SKEGNESS ACADEMY

Principal: Mr C Gissendorf
PA to the Principal: Mrs L Crow
Burgh Road, Skegness, Lincolnshire PE25 2QH

Telephone: 01754 879122
Email: adminsk@skegnessacademy.org
Website: www.skegnessacademy.org
@SkegnessAcademyGAT

September 2026

Dear Parent/Carer

RE: Holidays, Term-Time Absence and School Attendance

Please read this information carefully. It explains your legal responsibilities regarding your child's school attendance, the rules around term-time leave and the support available if you experience difficulties with attendance.

Every School Day Counts

Good school attendance is one of the most important factors in helping children achieve their full potential. Children who attend school regularly are more likely to make good academic progress, build positive friendships, develop confidence and enjoy school.

Even a small number of absences can affect learning. Missing just a few days each year can mean missed teaching, disrupted routines and gaps in learning that can be difficult to catch up. If you are experiencing any difficulties that may affect your child's attendance, please contact the school as early as possible. We are committed to working with families to identify barriers and provide support wherever we can.

Holidays During Term Time

The Department for Education expects parents to avoid taking holidays during term time wherever possible. We therefore ask that family holidays are arranged during the published school holiday periods. If you believe there are exceptional circumstances which require your child to be absent during term time, you must submit a Leave of Absence form which you can find here – Leave of Absence Form

Each request will be considered individually. If the circumstances are not considered exceptional, the absence will be recorded as unauthorised.

Penalty Notices

From 19 August 2024, all Local Authorities follow the National Framework for Penalty Notices. A Penalty Notice may be requested where a child has accumulated 10 or more unauthorised sessions (equivalent to 5 school days) within a rolling 10 school week period.

This threshold applies to:

- Unauthorised holidays during term time.
- Persistent unauthorised absence.
- Any combination of unauthorised absences that reaches the threshold.

The Greenwood Academies Trust is a company limited by guarantee, registered in England and Wales, registered number 06864339. A list of Directors is available for inspection at the registered office, Greenwood House, Private Road No 2, Colwick Quays Business Park, Nottingham, NG4 2JY. Further information about us is available at http://www.greenwoodacademies.org

Penalty Notice Charges

- First Penalty Notice within a rolling three-year period issued to each parent, for each child. £80 if paid within 21 days, increasing to £160 if paid within 28 days.
- Second Penalty Notice within a rolling three-year period issued to each parent, for each child. £160 if paid within 28 days. There is no reduced payment period.
- Third offence within a rolling three-year period. A further Penalty Notice cannot normally be issued. Alternative legal intervention, including prosecution, may be considered.

Persistent Absence

Regular attendance is important, even where absences are due to a range of different reasons. Where attendance begins to decline, the school will always seek to understand any barriers and work with families to improve attendance.

Support may include:

- Early attendance meetings.
- Attendance contracts.
- Attendance support plans.
- Requests for medical evidence where appropriate.
- Support from external agencies where required.

Where attendance does not improve despite appropriate support being offered, further action may be considered.

Legal Responsibilities

Parents have a legal responsibility to ensure their child receives a suitable full-time education. This responsibility is set out within:

- Section 7 of the Education Act 1996
- Section 444 of the Education Act 1996
- Section 444B of the Education Act 1996

Where attendance concerns remain unresolved and legal action becomes necessary, parents may be prosecuted through the Magistrates' Court. A conviction may result in:

- A fine of up to £2,500
- A Parenting Order
- A Community Order
- Imprisonment in the most serious cases

As this is a criminal conviction, it may need to be disclosed in certain circumstances and could appear on some enhanced DBS checks.

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Support Comes First

Penalty Notices and prosecution are always considered a last resort. Our priority is to work alongside families to understand any barriers to attendance and provide appropriate support at the earliest opportunity. The sooner concerns are shared; the sooner we can work together to help your child attend school regularly and achieve their full potential.

If you have any concerns about your child's attendance, please contact us. We are here to help.

Further information about school attendance can be found in the Department for Education guidance: Working Together to Improve School Attendance: Working Together to Improve School Attendance - July 2026.

Please also refer to our School Attendance Policy on the Policies page of the Skegness Academy website.

Contact Us

If you have any questions or would like advice or support regarding your child's attendance, please contact the Attendance Team:

- Mrs L Taylor - Year 11
  - Mobile - 07833056441
  - Email - ltaylor@skegnessacademy.org
- Mrs J Limb – Year 9 and 10
  - Mobile - 07834756755
  - Email - jlimb@skegnessacademy.org
- Miss A Marshall – Year 7 and 8
  - Mobile – 07570821347
  - Email - amarshall@skegnessacademy.org

Thank you for your continued support in ensuring your child attends school regularly and has every opportunity to achieve their full potential.

Yours sincerely



Mrs C Dunn
Deputy Principal

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