



EVERY SCHOOL DAY MATTERS

Attendance expectations for 2026–27

Regular attendance is essential for children's learning, wellbeing and friendships.

From September, we will apply our attendance procedures consistently and follow up all unauthorised absence.

WHAT DOES AN ATTENDANCE PERCENTAGE MEAN?

Attendance	Learning missed	Approx. weeks missed
98%	about 4 days	almost 1 week
96%	about 8 days	1½ weeks
95%	about 10 days	2 weeks
90%	19 days	nearly 4 weeks
85%	about 29 days	nearly 6 weeks

Figures are approximate and based on a full 190-day school year.

LEAVE DURING TERM TIME

Headteachers cannot authorise holidays during term time. Leave will be authorised only where there are exceptional circumstances, considered individually. Please submit any request in advance; cost, availability of holidays or overlap with school holidays would not normally be exceptional. If a request is declined and the absence is taken, it will be recorded as unauthorised.

WHAT IS A PENALTY NOTICE?

The national threshold is 10 sessions of unauthorised absence (five school days) within a rolling 10-school-week period. The sessions may be consecutive or accumulated and can cross terms or school years. When the threshold is met, the school must consider whether a penalty notice is appropriate and may refer the case to Buckinghamshire Council.

- **First notice:** £80 per parent, per child if paid within 21 days; £160 if paid within 28 days.
- **Second notice within three years:** £160 per parent, per child, payable within 28 days.
- **Further offence within three years:** a further penalty notice will not normally be available and prosecution may be considered.

IF YOUR CHILD IS UNWELL

Please contact school on every day of absence and explain the reason. Genuine illness will normally be authorised. Where absence is frequent or prolonged, we may seek further information. Please speak to us early about barriers to attendance so that we can offer support.