

Fortuna Primary School
Kingsdown Road
Doddington Park
Lincoln
LN6 0FB
Tel: 01522 705561
Email: enquiries@fortuna.lincs.sch.uk
Acting Head: Miss T Claypole



Monday 7th September 2026

Dear Parents/Carers

Re: School Attendance Update

As part of the national and local strategies for school attendance, the target has been set for all children to aim for a minimum of 95% attendance for each academic year. This would be the equivalent of missing no more than 10 days during the school year.

Parent / Carer Responsibility

At Fortuna we achieved a level of attendance above the national average in 2025/26 and this is largely in part due to parental/carers support. I would like to thank the vast majority of you for your ongoing commitment to your child's educational outcomes, for which attendance plays a significant role. As an area of national concern we do however have a duty to ensure you are aware of the following information.

It is a parent or carer's responsibility to ensure that their child/children attend school and arrive punctually. The school are keen to support parents/carers in meeting this responsibility and request that we are made aware of any challenges relating to school attendance at the earliest opportunity.

Section 7 of the Education Act 1996 places upon parents/carers a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise.

Where a child is a registered pupil at a school and the parent/carers fails to ensure that child's regular attendance at school the parent/carers is liable to be prosecuted for a criminal offence under Section 444 of the Education Act.

In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £80.00 or £160.00

Section 103 of the Education and Inspections Act 2006 makes it a duty for parents/carers in relation to learners subject to a fixed period or permanent exclusion to ensure that their child is not present in a public place during school hours, without reasonable justification, during the first five days of any such exclusion. If a child is present in a public place during the first five days of an exclusion during school hours the parent/carers may be guilty of an offence for which they can be

prosecuted by the LA before a magistrates' court or issued with a Penalty Notice for £80.00 or £160.00.

Attendance Monitoring

The school carry out ongoing attendance monitoring and will provide termly updates for parents/carers on their child's attendance.

Notifying School of Absence

We would like to remind all parents and carers that you must notify the school every day if your child is unable to attend school due to illness or any other circumstance. A failure to notify the school will result in the absence been recorded as unauthorised. The school also reserve the right to record absence as unauthorised if we are not fully satisfied of the authenticity of the reason provided or due to the reason not falling within the guidance for allowable circumstances for school absence.

Unauthorised Absence

Should attendance fall to a level of 90% or below, this is classed as persistent absence (PA) and the school are required to take action to ensure there is an improvement in an attendance. This can include requiring parents/carers to attend School Attendance Panels to action plan an improvement in attendance. Penalty Notices can be issued where there are significant and ongoing concerns without sign of improvement, if your child is classed as a persistent absentee and/or if the absence is unauthorised.

Leave of Absence in Term Time

A leave of absence request can be made to the headteacher but will only be authorised in exceptional circumstances and we request that you make every possible effort for your child not to take leave of absence during term time. A leave of absence request should be made in writing 4-weeks in advance where possible. You should only remove your child/children if the absence is authorised, and you have been notified in writing by the school. If you choose to take your child out of school during term time and it is not deemed an exceptional circumstance and has not been approved by the school, then this will be coded as an unauthorised absence and a penalty notice may be issued for the period of absence.

Attendance Policy

The attendance policy can be found on the school website (Key information / Statutory Information / Policies).

Yours faithfully



Mr Craig Chaplin
Assistant Head & Attendance Lead



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F E D E R A T I O N

