



**CHORLTON
C OF E
PRIMARY
SCHOOL**

MANCHESTER TSA
Trusts & Schools Alliance

Headteacher: Mr P Trohear
Deputy Headteacher: Mrs V Foreman
Vicars Road
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M21 9JA
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Website: www.chorltonce.co.uk
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Dear parents/carers,

At Chorlton C.E Primary, we firmly believe that regular school attendance is essential for the educational progress and overall wellbeing of our pupils. We share the Department for Education's (DfE) ambitions to improve school attendance. In this letter, we have highlighted some of the support on offer. However, we also want to describe the important nationwide changes that came into force on 19th August 2024 in relation to the issuing of fines.

Why regular attendance matters. Consistent school attendance allows your child to:

- Fully engage in learning and make academic progress
- Develop critical social skills by interacting with their friends and teachers
- Grow in confidence in a supportive and nurturing school environment
- Build a sense of routine and responsibility, essential for future success

Chorlton C.E Primary understands that some pupils may face challenges that impact their attendance. Our school's attendance team is here to provide support and guidance to pupils and families in such situations. If you encounter any difficulties related to attendance, please do reach out to senior leaders for guidance.

What happens if my child has a period of unauthorised absence?

One of the main changes from the Department for Education is how sanctions for unauthorised absence are used. If you take an unauthorised holiday in term time or have other periods of unauthorised absence, Manchester City Council could issue a fine (known as a fixed penalty notice). If issued with one, you'll need to pay this directly to the Local Authority

– £80 within 21 days, or £160 within 28 days.



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The decision whether to issue a fine will take into account whether a national threshold has been met – this is 10 sessions of unauthorised absence in a rolling period of 10 school weeks.

If there was a second period of unauthorised absence within a three-year period then a second penalty notice could be issued, and this would be at the higher rate of £160. Further periods of absence within three years, could mean that you are taken to court with no option of a penalty notice.

These rules came into force across the country on 19th August 2024 as part of the Department for Education's drive to improve school attendance. Term-time holidays are generally not permitted during the school year. Absences due to term-time holidays are disruptive to learning and lead to missed opportunities in the classroom.

However, we recognise that there may be exceptional circumstances and in such rare cases, please submit a formal request to the Headteacher well in advance. The Headteacher will carefully consider each request on an individual basis.

Thank you for your co-operation and commitment in ensuring your child is in school every day.

Yours sincerely

Senior Leadership Team



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