

Westminster Community Primary School
ATTENDANCE NEWSLETTER – September 2025

Parents will be contacted where attendance is a cause for concern. Please remember it is your responsibility to contact us when your child is absent from School so that we can maintain accurate records. You can contact us by telephone on 0151 832 3672 or emailing Claire.rennie@westminsterprimary.cheshire.sch.uk If reason for absence is not received the absence will be unauthorised and if your child receives 10 unauthorised absences this may result in a Fixed Penalty Notice being requested. (Please note one day's absence equates to 2 unauthorised absences).

Late Arrival At School

If your child arrives late at school, please enter via the main school office.

If your child arrives late and this is unauthorised this could lead to a Fixed Penalty Notice being requested if ten are recorded.

Appointments

If your child has a medical appointment during the school day, please bring them to School to get their mark prior to the appointment and please return them afterwards if possible. **Please provide a letter or appointment card whenever possible.**

Leave of Absence/Irregular Attendance

Please may we remind families that holidays taken in term time or irregular attendance may incur a Fixed Penalty Notice.

The law stipulates that the current penalties payable by parents are £160 if paid within 28 days reducing to £80 if paid within 21 days per parent/carer per child.

You should be aware that the National Framework for Penalty Notices introduced a new national limit of 2 penalty notices that can now be issued to a parent for the same child within a rolling 3 year period. If a second Fixed Penalty Notice is issued to the same parent for the same child, within three years of a first Fixed Penalty Notice, the second Fixed Penalty Notice is charged at a flat rate of £160 if paid within 28 days.

If an unauthorised leave of absence is taken for a third time (or subsequent times) within 3 years of a first FPN being issued, another tool will need to be considered such as prosecution or other attendance legal interventions.

If a fixed penalty notice is issued to you and is not paid, this could lead to you being prosecuted in the Magistrates' Court.

Please see Cheshire West and Chester Council's code of conduct that can be found on the council's webpage.

[School Attendance | Cheshire West and Chester Council](#)

What does absence really mean?

Attendance % in School year	Number of days/sessions missed	Equals weeks absent
95%	10 days or 20 sessions	2 weeks a year
89%	20 days or 40 sessions	4 weeks a year
84%	30 days or 60 sessions	6 weeks a year

When absence drops below 90% the Government terms your child a Persistent Absentee. Schools and families are expected to work together before this point to put in place an action plan to reduce the risk of persistent absence.

Pupils should attend School on each day they are required to do so. All parents/carers intending to remove their child from School for a leave of absence during the academic year, are required to submit a written request to the School, in advance of the period of leave, for the Head Teacher to consider whether or not the circumstances are exceptional. If the circumstances are not exceptional then this will be recorded as an unauthorised absence from School and a Fixed Penalty Notice may be requested.