

3<sup>rd</sup> September 2025

Dear Parent/Carer,

**RE: School attendance: A very important message for all parents and carers**

At Holmer, "**Children are eager to attend school regularly**" (OFSTED 2024) and we recognise the importance of a positive partnership to ensure all children are in school daily. Thank you to the majority of parents who make sure their children attend school regularly. For the 2024/25 academic year, our school's attendance was in the top 10% in the county - something that we were extremely proud of. Your efforts, working in partnership with the school, will ensure that your child will have the best chance to achieve their academic potential and have real opportunity in further education and the world of work.

It will also enable your child to:

- access the lessons needed to achieve their expected grades
- maintain friendships and develop new ones
- have access to social and sporting events offered by the school
- explore potential life skills
- develop work habits such as good punctuality which are essential to thrive in the world of employment

**What does good attendance look like? Whole school target - 97%**



**DID YOU KNOW? A two week holiday in term time means that the highest attendance you can achieve is 94.7%**

Holmer Road Hereford HR4 9RX / Tel. 01432 273301 / Fax. 01432 342614  
 Email. [admin@holmer.hereford.sch.uk](mailto:admin@holmer.hereford.sch.uk) / Website. [www.holmerceacademy.co.uk](http://www.holmerceacademy.co.uk)  
 Principal: Mrs J Maund B.Ed(Hons)



### **Punctuality**

Children are registered every morning at 8.45 a.m. Children can go into their classrooms from 8.30 a.m. where they will be supervised by a member of staff. It is very important that unless there are exceptional circumstances your child should be at school for the outlined time.

**Please do not drop your child off at the school gates if they are late. You MUST accompany your child into school where they must be signed in.**

### **Collaboration with the Local Authority:**

For the 2025/2026 academic year, Holmer C of E Academy is continuing its partnership with parents and the Local Authority to improve school attendance. Please see the attached documents from Herefordshire Council with regards to the changes made in relation to term time absence and fixed penalty notices that became effective from September 2024 and still remain in place for the new academic year. Our attendance policy is available to read in full on the school website and can be found on the attendance tab. Furthermore, there are some useful and informative links which can provide the most current guidance with regards to your child's attendance.

### **Term time absence requests:**

**We will not routinely authorise holidays taken in term time. All requests for any term time absence must be made at least 6 weeks prior to the requested time using an absence request form which can be found on the website and it must be returned via email to Katie Thomas or Rachel Anderson at the following address:**

[absencerequests@holmer.hereford.sch.uk](mailto:absencerequests@holmer.hereford.sch.uk)

Once the request has been considered, you will receive an email to inform you whether the request has been authorised or not. Please include as much detail as possible as to why the term time absence is an exceptional circumstance, along with ensuring the request is submitted at least 6 weeks before the requested time.

If you are worried about your child/children's attendance the first port of call is to discuss your concerns with the school directly. The school has specialist staff who may be able to help, and all schools work closely with Early Help, health and the local authority teams who may also be able to help if needed.

Above all, **"improving attendance is everyone's business"** (Working Together to Improve School Attendance 2024 DFE) and we are proud to share our continued efforts in supporting every child to achieve good attendance for the academic year ahead.

Kind Regards,

Jayne Maund

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