



Audlem St James School Attendance Spring Term 2026



Being in school and having the best attendance possible underpins all the many benefits of school for your child such as their learning, wellbeing and wider development. For most pupils, the best place to be during term-time is in school, surrounded by the support of their friends and teachers.

Parent's responsibilities...

As a parent, you are legally responsible for ensuring your child gets a suitable full time education, usually from the age of 4 to 16 and for most parents this will mean ensuring your child is in school everyday.

As a parent or carer, you have an important role in making school attendance a priority. Only keep your child off school when they are genuinely too ill to attend, book medical appointments and holidays outside of school time whenever possible, and talk to us if you're having [difficulties with attendance](#).

At Audlem St James...

At Audlem St James School, we believe that good attendance and punctuality are important in helping pupils achieve the best that they can be. As a school we expect all pupils to aim to achieve at least 97% attendance as days off school soon add up and missing lessons makes it hard to catch up. Regular school attendance is one of the most important factors contributing to a child's success in school and beyond.

Here's why:

- 1. Academic Achievement:** Consistent attendance helps pupils keep up with lessons, engage in classroom discussions, and complete assignments on time. This directly correlates to higher grades and better academic outcomes.
- 2. Building Relationships:** School is not just about textbooks and tests; it is also a place for building friendships and social skills. Attending school regularly allows your child to connect with peers, learn from their experiences, and develop crucial interpersonal skills.
- 3. Confidence Boost:** Success breeds confidence. When your child attends school regularly and excels in their studies, their self-esteem soars, setting the stage for a confident and successful future.
- 4. Future Opportunities:** Good attendance records are often considered by colleges and employers when evaluating applicants. A history of strong attendance signals responsibility and commitment, opening doors to future opportunities.

A brief outline of the school policy on attendance and absence appears below, with full policy and attendance details available on our school website

School Absence... Is my child too ill to attend?



It can be tricky deciding whether or not to keep your child off school, this handy NHS guide will help: [Is my child too ill for school?](#)

The fine for school absences across the country is £80 if paid within 21 days, or £160 if paid within 28 days. Non-payment of the Penalty Notice may result in prosecution in the Magistrates court and [legal action](#).

First Offence -The first time a Penalty Notice is issued for term time leave or irregular school attendance the fine will be charged at: £160 per parent/carer, per child if paid within 28 days of the issue, reducing to £80 per parent/carer, per child if paid within 21 days.

(Unpaid penalty notices may result in a parental prosecution)

Second Offence -Where it is deemed appropriate to issue a second penalty notice to the same parent/carer for the same pupil within 3 years of the first penalty notice, for either term time leave or irregular attendance the second penalty notice will be charged at:

£160 if paid within 28 days. (Unpaid penalty notices may result in a parental prosecution)

Third Offence -On the third time that an offence is committed within 3 years of the first penalty notice for either a term time leave or irregular attendance a penalty notice will not be issued.

The Local Authority may place the matter before the court. The Magistrates may impose a fine up to £2500.

The case may proceed to Parental Prosecution under the Single Justice Procedure. If found guilty of the offence of 'Failure to send a child to school' the Magistrates can impose a fine up to £1000 or legal proceedings under Section 444 (1a) can include a fine of up to £2500.

Absence reporting...



If you are sure that your child needs to stay at home, please contact the school **before 08:30am** on the morning of each day of your child's absence by emailing admin@stjamesaudlem.cheshire.sch.uk or by telling us in person by calling our school office on 01270 906283 and selecting Option 1. You should explain the full reason for the absence, providing us with your child's full name and year group. *Please avoid simply saying they are 'unwell' or 'poorly' as we have to be specific in our reporting.* You may not receive a reply of acknowledgement but we will have your message.

Please contact us every day they are absent unless otherwise agreed. If you need to discuss your child's absence or have any concerns about their attendance, please contact school and we will advise you accordingly.

If your child becomes unwell during school hours it is school policy for them to speak to a member of staff. Staff will then decide whether or not they need to be collected to go home and will contact you, if required. If your child contacts you directly please ask them to speak to a member of staff in the first instance to make things safe.

Appointments

Notifying us in advance of any unavoidable appointments your child needs to attend during school hours, is always better in writing via email. Please give your child's name and form, the type of appointment they are attending: doctor, dentist, orthodontist etc and include evidence of the appointment (a photo of a letter or screen shot of any text appointment notifications, is sufficient). If you can tell us the collection and return arrangements for the appointment, this speeds up the process and avoids unnecessary calls home to check.

Punctuality to school...



School begins in classrooms at 08:45 and pupils are expected to be in school for registration by 08:40. The school gates will be locked at 08:45 and pupils arriving after this time will be given a late mark. Registers close at 09:05am after this time any child arriving late will be given the mark "U" which counts as an unauthorised absence

Unauthorised absences...



Fixed Penalty Notice (FPN)

Parents and Carers should be aware that Audlem St James School may contact the Local Authority if a pupil has 10 or more unauthorised absences in any 10 week rolling period, with a view to issuing a Fixed Penalty Notice ('FPN'). The FPN is issued individually to each Parent or Carer who fails to ensure their child's regular attendance at school. The FPN is £80 per Parent or Carer per child if paid within 21 days rising to £160 if paid within 28 days. Non-payment of the FPN may result in prosecution in the Magistrates Court.

Holidays in term time...

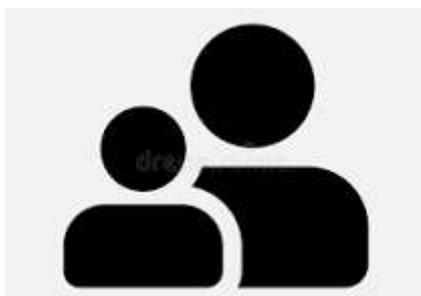


As a school we are not permitted to authorise term-time holidays. The fine for unauthorised school absences for 5 days or more across the country is £80 if paid within 21 days, or £160 if paid within 28 days. This is a fine **per parent**, per child. In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action such as a Parenting Order or prosecution will be considered. If you are prosecuted and attend court because your child has not been attending school, you could get a fine of up to £2,500.

Money raised via fines is only used by the local authority to cover the costs of administering the system, and to fund attendance support. The school does not receive any income from holiday fines and any surplus funds are returned to the government.

My child is struggling to attend, what can I do...



Whether your child is struggling to attend because of an issue in school or at home the first thing to do is to contact school so we can support your child in attending school. Some children can become anxious and worried about going to school, particularly around the start of the new year or joining a new class. It is normal for children to feel a little anxious sometimes. Avoiding school can make a child's anxiety about going to school worse. It's good to talk about any worries they may have such as bullying, friendship concerns, school work or sensory problems. If your child's anxiety continues and is affecting their everyday life it might be good to talk to your GP. There is also useful advice from the NHS on <https://www.nhs.uk/mental-health/children-and-young-adults/advice-for-parents/anxiety-in-children/> or at <https://www.youngminds.org.uk/parent/parents-a-z-mental-health-guide/school-anxiety-and-refusal/>. These sites will help you to work through likely reasons together with your child, what to do and how to make sure that you get the right support if there are more serious issues.

Contact Us



Audlem St James School

01270 906283

admin@stjamesaudlem.cheshire.sch.uk

Visit us on the web at <https://www.audlemstjames.org.uk>