

15.09.25

**Dear parents,**

I hope you and your family are well and that the new school year has started positively for your child.

At Boston West, we are committed to supporting every child's learning and wellbeing. Good attendance is a key part of this, and we want to work together with families to ensure that all children are in school as much as possible.

As part of our attendance procedures, we are now implementing fines for unauthorised absences. There are two main areas where this applies:

## 1. Unauthorised Holidays During Term Time

We understand that holidays are important family time, but taking children out of school during term time can have a significant impact on their education.

- If we suspect that a child has been on holiday for **10 sessions (equivalent to 5 school days) within a 10-week period**, a fine may be issued from 1<sup>st</sup> September 2025.
- The fine is **£80 per parent, per child**.
- If a fine is issued and you can provide evidence that your child was not on holiday, the fine can be cancelled.
- Any holidays booked this year onward that exceed 5 days will be subject to a fine.
- It is at the headteacher's discretion to not issue a fine – evidence must be provided if parents believe there are extenuating circumstances. The school will seek advice from the local authority.

All absence requests, including holidays, must be made **in writing**—either by email or letter—addressed to **Mrs Braybrook**. You will receive a written response confirming whether the absence is authorised or unauthorised.

If a fine is going to be issued, this will happen **after the absence and within 10 weeks**.

## 2. Persistent Absence

We also monitor attendance closely for patterns of persistent absence and may consider issuing a fine. Our approach is always **support-first**. If your child's attendance drops below **95%**, we will contact you and invite you to a meeting with Mrs Braybrook. You will receive a **Notice to Improve** letter, which outlines a clear timeline and actions to support better attendance.

If there is no improvement during this period, the school may issue a fine. However, what we really want to see is an improvement in attendance—and we will celebrate that progress together.



## A Few Important Reminders

- **Holidays will be unauthorised**, and where there are **5 or more days** of absence, a fine will be issued unless there are extenuating circumstances.
- If we suspect a holiday has taken place and families are unable to prove otherwise, a fine will be issued.
- **Please pay any fines promptly**, as ignoring them can lead to the amount increasing quickly.

We know that life can be unpredictable, and we are here to support you. Our goal is to work in partnership with families to ensure every child has the best chance to thrive at school.

Thank you for your continued support – it is appreciated.

Warm regards,



**Mrs Ceri Braybrook**

Headteacher, Boston West