



St James'
CHURCH OF ENGLAND ACADEMY

Date: 07th September 2026

St James' Attendance – Information for Parents

In the event you are taking a term time holiday, parents are requested to inform the school/head teacher in advance and in writing, this may be handwritten or via email to the office. Details should include dates that you intend to be away.

First Offence

The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:

£160 per parent, per child paid within 28 days.

Reduced to £80 per parent, per child if
paid within 21 days.



Second Offence (within 3 years)

The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:

£160 per parent, per child paid within 28 days.

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will

not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child.

Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate due to 'failure to safeguard a child's education'.

Note - penalty notices are per parent, per child for example 3 siblings would receive 3 separate fines per parent. (Or an adult living with the child and provides care on a day-to-day basis, eg, step parent).

St James' Church of England Academy
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Email: hello@stj.hlt.academy
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Principal:
Miss Julia Strickland

Part of Heartwood Learning Trust. Company registered in England no. 07559537.

First day absence notification

The attendance register will be taken at the start of the first session of each school day (am) and once during the second session (pm). If your child is to be off for any reason during school hours, you must first inform school via phone/email as soon as possible the morning of any absence.

Medical/dental appointments – If your child has an appointment during school hours you will need to supply the appointment letter/text message etc to the school office. Your child will then be recorded as an authorised medical mark, however we encourage parents to make appointments out of school hours where possible.

The school will follow up any absences to ascertain the reason to identify whether the absence is approved or not and identify the correct attendance code to use.

Consistence Late marks

Classroom doors will open at **08:45am** and close at **08:55am**. The school gates will be shut at **08:55am**, therefore any arrivals after this time will need to be brought to the school office and a late mark will be recorded. Any children that arrive after **09:15am will not** be given an attendance mark even if they are in school and will impact on your child's attendance. This is a legal requirement for the school. Repeating patterns of lateness is a lost opportunity for learning time. For any repeating patterns a Notice to Improve may be issued from the Local Authority. A Notice to Improve is a final opportunity for a parent to engage in support and improve attendance before a penalty notice is issued.

Useful Links for parents

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

<https://www.hull.gov.uk/schools-2/school-penalty-appeal>

<https://www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance>