



Holmer Green Junior School
We inspire, we enable, we achieve. Together.

The Common
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Dear Parents and Carers,

At Holmer Green Junior School, we are committed to ensuring that every child is able to make the most of their time with us. Regular school attendance plays a key role in children's academic progress, wellbeing and social development, and helps them to build strong routines and relationships that support future success. We would like to take this opportunity to remind families of the importance of good attendance and to clarify our expectations around leave of absence during term time.

Why attendance matters

Every school day is valuable. Time away from school can affect children's learning, friendships, confidence and sense of routine. Even short periods of absence can make it harder for children to keep up with lessons and feel fully settled when they return. Evidence consistently shows that children who attend school regularly are more likely to achieve well.

By law, parents and carers are responsible for ensuring that their child attends school regularly and on time. We expect pupils to attend every day unless they are unwell or there are exceptional circumstances.

Leave of absence during term time

Headteachers are only able to authorise leave of absence during term time in exceptional circumstances. Holidays taken during term time do not usually meet this criteria and are therefore recorded as unauthorised absence.

From now on, please be aware that:

- Any leave of absence for holidays or similar reasons that is not authorised by the Headteacher will be recorded as unauthorised.
- More than 4 days of unauthorised absence may result in the school requesting that Buckinghamshire Council issues a fixed penalty notice.
- Each parent may be issued with a fine of £80 per child if paid within 21 days, rising to £160 if paid after this period.
- If fines are not paid, the Local Authority may consider further legal action.

Please be reassured that the school does not benefit financially from penalty notices; these are issued by the Local Authority as part of national legislation.

Working together

We understand that families can face a range of pressures, and our priority is always to work in partnership with parents to support children's attendance. If you are experiencing difficulties that may affect your child's ability to attend school regularly, we would encourage you to contact us as early as possible so that we can offer help and guidance.

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If you are considering making a request for leave, I would be very happy to meet with you to discuss this and explore ways of minimising the impact on your child's education. All requests for leave of absence must be made in advance using the school's leave of absence request form and, where possible, submitted at least four weeks before the proposed absence.

Thank you for your continued support in helping us ensure that all children attend school regularly and make the most of every learning opportunity.

Yours sincerely,

Robin Cusdin
Headteacher
Holmer Green Junior School