

2<sup>nd</sup> October 2024



**Etone College**  
www.etonecollege.co.uk

Dear Parent/ Carer

In July we wrote to you about changes that the Department for Education (DfE) have implemented to support schools in achieving the Government's aim to increase attendance. Within their updates guidance the DfE recognise that "It is the legal responsibility of every parent to make sure their child receives that education by attendance at a school".

Please note the following changes that can into effect on August 31<sup>st</sup> 2024. All schools are duty bound to monitor absences closely and report on attendance daily to the DfE.

### 1) **Absence**

If your child is off, we require you to make contact **each day** that they are not in school. If we do not receive communication from home, this could result in a home visit with referrals to external agencies.

- If you have any **medical evidence or supporting documentation**, this can be attached to the form.
- Whilst reporting the absence informs us, this **does not** automatically mean an absence is authorised.
- Please be aware we are directed to report pupils names and addresses who are absent for more than 15 days due to illness (consecutive or cumulative) to the local authority.
- If we feel it would be beneficial for you to collect your child during the school day due to illness, we will contact you to request you collect them. **We cannot allow a pupil to leave site early without being picked up by a parent/ guardian.**

### 2) **Leave of Absence**

If you are requesting a planned absence other than a medical appointment, the **Leave of Absence application form** should be completed form the following link: <https://www.etonecollege.co.uk/wp-content/uploads/2023/05/Leave-of-Absence-Request-202372.pdf>

**The DfE have declared that a holiday is not an exceptional circumstance and it is trust policy that we cannot authorise holidays during term time.**

### 3) **Attendance Update: DFE Fixed Penalty Notices**

From 31<sup>st</sup> August 2024, fines may now be issued to parents where their child has been absent for 10 unauthorised sessions (equivalent to five days) within a rolling 10 week period (inclusive of holidays). These fines can be up to **£160 per child, per parent.**

A recent report found that the vast majority of fines for unauthorised absence (89%) are issued for term time holidays. With the above figures, this could mean a fine of £640 for a family of two children if time was taken off for a five day holiday.



This, along with the **detrimental effects on a child's education**, are clear reasons to support the school by ensuring your child attends school each and every day.

Every moment in school counts and days missed add up quickly. Evidence shows that pupils who have good attendance enjoy better wellbeing and school performance than those who don't. From our previous letter you will be aware of the impact poor attendance can have on a pupil's grade and future earning potential.

We are passionate about a pupil's education and where there are attendance concerns, we are eager to work with yourselves to ensure your child's education is not a barrier to their future. You can find further support at the links overleaf.

**Attendance and Punctuality Website:** This has been designed to be easy to read and navigate and to provide advice and important information about why attendance matters at Etone and the detrimental impact of missing time in school for unnecessary reasons. You can find the link here: <https://bit.ly/49SXS4T>

**NHS guidance:** Advising parents how to assess your child's wellness to attend school: <https://bit.ly/3PjY2dj>

Finally please see below the impact that attendance can have on both pupil's academic results and earning potential.

Kind regards,



**Mr I Smith**  
**Headteacher**



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