



## Attendance at Wren Park Primary School



RESPECTFUL



AMBITIOUS



RESILIENT

|                | Everyday                                                          | If your child is ill                                                                                                                                                            | If your child's attendance is less than 90%                                                                                                        | If we have serious concerns about attendance                                                       | Taking children on holiday / leave                                                                                                                                                                                                                                |
|----------------|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Home Actions   | <p>Bring your child to school every day.</p> <p>8:50 – 9:00am</p> | <p>Ring or email school and let them know why.</p> <p><b>(01332) 512 732</b></p> <p><b>admin@wrenpark.derby.sch.uk</b></p> <p>Keep them updated.</p>                            | <p>Let us know why your child's attendance is low.</p> <p>Let us know if you need support.</p> <p>Arrange a meeting to see how we can help you</p> | <p>Attend meetings.</p> <p>Accept support offered.</p> <p>Bring medical evidence if requested.</p> | <p>Complete a <b>Leave of Absence</b> form from the school office.</p> <p><i>NB If you do not complete a form and the school suspect you are on holiday – the burden of proof falls to you as parent to prove that your child was ill and not on holiday.</i></p> |
| School Actions | <p>Create a welcoming environment for your child.</p>             | <p>If we do not hear from you, we will ring and text you. We may do a home visit.</p> <p>If your child's attendance drops below 95%, we will send a letter to let you know.</p> | <p>We will send a letter to let you know.</p> <p>We will arrange a meeting and make an agreement.</p>                                              | <p>We will arrange a meeting.</p> <p>We will offer support.</p>                                    | <p>The school will only authorise this in <b>exceptional circumstances</b>.</p> <p>The school may refer this to the Local Authority to process a penalty notice (a fine).</p>                                                                                     |

### Taking children on holiday during term time

From September 2026, we will be introducing Penalty Notices (fines) for unauthorised term-time holidays and irregular school attendance, in line with Local Authority guidance and the approach taken by other schools. If your child is recorded absent for having missed 10 sessions (5 days) of unauthorised absence within a 10 week rolling period you may be subject to a Penalty Notice.

Penalty Notices are issued to the parent of their child and will be charged £160 if paid with 28 days reducing to £80 if paid within 21 days. If your child is absent for 20 or more school days you are likely to be prosecuted rather than having a Penalty Notice being issued.

