



## Workington & District Primary Heads Association

Dear Parents/Carers,

From September 2024 the DfE issued statutory guidance for schools relating to attendance. Cumberland Council now have a policy in place that clearly sets out the statutory guidance and how this will be implemented in our schools.

To clarify:

- For all unauthorised absences for holidays which have involved a child missing 10 sessions or more, (which is the equivalent to five days or more), schools are required to refer to the Local Authority Access and Inclusion Officer where a fine could be issued from Cumberland Council.
- Once referred by schools it is the Local Authority's decision if they enforce a Fixed Penalty Notice or proceed directly to prosecution.
- Workington Schools will **authorise** the day of a competition/festival but not any travel time. Absence for siblings is not authorised.
- If the competition is abroad i.e. Cheerleading – **date of competition** (not the holiday after) will be **authorised** and **1 day either way** will be **authorised** for travel. Absence for siblings is not authorised.
- To authorise competitions/festivals we will require evidence i.e. a letter from the event organiser clarifying competition dates.
- Schools may request evidence for holidays i.e. booking confirmation, flight dates.

Regards,  
Workington Headteachers



**Chairperson:** Mr Robert Barton, Seaton Academy 01900 66982

**Secretary:** Sue Frost, Ashfield Junior School 01900 604565

**Treasurer:** Mr David Warbrick, Beckstone Primary School 01946 830423

**THE HEAD TEACHERS IN THE WORKINGTON & DISTRICT PRIMARY HEADS ASSOCIATION**