



## Bonneygrove Primary School

Executive Headteacher: Mr Craig Hamilton BEd (Hons.), NPQH

**Bonneygrove Primary School and Millbrook Primary School Federation**

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6<sup>th</sup> November 2025

Dear Parents and Carers

I am writing to address a matter of significant concern regarding school attendance at Bonneygrove Primary School. Our current attendance figures are at the lowest level we have seen in several years, with our overall attendance standing at **92.4%**, which falls short of the national average of **95.9%**.

Most critically, we are experiencing a persistent absence rate of **24.2 % (approximately one hundred children)** among our school population. This is a staggering statistic that needs immediate attention and collective action from our school community.

I would like to remind you of your legal responsibilities as parents and carers:

- Ensure your child attends school every day the school is open, except in cases of statutory absence.
- Notify the school promptly if your child is unexpectedly absent.
- Request leave of absence only in exceptional circumstances and in advance.
- Schedule medical appointments around the school day where possible.

It is imperative that you ensure your child/ren are in school and arrive on time (**no later than 8.50 a.m.**). Please be aware that **there will be no authorised term-time leave**, and non-compliance may result in potential fines.

The Department of Education provides local councils and schools with several legal powers to address unauthorised absences. These include:

- Parenting Orders
- Education Supervision Orders
- School Attendance Orders
- Financial penalties (fines)

From the 2025 to 2026 school year, parents/carers may receive up to two fines for the same child within a three-year period. Initial fines start at £80, increasing to £160 if not paid within 21 days. Continued non-compliance could lead to court proceedings.

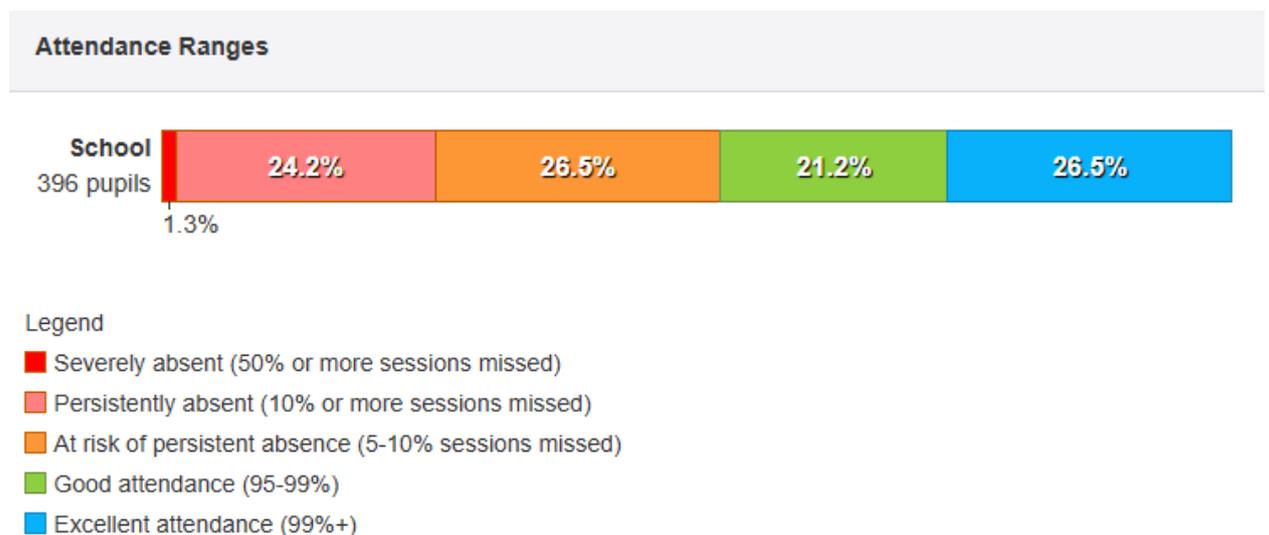
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Some Information for you to review about our school:

DfE penalty notice consideration threshold (10+ unauthorised absences in 10 rolling school weeks)

- 34 pupils previously met the threshold between 01/09/2025 and 05/11/2025 and those parents/carers will receive a letter regarding the absences, from the school, on behalf of the Local Authority.

Bonneygrove Primary School



While I recognise this letter may not impact all our families, transparency is crucial in addressing this important matter.

Should any parent or carer wish to discuss their child's attendance, please contact the school office to arrange an appointment.

Thank you in advance for your continued support and cooperation.

Yours sincerely

Craig Hamilton  
Executive Headteacher  
Bonneygrove and Millbrook Primary Federation