



Thomas A Becket Junior School

Glebeside Avenue, Worthing, West Sussex, BN14 7PR

Telephone: 01903 206127 / 202268

E-mail: office@tabjunior.org.uk

Website: www.tabjunior.org.uk



Headteacher: Mrs Becky Linford, BA QTS (Hons), NPQH

11th September 2026

Dear Parents and Carers,

At Thomas A Becket Junior School, we place great importance on children attending school and working closely with our families to support high attendance.

Regular attendance helps children to achieve their best academically, to build friendships, and to feel fully part of our school community. Regular attendance and good punctuality ensures that your child feels that they belong and gives them the best opportunity to thrive.

How can I support my child's attendance and punctuality?

- Ensure your child arrives early or on time for school every day and is ready to learn.
- Arriving after registration closes is recorded as an unauthorised absence. Pupils must be in class ready to be registered by 8:45 am.
- If your child appears to be only slightly unwell, send them in to school. We have staff who will contact you if their condition deteriorates. Further guidance from the NHS is below.
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.

What should I do if my child is not 'fit' to go into school?

'On the day' absences:

On each day your child is unfit to come to school, please report this absence by phoning the school office to let us know. In the message you must leave your child's full name, class, year group and give the specific reason for absence. The information you give will be recorded on our official register.

For further advice on whether your child is well enough for school, you may find the NHS guidance helpful: [Is my child too ill for school?](#)

Leave of Absence:

There may be exceptional circumstances where you need to request a leave of absence for your child. Please use our online 'Leave of absence request' form to make these types of requests. The form should be submitted in advance of the leave of absence and can be requested from the school office. You will receive an email response to advise if the request has been approved.

Throughout the year, regular updates will be sent regarding your child's attendance to ensure you are informed and aware of the impact of any absences.



Fixed Penalty Notices (FPNs)

We would like to remind families of the Department for Education and Local Authority guidance around the use of Fixed Penalty Notices (FPNs). This includes the increased fine amount and the process for first, second and third FPNs within a three-year rolling period.

An FPN referral may be made when a pupil has accrued 10 sessions of unauthorised absence in a 10-school week period. (A school day counts as two sessions: morning and afternoon. These absences do not need to be consecutive and can span across school holidays or academic years.)

This includes:

- holidays taken during term time without agreement from the school,
- arriving late after the register has closed,
- any other absence recorded as unauthorised in the register.

The FPN process is:

- First occasion: £160 per parent per child, reduced to £80 if paid within 21 days.
- Second occasion: £160 per parent per child.
- Third occasion: an FPN may not be issued; instead, the case may be referred directly to the Magistrates' Court or other interventions may be considered.

Under the National Framework for Penalty Notices, a maximum of two Penalty Notices may be issued to the same parent for the same child within a rolling three-year period. Any further unauthorised absence that meets the threshold during that period may be considered for prosecution or other legal intervention.

Parents should also be aware that where a holiday taken during term time results in 30 consecutive sessions (15 school days) or more of unauthorised absence, West Sussex County Council will normally consider direct prosecution rather than the issue of a Fixed Penalty Notice.

Absences adjacent to Bank Holidays, Public Holidays and INSET Days

In line with government guidance and the West Sussex Code of Conduct, the school may refer unauthorised leave of absence to the Local Authority for consideration of a Penalty Notice. This may include circumstances where a pupil is absent for 8 or 9 unauthorised sessions linked to a holiday taken during a week that includes an INSET day or Bank Holiday.

The Local Authority retains the discretion to issue an FPN in such cases. Our school attendance policy and holiday request form has been updated to reflect this change, and an updated FPN leaflet is available on the website.

Working in partnership, we can ensure that all children benefit from the best possible start to their education. Please feel free to get in touch directly if you have any concerns around your child's attendance or would like further advice.

For further information, please see our attendance policy which can be found on our website.

Thank you for your support.

Matt Cotten

Assistant Headteacher