



Heathlands Primary School and Foundation Unit

Ransom Road, Rainworth, Notts. NG21 0DJ

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Head of School: Mrs Sally Morgan

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21st September 2026

Dear parents/ carers,

Welcome back to the autumn term. As always, it has been lovely to see all of our children back in school these first few weeks, looking so smart and being ready to learn in their new classes!

As we come into a new academic year, we wanted to remind you about the importance of good attendance for all of our children in school.

We will continue to take a compassionate approach to children's attendance and will continue to work closely with parents and take into account factors such as illness and existing medical conditions that may hinder or prevent children attending school. We will always look for ways to try to support families in these circumstances.

Each term, we monitor the attendance of each child in school and, in line with government guidance, there is an expectation that we monitor more closely the attendance of any child whose attendance has fallen below 90%. This will mean parents/ carers may receive a letter or phone call highlighting this to them and the offer of support if needed. We are always keen to help and support where we can in order to improve attendance.

Please remember that term time holidays are not acceptable in any form and cannot be authorised. Please see below, a guide around penalty notices and fines. Please read this carefully, as repeated term time holidays will result in higher fines.

You can find our full Attendance Policy and more information in the attendance section on our website: <https://www.heathlandsprimary.co.uk/attendance/>

Yours sincerely,

Mr Walker

Executive Head Teacher

Mrs Morgan

Head of School



Respect



Kindness



Pride



Courage



Responsibility



Aspiration

Attendance Ladder



PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE IS CHANGING

1

FIRST OFFENCE

The first time a Penalty Notice is issued for Term Time Leave or irregular Attendance the amount will be:

£160 per parent, per child if paid within 28 days
Reduced to £80 per parent, per child if paid within 21 days.

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SECOND OFFENCE (WITHIN 3 YEARS)

The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:

£160 per parent, per child to be paid within 28 days. No reduced rate will be offered.

The following changes will come into force for Penalty Notice Fines issued after **19th August 2024**.

3

THIRD OFFENCE AND ANY FURTHER OFFENCES (WITHIN 3 YEARS)

The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child. Cases found guilty in Magistrates' Court can show on a Parents future DBS certificate, due to failure to safeguard a child's education.

10 SESSIONS (5 DAYS) OF UNAUTHORISED ABSENCE IN A 10-WEEK PERIOD

Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10-week period.