



Headteacher:
Mrs H Watts

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24th February 2026

Dear Parent/Carer,

Good attendance is essential to your child's learning, wellbeing, and long-term success, and we are committed to working closely with families to support this. The Department for Education (DfE) requires all parents/carers to ensure their child attends school regularly and receives a full-time education.

Parents/carers have a legal duty to ensure their child attends every day unless the absence is authorised, such as unavoidable illness or advance permission granted by the school. If your child is unwell and unable to attend school, you must inform school as soon as possible via our

studentabsence@newmillsschool.co.uk email address or via our school website - [Contact Us - New Mills School - Discover The Difference](#)

Government Requirements and Local Authority Referral

Schools are required to monitor attendance carefully and take action where absence becomes a concern. Government regulations state that local authorities may issue a Fixed Penalty Notice (FPN) if a child has unauthorised absences that meet the national threshold — typically 10 sessions (equivalent to 5 days) of unauthorised absence within a 10-school-week period.

In addition to the national framework, our local procedures require us to refer cases to the Local Authority when a pupil reaches 20 days of absence (authorised or unauthorised). Following referral, the Local Authority may decide to issue a Fixed Penalty Notice in line with their enforcement powers.

Monitoring and Communication

To ensure you are fully informed and supported, we will contact you at key stages:

- When your child reaches 4 days of absence
- When your child reaches 10 days of absence
- When your child reaches 15 days of absence

This is part of our duty to work with families early, in line with DfE guidance promoting a supportive, whole-family approach to improving attendance.

Support Available

We recognise that there may be genuine barriers affecting attendance. If you are finding it difficult to maintain regular attendance for any reason, please contact your child's Year Manager, who can help

identify support options. Support is available for issues such as health concerns, anxiety, family circumstances, or other challenges.

Our goal is always to work with you to ensure your child feels safe, supported, and ready to learn every day.

Thank you for your continued cooperation in helping us promote strong attendance and positive outcomes for all students.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Emma Adrio', written in a cursive style.

Emma Adrio
Deputy Headteacher