



Oakham Primary School

Darby's Hill Road, Tividale, Oldbury, West Midlands, B69 1SG

Head Teacher: Mr N.Skett

Tel: 01384 254368 Email: school.office@oakham.sandwell.sch.uk

Friday 11th September 2026

School attendance and management of pupil absence

Dear Parents & Carers,

All parents and carers have a legal responsibility to ensure that their children receive a suitable education for their age and aptitude. Where parents and carers are not fulfilling this responsibility, the local authority have a statutory responsibility to uphold the rights of children and young people to full-time education and where necessary, this includes taking legal action against parents and carers.

Oakham Primary School has a statutory duty to support the Local Authority in managing attendance and expected to work collaboratively with families and external partners to ensure school attendance is proactively managed and is as consistent as possible across their school community.

School attendance is mandatory during term times with the expectation that this will be 100% unless the child is unwell - attendance lower than 90% is of concern - and schools are encouraged to have clear processes to communicate with parents/ carers where there is irregular attendance.

There is no entitlement in law for pupils to take time off during the term to go on holiday or any other absence for the purpose of leisure or recreation. The school attendance regulations 2024, set out the statutory requirement for schools. It is a rule of this school that a leave of absence shall not be granted in term-time unless there are reasons considered by the Head Teacher to be exceptional and these will be classed as unauthorized.

There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England, of ten sessions (usually five school days) of unauthorised absence within a ten-week school period. Sanctions may include issuing each parent (for each child with a penalty notice for £160, reduced to £80, if paid within twenty-one days (for the first offence).

A second penalty notice issued within a three-year period will result a fine of £160 per parent, per child. If a third offence is committed the matter may be referred to the local authority for consideration of prosecution via the Magistrates Count.

If prosecution is instigated for irregular school attendance, each parent may receive a fine of up to £2,500 and or up to three months in prison and will receive a criminal conviction.

The Oakham Primary attendance team meet weekly to review the school attendance data and monitor children and families who may require support with pupil attendance. This may be for a wide range of reasons and circumstances, so we strongly encourage families to engage with our staff as we wish to understand barriers to attendance and work together to remove them.

Yours faithfully,

Mr N.Skett

Head Teacher

