



Mendham Primary School & Nursery

Academy Head – Nicola Jones

Email: head.mendham@consortiumtrust.org.uk

<http://www.mendhamprimaryschool.org.uk>

25th September 2026

Dear Parent/Carer

Here at Mendham Primary School, we recognise that there are occasions when it is appropriate to authorise an absence, such as when a pupil is genuinely too ill to attend school, has a medical appointment that cannot be taken outside of school hours or a request for leave has been agreed in exceptional circumstances.

However, the Government does not support parents taking children out of school unless the school agrees this is appropriate under 'exceptional circumstances'. Any request for leave should be made in writing to the Academy Head using the school's request form.

- If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Suffolk Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £80 if paid within 21 days or £160 if paid after this but within 28 days. Failure to pay the Penalty Notice may result in legal action. Absence not authorised by the school may result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. In the event of a second Penalty Notice being issued (within 3 years), the fine would be £160 per parent, per child, within 28 days. The third time an offence is committed (within 3 years) a Penalty Notice would not be issued and the case would be presented to the Magistrates Court for consideration.

'Parent' as set out in Section 576 of the Education Act 1996, defines parent to include: natural parents, whether they are married or not; any person or body who has parental responsibility for a child (as defined by the Children Act 1989) and; any person who, although not a natural parent, has care of a child. Having care of a child means a person with whom a child lives and who looks after a child, irrespective of what their relationship is with said child.

You are welcome to contact the school to discuss any concerns you may have regarding this or if you feel you would like advice or support in helping your child attend more regularly. Mendham Primary School is committed to maximising the education of all its pupils and aims to work with parents to ensure this can be achieved.



Small Schools – Huge Ambitions

Mendham Primary School & Nursery, Mendham, IP20 0NJ

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The decision to submit a request for the issue of a Penalty Notice will be considered when a child's attendance is deemed to be 'not regular'. The definition of 'not regular' in this instance is when it is below the threshold. For all trust schools, this attendance threshold is set at 96%, in line with national attendance data. In the Autumn Term, a child's attendance for the previous academic year will be considered before deciding on a course of action. From January onwards, the decision will be based on attendance data from the current academic year.

Yours sincerely

Nicola Jones
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