



03 October 2025

Dear Families

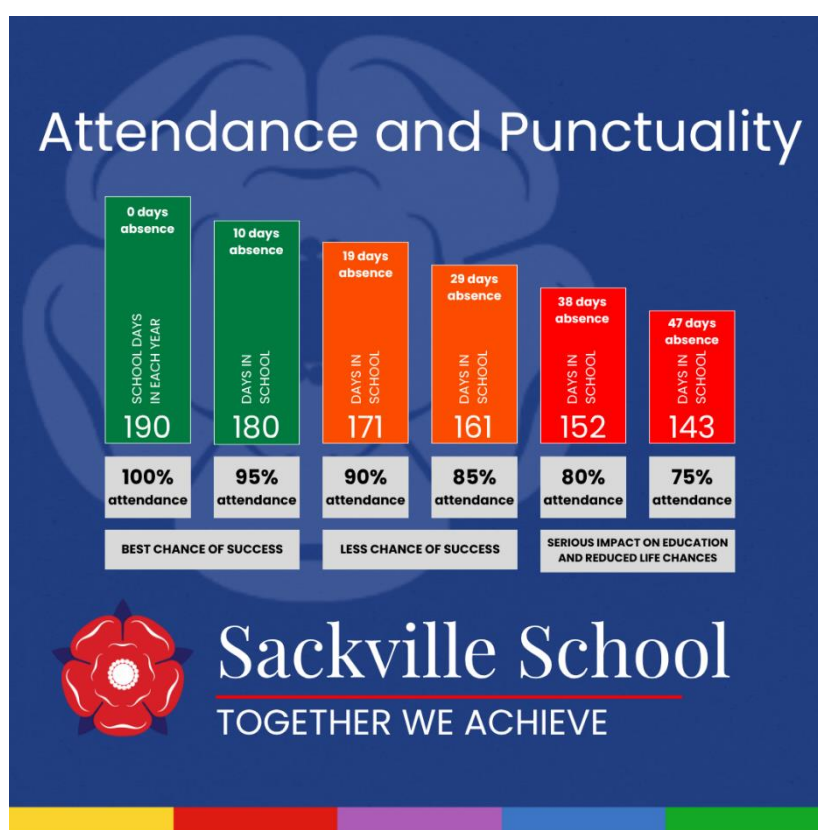
The students have returned on excellent form from the summer break and we look forward to a really successful year. I would like to take this opportunity to remind you of the importance of high attendance that we have at Sackville.

### Working Together

Our aim is to work closely with families to support good attendance and ensure that our students have the best chance of success and happiness in their time at Sackville School. We follow statutory guidance around working together to support high levels of attendance. If you have read this far and are experiencing difficulties with your child's attendance, please contact your child's Community Leader or Miss Harper, [aharper@sackvilleschool.org.uk](mailto:aharper@sackvilleschool.org.uk) who will be happy to support you. If we start the year right it will continue in the same manner.

### Attendance Expectations at Sackville School

There is a direct link between attendance and academic achievement; students with attendance above 96% are nearly three times more likely to achieve five good GCSEs compared to those who miss 10-15% of sessions. To help illustrate the impact of absence, please refer to the image below:



We are committed to supporting all children in school and providing them with a safe and happy experience, should you have any concerns regarding friendships, schoolwork or underlying anxiety please contact your child's tutor or community leader to discuss any support we can provide. If they are feeling unwell in the morning please refer to the study bugs app for advice, for example the NHS guidance around a child having a mild cold is that they should still attend school.

If you have concerns about your child's attendance or need assistance in ensuring regular attendance, please contact us to arrange an appointment so that we can work together proactively.

### **Support Systems for Parents**

- MCAS App: You can monitor your child's attendance at any time via the app. If you do not have access, please contact your child's community.
- Attendance Officer: If you are struggling to get your child to school, please contact our Attendance Officer, Miss Harper [aharper@sackvilleschool.org.uk](mailto:aharper@sackvilleschool.org.uk).
- Study Bug app, for reporting absence and taking advice on whether a child should attend school.

**We will listen and work together to put the required support in place.**

### **Changes to Penalty Notices for Term-Time Leave**

Please note that we are not able to authorize term time holidays and that other absences are able to be authorised only in exceptional circumstances.

Current Penalties:

- First offence: £160 per parent per child (reduced to £80 if paid within 21 days).
- Second offence (within three years): £160 per parent per child (no reduction).
- Third offence (within three years): Prosecution by the County Council.

New Guidance from September 2025 - penalty notices can also be issued even if a child has fewer than 10 sessions (five days) of unauthorised holiday. This could apply, for example, if:

- Parents deliberately take eight or nine sessions to avoid reaching the 10-session limit.
- Absence falls during an inset week or directly after a bank holiday.
- Multiple shorter holidays are taken that still affect attendance.

The Local Authority has the discretion to issue a penalty notice in these situations.

Please contact Miss Harper, [aharper@sackvilleschool.org.uk](mailto:aharper@sackvilleschool.org.uk) should you need to discuss a leave of absence.

Please note, should we be concerned about a student's falling attendance, we will write to you and offer supportive strategies in the first instance.

Should you require any advice, please do not hesitate to get in contact with a member of school staff.

Yours sincerely

Mr Alex Millican  
**Assistant Headteacher**