

King Edwin Primary School

Head Teacher Mr Callaghan-Wetton
Fourth Avenue, Edwinstowe, Notts, NG21 9NS
Tel: (01623) 822111 Fax: (01623) 825707
E Mail: office@kingedwin.notts.sch.uk
Website: www.kingedwin.notts.sch.uk



Thursday 11th September 2025

Attendance 2025-26 - Issue of Penalty Notices for Unauthorised Absence in Term Time

Attendance Matters!



Every Student, Every School, Every Day

Dear Parents and Carers ,

The Department of Education published updated documents last year regarding attendance - '**Working Together to Improve School Attendance**'. Within this document there were changes to issuing penalty notices which came into effect from **19 August 2024**. This meant that any unauthorised absence taken after this date should be dealt with under the new regulations. These changes to regulations are significant and it is important that parents consider the consequences before taking leave in term time.

In order to support parents, KEPS made the decision to set a '**grace period**' upto and including the **4th November 2024**. After that date, all regulations were brought in to place at King Edwin Primary School.

It is important to understand that, in line with the DfE attendance expectations, our school will not authorise term time holidays.

In the past, our stance regarding fines has been rather relaxed as we have always had a very positive attendance record and most parents have not chosen to take significant and inappropriate term time holidays. Unfortunately, in the past 2 years we have seen an upward trend in holidays taken during term time and we will now be issuing fines in accordance with national guidance (**for any child that is 5 Years old or over**).

Attendance regulation

- There is a 'two penalty notice' limit in a three-year period
- The three-year rolling period starts for parents when the first penalty notice is issued
- The first Penalty Notice for leave in term time will increase to **£160 per parent per child** but can be reduced to £80 if paid within 21 days.
- If a second penalty notice is issued within three years of the first penalty notice, this will be at a fixed rate of £160 per parent per child, with no reduction for



early payment.

- A third penalty notice cannot be issued within the three-year period; the county council will deal with any further unauthorised leave through prosecution in the Magistrates Court. If the parent is found guilty, **the potential fine is up to £1000.**

National threshold for issuing penalty notices

The national threshold for issuing penalty notices has been set at **10 sessions (5 days) of unauthorised absence** in a rolling period of 10 weeks. However, if the local authority believes a penalty notice would be appropriate, they retain the discretion to issue one before the threshold is met. For example – where parents avoid the national threshold by taking several term time holidays below threshold, or for repeated absence for birthdays or other family events.

It is important for parents to know that in the new regulations when school becomes aware that the threshold has been met, we are expected IN EVERY CASE, to consider the issue of a penalty notice.

We are expected to notify the county council of ALL unauthorised leave in term time that meets the threshold of 5 school days.

From September 2025, school will be sharing attendance data with the county council EVERY DAY for monitoring purposes.

Please also note that from September 2025, registers will close at 9:10 a.m. which means that any child arriving after this time will automatically receive a late or unauthorised absence mark. It is a parent's responsibility to ensure that your child arrives to school on time. Gates open at 8:45 a.m. and children should be in class by 9 a.m. for children in Years 1-6 and 8.50am for children in Foundation 2 (Foxes and Badgers)

We hope that parents will work with us to ensure that their child attends school every day unless they are ill or there is an exceptional circumstance.

Thank you for your support with adhering to the regulations.

Kind regards,
Andy Callaghan-Wetton
Headteacher



Attendance at KEPS

At King Edwin Primary School we believe good attendance is vital for a child to achieve their full potential. We aim to promote good attendance by providing a safe and motivating environment for all children. As a team, we will together break down any barriers a child or family may have to accessing education.



Every child matters, every day matters

- Parents/ carers AND school both have a **legal duty for attendance.**
- It is a **legal requirement** for each and every child to access regular education.
- If you need support with your child's attendance, **please reach out to a member of our team,** or simply inform your child's class teacher.

FAQ's

What is PA?

PA stands for 'Persistently absent'. This is when your child's attendance is below 90%

What is risk of PA?

Risk of PA is when your child's attendance is at risk of dropping below 90%- we aim to offer early intervention support at this stage.

What is an EPN?

EPN stands for 'Education penalty notices' EPN's are issued for unauthorised absences, this includes term time holidays.

I'll just go on holiday and pay the fine?

EPN's have now been capped nationally at TWO fines within any 3 year period. After this, other action like a parenting order or prosecution has to be considered- this could mean a fine of up to £2500!

What is an unauthorised absence?

A child being kept off school unnecessarily or without good reason. Term time holidays is not a justified reason to take your child out of school.

What happens if I keep my child off, and don't contact school?

School will send a non attendance message then call home to try and obtain a reason for absence- if no reason is provided school may carry out a home visit - this is to check on the welfare of you and your child.

ATTENDANCE TEAM

Head Teacher- Mr Callaghan-Wetton

School Business Manager - Mrs Bean

Office Administrator – Mrs Musgrove



Deputy Head – Mrs Lynn
Family Support and Play Therapy Leader – Mrs Allsop

Contact

Telephone: 01623 822111

E-mail: office@kingEdwin.notts.sch.uk or helpandsupport@kingedwin.notts.sch.uk

School Attendance Support

Punctuality

If your child arrives to school after registration closes your child will receive an unauthorised late mark- this affects your child's attendance. You must accompany your child to sign in at the office when arriving late.

Absence

If your child is going to be absent from school- you must contact the school office before 9.00 am to provide a reason for absence. You can either call 01623822111 or email office@kingedwin.notts.sch.uk

Medical evidence

If your child is absent from school and is at risk of becoming persistently absent (at risk of falling below 90%) you will be required to provide medical evidence for your child's absences. This way, we can make sure absences are authorised.

PA / risk of PA

We want to avoid children becoming 'persistently absent' (below 90%).

Interventions will be put in place when your child's attendance becomes 'at risk' of becoming PA. This may include supportive parent meetings. Being persistently absent may make you liable for fines or school attendance referrals.

Fines / holidays

Holidays are in no circumstances authorised by school.

Unauthorised absence due to holidays may result in a fine issued from Nottinghamshire County Council.

100% attendance	0 days missed	No learning missed!
97% attendance	5 days missed	A weeks learning missed
94% attendance	12 days missed	2 weeks and 2 days learning missed
90% attendance	19 days missed	3 weeks and 4 days learning missed
85 % attendance	30 days missed	6 weeks of learning missed
80% attendance	40 days missed	8 weeks of learning missed

Every minute counts

'90% attendance' or 'only 5 minutes late' may sound like small issues, but the amount of learning missed is huge! Make each day count.

Always on time!	No hours missed!	No learning missed!
5 minutes late each day	15 hours missed	3 days learning missed
10 minutes late every day	32 hours missed	6.5 days learning missed
20 minutes late each day	65 hours missed	13 days learning missed
30 minutes late each day	95 hours missed	19 days learning missed



