



Via email

10 September 2025

Dear Parent/Carer

Attendance Letter – Sept 2025

Hamilton School is committed to ensuring that your child receives the best possible education to best prepare them for the next stage of their life. Your child is a valued member of our school community, and every day missed is a day lost without them.

Regular attendance is crucial to a student's academic success. Each day of school provides valuable learning opportunities, and consistent attendance helps students stay engaged with their studies, build positive relationships with their peers, and develop essential skills. Our goal at Hamilton School is to support every student in achieving their full potential, and your involvement in maintaining high attendance is key to this success. As a result, we wish to celebrate those students who consistently attend school alongside the progress for those who may be faced with significant challenges when coming to school.

We understand that there are times when absences are unavoidable due to illness, family emergencies, or other significant reasons. However, we encourage you to prioritise regular school attendance as much as possible. To assist you in this, the school will monitor, track and provide interventions.

It is also important for us to communicate key statutory information at this point in the academic year to fully inform parents and caregivers. It is the policy of this school not to authorise absence for holidays during term-time. While advance permission can be given in exceptional circumstances, this is rare, and any such request should be addressed to the Headteacher in writing before the holiday is taken and you should not assume that permission will be granted.

If a term-time holiday is taken without permission, the absence will be recorded as unauthorised, and a referral may be made to the County Attendance Team. This may result in the issue of an Education Penalty Notice under section 444A Education Act 1996 in respect of each absent child, to each parent/carer. The current penalty is £80 per parent per child, rising to £160 per parent per child if not paid within 21 days.

If the penalty is not paid in full within 28 days, the usual consequence is a Magistrates' Court prosecution for the underlying section 444(1) Education Act 1996 offence of failure



to secure regular school attendance. If further instances of unauthorised absence occur despite a penalty notice having previously been issued, or if the child's attendance is a wider matter of concern, the local authority may consider prosecution in any event.

Yours faithfully

S. Concannon

Miss Concannon
Headteacher

