Ashmole Primary School
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Monday 9th November 2026

Attendance and Punctuality – Reminder for Parents and Carers

Dear Ashmole Families,

Regular attendance and arriving at school on time are essential for children to make progress, develop positive relationships and achieve their full potential. Every day and every lesson matter and we want all our children to feel supported, settled and ready to learn. As a school, we remain committed to working in partnership with families to identify any barriers to attendance and punctuality and to provide support where appropriate. At the same time, we ask all families to understand their responsibilities in ensuring that children attend school regularly and arrive on time.

Our Approach to Attendance
Ms Griffiths leads on attendance across Ashmole and meets with the Education Welfare Officer (EWO) from Lambeth on a fortnightly basis. These meetings provide an opportunity to review attendance and punctuality data held by the school and Lambeth, discuss individual cases and identify appropriate support and actions to improve outcomes for our pupils.
Where concerns arise, we will communicate with families and work collaboratively to understand the circumstances and agree on appropriate steps to improve attendance and punctuality.

Please be aware of the following:

- **Late arrival before the register closes (9:05am)** Your child will generally be recorded as late (code L).
- **Arrival after the register has closed (9:30)** If your child arrives after the register has closed without an acceptable reason, the absence for that session may be recorded as unauthorised (code U).
- **Attendance and Punctuality reminder letters:** Where attendance and punctuality concerns are identified and highlighted by the Education Welfare Officer, reminder letters will be shared with families to raise awareness of the concerns. We understand that occasional difficulties can arise. However, we ask families to take attendance and punctuality seriously and make appropriate arrangements to ensure their children arrives on time each day.

Important Reminders About School Attendance
The national threshold for considering a penalty notice is 10 sessions of unauthorised absence within a rolling period of 10 school weeks. One session is equivalent to half a school day, meaning the threshold is five school days.
Reaching this threshold does not automatically result in a fine. Each case is considered individually, taking account of particular circumstances that has been shared with the school.

Holidays During Term Time
Leave of absence during term time will only be authorised in the most exceptional circumstances. Requests for leave relating to family holidays will not be authorised under any circumstances. This includes requests to leave early, extend holidays or travel before the start of an official school holiday. Parents and carers are reminded that taking a child out of school without authorisation is a serious matter. Any unauthorised absence may result in a penalty notice being issued in accordance with the National Framework for Penalty Notices. The school will apply this policy consistently and will not authorise term-time holidays.

Please refer to page 9 of our attendance policy on 'Leave of Absence' below which is also available on our school website.
https://www.ashmoleprimaryschool.org.uk/docs/Ashmole_Attendance___Punctuality_Policy.pdf

Leave of Absence Request during term time – Only exceptional circumstances warrant an authorised leave of absence. Circumstances which could be authorised include significant family emergencies or funerals. The Head Teacher is unable to authorise leave during term time except where there are exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents to contact the Headteacher in writing with a completed "Request for Leave during term time form" at least 10 days prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur. Any requests for leave during term time will be considered on an individual basis, with evidence provided, and the pupil's previous attendance record will be taken into account. Where the absence is granted, the Headteacher will determine the length of time that the pupil can be away from school. The school will not grant leaves of absence for the purposes of family holidays.

Requests for leave may not be granted in the following circumstances:
- Immediately before and during statutory assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above 10 percent for any reason If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

We encourage families to communicate with us as early as possible if your child is experiencing difficulties and will work with you to understand individual circumstances, identify barriers and explore any necessary and appropriate support. Regular attendance and good punctuality are shared responsibilities. By working together, we can help every child benefit fully from their education, build positive routines and achieve the best possible outcomes.

Thank you for your continued support and cooperation. We appreciate the partnership we have with our families and look forward to working together to ensure that every child at Ashmole attends regularly, arrives on time and is ready to learn.

Yours sincerely,

C. Cooper

Cordelia Cooper
Headteacher

S. Griffiths

Shelly Griffiths
Deputy Headteacher