

Hollyfield Primary School

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...a place where everyone matters

Headteacher
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Dear Parent/Carer,

Important Update on School Attendance for the 2026/27 Academic Year

At Hollyfield Primary School, we continue to work closely with parents and the Local Authority to promote and improve school attendance. Thank you to the many parents who ensure their children attend school regularly, especially during these challenging times.

Your commitment, alongside the school's support, is vital to giving your child the best opportunity to reach their academic potential and succeed in further education and future employment. Regular attendance also enables your child to:

- Access essential lessons to meet and exceed expected standards
- Maintain and build friendships
- Participate in social and sporting activities offered by the school
- Develop essential skills such as punctuality, which are crucial for success in the workplace

Understanding Attendance Impact

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent	which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons

Changes to Attendance Law and Penalty Notices

Please be aware of the updated national penalty notice framework that came into effect on 19th August 2024. Penalty notice fines have increased and there is now a clear escalation process for repeated attendance offences. These changes respond to concerns about declining attendance rates and their impact



Support for Families

If you have concerns about your child's attendance, please contact the school as your first step. Our specialist staff are ready to support you and we work collaboratively with health and council services to provide additional help when needed.

For support with issues such as mental health, domestic abuse, parenting challenges, bereavement, financial difficulties or substance misuse, please visit the 'From Birmingham with Love' webpage: [From Birmingham with Love](#)

Important Information About Term-Time Holidays and Absence

We understand the pressures families face, but please remember that holidays during term time are not permitted by law and are highly unlikely to be authorised. Taking children out of school without prior authorisation can lead to them being recorded as 'missing' by the local authority, and holidays cannot be authorised retrospectively.

In light of recent changes in our procedures, we now ask parents and guardians to submit not only a written request for any proposed leave but also to include supporting documentation. This may consist of a child's boarding pass, flight reservation or any relevant confirmation of travel arrangements. Such information will enable us to better evaluate the context of your request and make informed decisions in line with our attendance policy.

If you are considering requesting leave, we encourage you to do so as early as possible to allow adequate time for review and response.

Family emergencies requiring absence from school will be considered carefully, but not all will be authorised, especially if the emergency is being managed by adults and it is not in the child's best interest to miss school.

Legal Consequences and School Place Risks

Where parents do not ensure regular attendance, legal action including penalty notices may be pursued. Additionally, new regulations mean that children on extended leave without timely return evidence may risk losing their school place.

We hope this information supports you in ensuring your child's regular attendance and success at Hollyfield Primary School. We look forward to working with you throughout the 2025/26 academic year.

Yours sincerely,



Mr Andy Holmes
Headteacher

