

INTAKE FARM PRIMARY SCHOOL & NURSERY

Armstrong Road, Mansfield, Nottinghamshire. NG19 6JA

Tel: 01623 625552

Email: Office@intakefarm.notts.sch.uk / hcox@intakefarm.notts.sch.uk

Website: www.intakefarm.notts.sch.uk

Headteacher: Mrs Helen Cox B.Ed (Hons)



SCHOOL ATTENDANCE MATTERS

Working Together to Improve School Attendance • DfE, 2026

☀ EVERY DAY COUNTS ☀

Children should attend school every day unless they are genuinely too unwell. Absence affects learning, wellbeing and long-term outcomes.

🛡 ATTENDANCE = SAFEGUARDING

Schools must know where every child is. Unexplained absence is treated as a safeguarding concern. If your child is absent for 3 days, the Senior Leadership Team may complete a home visit to ensure they are safe and well.

🏠 YOUR RESPONSIBILITY

Parents/carers must tell school the reason for any absence. If school has to contact you for a reason, the absence may still be recorded as unauthorised.

✈ TERM-TIME HOLIDAYS

Family holidays cannot be authorised during term time. Leave can only be approved in exceptional circumstances and must be requested in advance.

⚖ WHEN LEGAL ACTION CAN BE CONSIDERED

If your child reaches 10 unauthorised sessions (5 days) within a rolling 10-week period, the school may request a Penalty Notice from the Local Authority.

Together, we can achieve anything!



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GOVERNMENT-SET FINES

- Fines apply individually to each parent for each child.
- First offence:** £80 if paid within 21 days, rising to £160 if paid within 28 days.
- Second offence (within 3 years):** A flat rate of £160 immediately (no early-payment discount).
- Third offence / further absences:** Can lead to prosecution in the Magistrates' Court, with potential fines up to £2,500 or a custodial sentence.

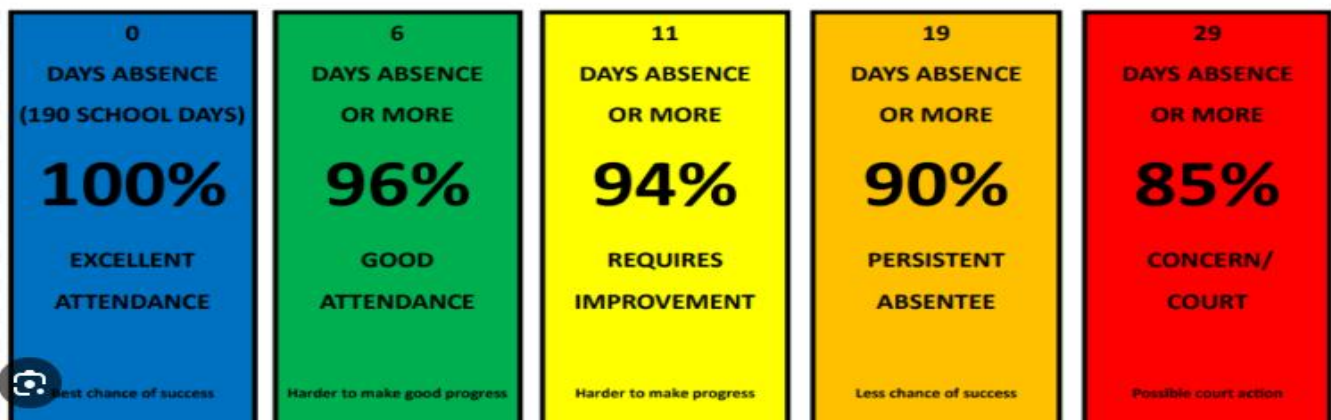
EXAMPLES: HOW 10 SESSIONS CAN BUILD UP

- 4 sessions of holiday + 6 late-after-register-closed sessions
- 10 sessions in one week = 5 days
- 6 sessions of holiday + 4 sessions of absence later = 5 days
- 4 sessions at end of term + 6 at start of next = 5 days
- Individual days adding up to 10 sessions within 10 weeks = 5 days

Days off school add up to lost learning

175 NON SCHOOL DAYS A YEAR

175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments



Thank you for Your support please contact school if you need any help or advise with attendance.

Mrs Helen Cox Headteacher

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