

10<sup>th</sup> March 2026

Dear Parent/Carer

## Whole school attendance

Our School Improvement Plan for 2025/26 places a strong emphasis on ensuring every student feels a strong sense of belonging to their school, and is supported by our caring and effective pastoral systems, and can take full advantage of all that school life offers. To help every child thrive, flourish and achieve their very best, our whole school ambition is for each student to reach at least 95% attendance.

## Working together to support excellent attendance

We encourage all students to aim to attend school all of the time wherever possible. Being in school every day is essential for progress, wellbeing, and ensuring students can access the full curriculum. National research from the Department for Education shows that students whose attendance drops below 94% may achieve up to two grades lower than their potential in public examinations and this is something we are keen to prevent for every member of our student community.

We know that families want the very best outcomes for their children, and we want to work in partnership with you to make this happen. Many students attend regularly, however students who have more absence places them at a real disadvantage and can limit future opportunities.

## What this means and how we will support you

As a school, we must follow the Department for Education's statutory guidance, working together to improve School Attendance (August 2024). To ensure we provide the right support and meet our legal duty, the following procedures will apply:

- If your child's attendance falls below 93%, we will need medical evidence for any future absences.
- You will be invited to attend a supportive Attendance Meeting with senior or pastoral staff so we can work together on the next steps.
- An Attendance Action Plan will be put in place, with clear targets and timescales.
- Where appropriate, we may discuss your child with the Local Authority Statutory Attendance Support Team.
- A Notice to Improve may be issued, giving 6 weeks to demonstrate improved attendance.
- If improvement does not follow, a Fixed Penalty Notice (FPN) may be issued.
- A term-time holiday of more than 5 days will result in the school applying to the Local Authority for a Fixed Penalty Notice.
- The first FPN is £80 per parent, per child if paid within 21 days. This increases to £160 if not paid within the first period.
- Non-payment may lead to the case being referred to the magistrates' court.

Please note that under Section 444 of the Education Act 1996, parents/carers must ensure their child attends school regularly. Legal sanctions may apply where this does not happen and where no justifiable reason is provided.

## If you need support, please contact the school

We understand that families may face genuine difficulties from time to time. If there are exceptional



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circumstances or concerns affecting your child's attendance, please contact Mrs Winborn (Student Attendance Manager) as soon as possible on 01992 308333 ext. 252 or email [attendance@haileyburyturnford.com](mailto:attendance@haileyburyturnford.com). Early communication allows us to provide appropriate support quickly.

This email address should also be used to report all absences at the start of each day.

Please take a moment to discuss the importance of good attendance with your child. Every day in school matters, and by working together, we can ensure that every student at Haileybury Turnford has the best possible chance to succeed, academically, socially and personally.

Thank you for your ongoing support.

Yours faithfully



**Mrs M Goodes**  
Senior Vice Principal

