



KIRBY MUXLOE PRIMARY SCHOOL

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www.kmprimary.org



Tuesday 16th September 2025

Attendance and Holidays during term time

As we are now well into our new school year, I wanted to write to you regarding term time holidays and how pupil absence requests are managed.

Our overall school attendance average last year was 95.5% (which equates to an average of 8.5 days missed from school over the year). This is slightly better than the national average but we need to minimise the number of days lost from school to the absolute minimum as there are clear links between high school attendance and high achievement now and later in life.

We will always work with families when attendance falls below what it should be, but there are certain situations where absence happens where we need to make a decision whether or not it can be classed as authorised.

Our ability to authorise time off is highly restricted and the vast majority of the time, we just aren't able to do so. Where this time off is not authorised but still taken, we are obligated to refer to the Local Authority, where there are 5 or more days of absence in a ten school week period. This will then most likely result in a fine. These fines are a minimum of £80 **per child per parent**, but can rise depending on speed of payment and regularity of absence. It is important to note that the school doesn't receive any money from these fines.

If we receive a request for absence or if a child has not attended school and a request form has not been completed, you will receive a letter informing you of the situation and the potential next steps. You will be asked to provide any mitigating information. If we do not receive this or we are unable to authorise, we will then refer to the Local Authority. It can then take a number of weeks to be informed of a penalty notice. It is therefore, important that you respond to these messages promptly.

I hope this gives you more clarity on the process. If you require support with your child's attendance, please contact Miss Jackson via the school office.

Yours faithfully

Elliot Howles – Headteacher

At Kirby Muxloe we know it is of the utmost importance to have robust systems for protecting children and safeguarding their welfare. If you have a concern, please speak to Miss Jackson, the Senior designated teacher or you are welcome to talk to any member of staff and we will treat your concerns seriously within our safeguarding policies and procedures.

NSPCC – 0800 800 5000 **Child line** – 0800 1111 **Social services** (Hinckley) – 01455 636964 / (Leicester) – 0116 3050005 **Protecting children is everyone's business**



Kirby Muxloe is part of a Leicestershire domestic violence and abuse initiative called **Operation Encompass**. During the school term our Safeguarding Lead will be informed when any domestic abuse incident has been reported to the police and one of our pupils was in the household. This information will be held confidentially by the school and used only to help us to support your child.

If you would like to speak to someone in confidence about domestic abuse or sexual violence, call the United Against Violence and Abuse (UAVA) helpline on 0800 80 200 28 (open 8am-8pm Monday to Saturday). Their website is www.uava.org.uk



Headteacher: Mr Elliot Howles
Deputy Headteacher: Mr Nicholas Holt
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