

September 2026

Dear Parent / Carers

SCHOOL ATTENDANCE EXPECTATIONS

Following advice from our Local Authority Attendance Team, we're notifying parents of some attendance updates from September 2026. Ensuring that every child attends school regularly is essential for their academic progress, wellbeing, and future opportunities.

At Vaughan we have excellent attendance by the majority of pupils, and nearly all have between 96% and 100% attendance. However, we are sharing this information with all families so that they are aware of current attendance expectations at Vaughan. Please see below the average attendance per year group for last year:

Year	Avg. Attendance	Year	Avg. Attendance
Nursery	91.6%	Year 3	96.4%
Reception	95.5%	Year 4	96.3%
Year 1	96.1%	Year 5	96.2%
Year 2	96.3%	Year 6	95.1%

Our average overall attendance last year was 95.8%. This compares with Harrow average overall attendance at 95.4%, London average is 94.8% and national average is 94.9%.

Whilst we can see we're very strong on attendance, we want to be better, and here's some things we'll be doing from September to help increase our overall attendance.

1. **All routine GP/dental/optician appointments will not be authorised.** These should be booked for during the 13 weeks of school holidays, or weekends (where available), or after school hours. Parent appointments should be made for during the school day when their child is at school. This is due to the large number of lost learning time that children are experiencing.
2. **Taking holidays or other absences during term time is strongly discouraged and will not be authorised** unless there are exceptional circumstances. We kindly ask that all parents and carers carefully consider the impact that any absence may have on their child's education before making plans. Please note that where a family has more than one parent, we would expect only one parent to travel, while the other stays in the UK and brings their child(ren) to school. A leave request form should be completed to request leave with the Headteacher **at least 2 weeks before the first day of absence. Please note that if you put in a request for absence next year, we are not likely to authorise any days.**

If a child is absent and on antibiotics, we would expect them to return to school after 24 hours of taking the antibiotics so that parents can monitor for any adverse reaction to the antibiotics. The school's welfare team can administer any midday antibiotic dose. Please complete a medication form at the school office when dropping medication to school at the beginning of the day.

Where a child is absent for five or more school days without authorisation, a Fixed Penalty Notice (FPN) will be issued. This is currently set at £160 per parent, per child, although this is reduced to £80 if paid within 21 days. For families with more than one child, it is important to be aware that fines are issued for each child, which can result in significant overall costs (see image below).

If further unauthorised absences occur within a three-year period, a second penalty notice may be issued at a higher cost, with no option for early payment reduction. A third instance may lead to legal action, where fines can be considerably higher.

In addition, where a child's attendance becomes irregular, for example where there are 10 or more unauthorised sessions (5 school days) of absence within a 10-week period, a FPN will be issued.

Regular attendance is one of the most important factors in a child's success. Even a small number of missed days can have a noticeable impact on learning, confidence, and social development. We therefore ask for your continued support in ensuring that your child attends school every day and arrives on time.

If you are experiencing any difficulties that may affect your child's attendance, please do contact the school as soon as possible. We are here to work with you and support both you and your child. As stated above, most students have excellent attendance, thank you for your continued cooperation and commitment to your child's education. This letter is available to view on our website [here](#) (this will be translated on the website into your language if English is not your first language)

Yours sincerely

MRS KATY HINSON

Assistant Headteacher with Responsibility for Inclusion

ATTENDANCE

WHAT THE NEW RULES MEAN FOR ME

1

I'm a single parent of one child and we want to go on holiday for a week.

Your holiday will not be authorised and you must talk to the school before you book anything. Because your child will miss 5 school days you will be given a penalty notice fine. The fine is £160 but if you pay it in 21 days it will be reduced to £80.

£160



2

FOR EVERY CHILD A PENALTY IS GIVEN.



+ £160 + £160 + £160 + £160
4 children & 1 parent = £640
Reduced to £320 if paid in 21 days

IRREGULAR ATTENDANCE

10 IN 10

If your child is absent for 10 or more sessions in 10 weeks and their absences are unauthorised. The school will consider prosecution.

1 Day = 2 Sessions

5

3

FOR A FAMILY OF TWO PARENTS



+ £160 + £160 + £160 + £160
4 children & 2 parents = £1280
Reduced to £640 if paid in 21 days

If in any period of not more than 3 years, your child has a 2nd and 3rd leave of absence or pattern of irregular attendance...

4

2ND TIME

2 parents and 1 child = £320
2 children = 640
3 children = 960
4 children = 1280
No discount for early payment



3RD TIME

A penalty notice fine will not be given. Instead, your case will be taken to court. A magistrate can fine each parent £2500 for each child
1 parent & 4 children = £10,000
2 parents & 4 children = £20,000