



**Head Teacher: Miss Lois Clarke**

📍 Litton Rd, Mansfield Woodhouse, Notts. NG19 9PB

📞 01623 460366 ✉ office@peafieldlaneacademy.co.uk

**16<sup>th</sup> January 2026**

Dear Parent/Carer,

**RE: Attendance**

Peafield Lane Academy is working in partnership with parents and the Local Authority following the Department for Education (DFE) guidance to improve school attendance. We would like to congratulate the many parents who make sure their children attend school regularly and are therefore benefiting fully from their educational opportunity.

The school's attendance target for this academic year is **97%**.

You can support the school, and your child, to achieve this target by:

- Making sure your child attends school regularly and on time.
- Contacting school on the first day of any absence on 01623 460366
- Informing school of any problems which may impact on your child's attendance, punctuality and learning.
- Arranging medical appointments outside school time where possible.

In coming days, via the Class Dojo messaging channel, teachers will communicate your child's attendance with you – please look out for a message to know your child's current attendance.

We will begin posting helpful attendance reminders on ClassDojo to ensure our attendance procedures remain clear and at the forefront of everyone's minds. Our updated attendance policy is also available to view on our website.

We do understand that some absence due to illness is unavoidable, however, it is important school is made aware of on-going health problems so we can put the correct support in place.

The government-set persistent absence level remains at 10%. In real terms this is equal to missing around 7 sessions per half term (3.5 days) or 38 sessions across the school year (19 days). This amount of absence from school will mean your child will be classed as a persistent absentee; in line with national guidelines, this is likely to result in further action being taken.

Absence from school disrupts the education of the individual student and the whole class. Are you aware that children who do not attend school regularly:

- Miss vital teaching, leading to gaps in learning and reduced academic progress.

- May struggle to build friendships, communication skills, and positive relationships with peers and adults.
- May experience increased anxiety, low confidence, and disengagement from school, making return to learning more difficult.



Absence can only be authorised by the Head Teacher and **will not be authorised during term time except where the circumstances are exceptional.**

It is a parent's legal responsibility to ensure their child/children attend school regularly and punctually. Failure to ensure this may result in legal action being taken against you.

We need to make parents/carers aware of the legal action that may be taken, which includes:

- Issuing penalty notices: Each parent receives a penalty notice for each child who has unauthorised absence. The penalty is £80 or £160 depending on how soon payment is made. So, if there are two parents and two children the total penalties could be up to £640. Failure to pay may result in prosecution.
- Taking parents to court for unauthorised absence: The Education Act 1996 Section 444(1) - Courts can fine each parent up to £1,000 per child, order payment of prosecution costs and/or impose a Parenting Order.
- Taking parents to court for persistent unauthorised absence: The Education Act 1996 Section 444(1A) - court can fine each parent, order payment of the prosecution costs, impose a Parenting Order and/or sentence the parent/s to a period of imprisonment of up to 3 months.  
**Being taken to court could result in a parent having a criminal record.**

Frequent absence can add up to a considerable amount of lost learning and can seriously disadvantage your child in adult life.

If at any time you are experiencing difficulties and require any support or advice, please do not hesitate to contact us – we are here to help!

Yours sincerely,

Miss L Clarke  
Headteacher

Miss L Rodgers

Pastoral Teaching Assistant