

17th September 2026

School Attendance – Everyday Counts

Dear Parents and Carers,

We would like to take this opportunity to remind families about the importance of good school attendance, and the positive difference regular attendance can make to your child.

Every day in school provides opportunities for children to learn, develop friendships, build confidence and make progress. Even small amounts of missed education can add up over time and can make it more difficult for children to keep up with their learning.

We understand that children do become unwell and that sometimes absence from school is unavoidable. However, where your child is well enough to attend, we ask that you please make every effort to ensure they are in school, on time and ready to learn.

A reminder about attendance and penalty notices

There is now a national attendance framework in England.

Under this framework, a Penalty Notice must be considered when a child has accrued 10 sessions of unauthorised absence (usually equivalent to 5 school days) within a rolling 10-school-week period. These sessions do not need to be consecutive and may include different types of unauthorised absence.

There is also a national limit of two Penalty Notices per parent, per child, within a rolling three-year period. A first Penalty Notice is issued at £160, reduced to £80 if paid within 21 days. A second Penalty Notice within three years is issued at £160 with no reduced payment option.

If the attendance threshold is reached for a third or subsequent time within the same three-year period, a further Penalty Notice cannot be issued. In these circumstances, alternative legal action will be considered, including prosecution. We would hate for any family to reach this stage.

Our aim is always to work with families, not against them. We recognise that circumstances can sometimes make attendance challenging and we are committed to providing support wherever possible. By working together, we can ensure that every child attends regularly, feels a valued part of our school community, and has the best opportunity to achieve their full potential.

Learning, Caring, Growing Together

Headteacher: Mrs A. Black

St Bede Primary Academy, Morris Green Lane, Bolton, BL3 3LJ

Telephone: 01204 61899 Website: www.stbedeacademy.org Company Registered Number: 07628909

If you have any concerns about your child's attendance or would like to discuss support that may be available, please do not hesitate to contact the school.

What if my child is unwell?

We know that children get ill, and there will be times when they need to stay at home.

The NHS advises that children with a minor cough, cold symptoms, runny nose, sore throat or mild headache can usually attend school if they are otherwise well and do not have a high temperature. Children with high temperatures should stay at home until it has gone. Children with vomiting or diarrhoea should stay away from school until they have been free from these symptoms for 48 hours.

If you are unsure whether your child is well enough to attend, please use the NHS guidance or contact the school for advice.

Useful Attendance Resources for Parents and Carers

If your child is experiencing difficulties attending school, please speak to us as soon as possible.

There may be practical, emotional, medical, friendship or family circumstances affecting attendance. Talking to us early allows us to understand what is happening and consider what support may be appropriate.

We have included a selection of useful websites and organisations that provide information, advice and support around school attendance, health, wellbeing and anxiety. Please also visit our school website where you can view our Attendance and Punctuality Policy.

Department for Education (DfE)

Information about school attendance, absence and the national attendance framework.

[GOV.UK – School attendance and absence](https://www.gov.uk/school-attendance)

 NHS

Is my child too ill for school?

Practical guidance to help parents decide when a child should stay at home and when they are well enough to attend school.

[NHS – Is my child too ill for school?](https://www.nhs.uk/conditions/when-to-stay-at-home)

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YoungMinds

Advice for parents supporting children and young people experiencing anxiety about school or difficulties attending.

[YoungMinds – School anxiety and refusal](#)

Mind

Information and support for parents, carers and young people around mental health and wellbeing.

[Mind – Supporting young people](#)

IPSEA

Independent information and advice for parents of children and young people with special educational needs and disabilities (SEND).

[IPSEA – Independent Provider of Special Education Advice](#)

Contact

Information, advice and support for families of children with additional needs or disabilities.

[Contact – For families](#)

Please talk to us

You do not have to wait until attendance becomes a serious concern before contacting us.

If you are worried about your child's attendance, health, wellbeing or ability to get into school, please speak to us. Early conversations can make a real difference.

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Thank you for your continued support in helping your child attend school every day that they are able to.

Kind regards,

The Inclusion Team inclusion@stbedeacademy.org

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