



22 September 2026

Dear Families

It has been a pleasure welcoming students back from the summer holidays. We would like to take this opportunity to remind you of the importance of high attendance that we have at Sackville.

Working Together:

We aim to work closely with families to support good attendance and ensure that our students have the best chance of success and happiness in their time at Sackville School. We follow statutory guidance around working together to support high levels of attendance.

If you are currently experiencing difficulties with your child's attendance, please contact your child's Community Leader:

Angelou - Mr Turner - pturner@sackvilleschool.org.uk

Attenborough - Mrs Ellis - sellis@sackvilleschool.org.uk

Holmes - Mr Beaver - jbeaver@sackvilleschool.org.uk

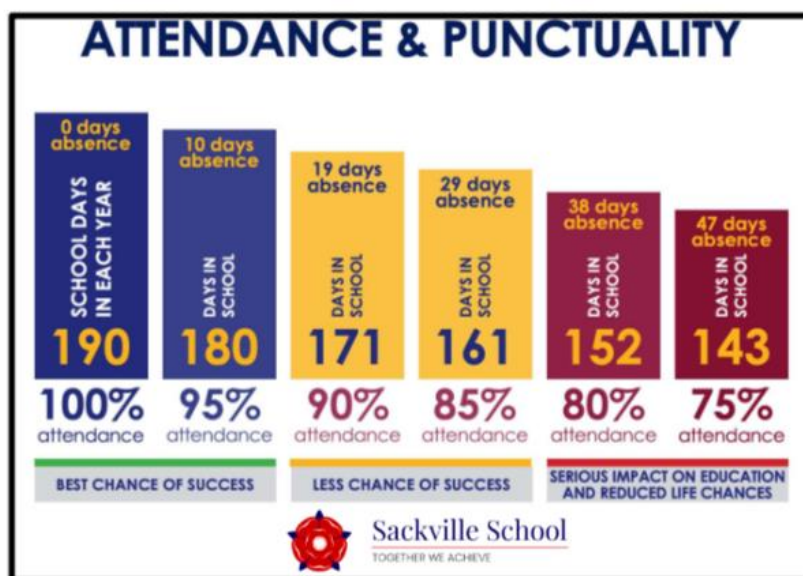
Turing - Mrs Sands - gsands@sackvilleschool.org.uk

Yousafzai - Mrs Mance - emance@sackvilleschool.org.uk

In the attendance office, Miss Harper on aharper@sackvilleschool.org.uk (Attendance Officer) and Mr Spittles on jspittles@sackvilleschool.org.uk (Educational Welfare Officer) will also be happy to support you. If we start the year right and work together, we have every chance it will continue in the same manner.

Attendance Expectations at Sackville School:

There is a direct link between attendance and academic achievement; students with attendance above 96% are nearly three times more likely to achieve five good GCSEs compared to those who miss 10-15% of sessions.



We are committed to supporting all children in school and providing them with a safe and happy experience. Should you have any concerns regarding friendships, schoolwork, or underlying anxiety, please contact your child's tutor or community leader to discuss any support we can provide. If they are feeling unwell in the morning, please refer to the Study Bugs app for advice; for example, the NHS guidance around a child having a mild cold is that they should still attend school.

Support Systems for Parents:

- MCAS App: You can monitor your child's attendance at any time via the app. If you do not have access, please contact your child's community.
- Attendance Officer/Community teams: If you are struggling to get your child to school, please contact our Attendance Officer, Miss Harper, aharper@sackvilleschool.org.uk.
- Study Bug app, for reporting absence and taking advice on whether a child should attend school. New Year 7 parents and carers can download the app via a store for free.

Penalty Notices:

- **Term-time leave of absences**
- **10 sessions (morning or afternoon) of unauthorised absence in 10 weeks.**

Please note that we are not able to authorise term-time holidays and that other absences can be authorised only in exceptional circumstances.

Current Penalties:

- First offence: £160 per parent per child (reduced to £80 if paid within 21 days).
- Second offence (within three years): £160 per parent per child (no reduction).
- Third offence (within three years): Prosecution by the County Council.

Guidance from September 2025: penalty notices can also be issued even if a child has fewer than 10 sessions (five days) of unauthorised holiday. This could apply, for example, if:

- Parents deliberately take eight or nine sessions to avoid reaching the 10-session limit.
- Absence falls during an inset week or directly after a bank holiday.
- Multiple shorter holidays are taken that still affect attendance.

The Local Authority has the discretion to issue a penalty notice in these situations.

Should you require any advice or support, please contact Miss Harper at aharper@sackvilleschool.org.uk.

Please note that should we become concerned about a student's falling attendance, we will write to you and offer supportive strategies in the first instance.

Yours sincerely

Sackville School