation of absences**

It is important to understand that individual absences – whether a single day, part of a day or repeated short absences, are recorded and accumulate over the school year. Attendance data is monitored closely and reviewed over a three-year period to identify patterns of persistent absence or lateness. Even seemingly minor or occasional absences can have a significant impact on a student's overall attendance record, and progress. Persistent sporadic absences are monitored closely and still escalate the same as a continued period of absence.

**Impact of missing school**

Missing school can affect a child's learning, progress and well-being. Regular attendance supports:

- Academic achievement and continuity of learning
- Social development and friendships
- Routine, structure, and positive mental wellbeing
- Preparation for future education and employment

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Children who miss school frequently often find it harder to keep up with lessons and may feel less confident in class and/or being in school, which then creates poor habits with attending. Please see the attached diagram showing the impact this can have on a student's progress.

**The Law on school Attendance is as follows:**

'Under the Education Act 1996, parents and carers have a legal duty to ensure their child attends school regularly. Local authorities may issue penalty notices (fines) or pursue legal action where attendance is poor or unauthorised absences persistent. In serious cases, this can lead to prosecution under Section 444 of the Act.'

The law requires parents to ensure their compulsory-aged children receive a suitable, full-time education, with unauthorised absences potentially leading to fines, Parenting Orders, or prosecution, especially for persistent absence/lateness or holidays in term time.

We therefore ask for your continued support in ensuring your child attends school every day and on time. If you are experiencing difficulties that affect attendance and in cases of illness that require absence, please contact the school so that we can offer support.

Thank you for your cooperation and commitment to your child's education.

Yours sincerely,



Mrs Charlotte Anderson  
Education Welfare Officer

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# Attendance ladder

## How close are you to 100%

100%	Perfection	0 days off school	0 lessons missed
99%	Excellent	2 days off school each year	10 hours of education missed
97%	Good	5 days off school each year	25 hours of education missed
94%	Slight concern	11 days off school each year	55 hours of education missed
90% Persistently Absent	Concerned	19 days off school each year	95 hours of education missed
85% Persistently Absent	Very concerned	29 days off school each year	145 hours of education missed

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