



## Lake View Primary School and Foundation Unit

Rainworth Water Road, Rainworth, Notts. NG21 0DU

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Head of School: Mrs Emma Watson

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Wednesday 24<sup>th</sup> September 2025

Dear Parents/Carers,

Welcome back to the Autumn term. We have had a good first few weeks back in school and it has been lovely to see everyone return and eager to learn!

As we begin a new academic year, we wanted to remind you about the importance of having good attendance for all of our children from F1 to Year 6.

We will continue to take a compassionate approach to children's attendance and will continue to work closely with parents and take into account factors such as illness and existing medical conditions, that may hinder or prevent children attending school. As a school we will always look for ways to try to support families in these circumstances.

Each term, we monitor the attendance of every child in school, in line with the government guidance. There is an expectation that we monitor more closely the attendance of any child whose attendance has fallen below 90%. This will mean those parents/ carers will receive a letter and or class dojo message. This will highlight their child's attendance figure, to which we will then offer support to improve if needed. We are always keen to help and support where we can.

Please see the attendance ladder below which highlights the expectations around school attendance. These are set by the government not school and also includes guidance around penalty notices and fines.

A gentle reminder that **term time holidays are not acceptable** in any form and cannot be authorised..

You can find our full Attendance Policy and more information in the attendance section on our website: [Attendance Expectations, Absence Procedures and School Day Times | Lake View Primary School](#)

Yours sincerely,

**Mr Walker**  
Executive Head Teacher

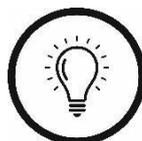
**Mrs Watson**  
Head of School



Compassion



Diversity



Inquisitiveness



Perseverance



Responsibility



Ambition

## Attendance Ladder



## PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE IS CHANGING

### FIRST OFFENCE

1

The first time a Penalty Notice is issued for Term Time Leave or irregular Attendance the amount will be:

£160 per parent, per child if paid within 28 days  
Reduced to £80 per parent, per child if paid within 21 days.

2

### SECOND OFFENCE (WITHIN 3 YEARS)

The second time a Penalty Notice is issued for Term Time Leave or irregular Attendance the amount will be:

£160 per parent, per child to be paid within 28 days. No reduced rate will be offered.

The following changes will come into force for Penalty Notice Fines issued after 19th August 2024.

3

### THIRD OFFENCE AND ANY FURTHER OFFENCES (WITHIN 3 YEARS)

The third time an offence is committed for Term Time Leave or irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child. Cases found guilty in Magistrates' Court can show on a Parents future DBS certificate, due to failure to safeguard a child's education.

### 10 SESSIONS (5 DAYS) OF UNAUTHORISED ABSENCE IN A 10-WEEK PERIOD

Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10-week period.

Please follow the link for the Publication that will start from 19th August 2024.  
[www.gov.uk/government/publications/working-together-to-improve-school-attendance](http://www.gov.uk/government/publications/working-together-to-improve-school-attendance)