

# New attendance rules



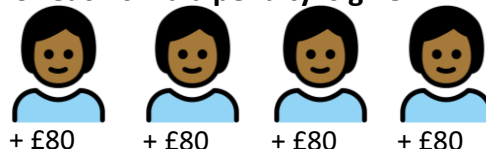
There are new rules for unauthorised absences, whether this is due to holiday, irregular attendance, or otherwise.

## 1 I'm a parent and I want to take my child out of school for a half or full day.

Any absence must be recorded on an absence request form. The form enables us to communicate whether an absence will be authorised or unauthorised. Holiday requests will not be authorised. If your child will miss 5 school days, they will be given a penalty notice fine. The fine is £80 per parent, per child, if you pay it in 21 days, otherwise it is £160.

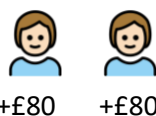
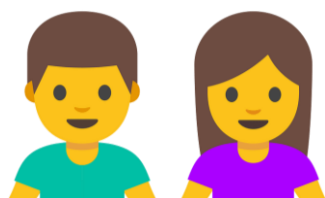


### For each child a penalty is given...



**4 children & 1 parent = £320**  
Doubled to £640 if not paid in 21 days

## For a family of 2 parents & 2 children



**£160 x2 = £320**  
Doubled to £640 if not paid in 21 days

## What happens if school suspects children are actually on holiday?

- Photos on Facebook?
- Foreign mobile dial tone?
- Other children talking about your holiday?
- Amazing sun tan?
- Home visit shows no-one at home?



Please don't be offended if we ask for evidence or mention these questions to you. We're required to do this to ensure a fair system!

## 2 What about subsequent absences? Is it still the same penalty amount?

**No, not anymore.** If in any period of not more than 3 years, your child has a 2<sup>nd</sup> and 3<sup>rd</sup> leave of absence OR pattern of irregular attendance, which is unauthorised then...

**2<sup>nd</sup> TIME**  
**2 parents and...**  
1 child = £320  
2 children = £640  
3 children = £960  
4 children = £1280  
**NO DISCOUNT FOR EARLY PAYMENT**

**3<sup>rd</sup> TIME**  
A penalty notice fine **will not** be given. Instead, your case will be taken forward for prosecution. A magistrate can fine each parent £2500 for each child.

**1 parent & 2 children = £5,000**  
**2 parents and 2 children = £10,000**

## 3 What about irregular attendance? Could I get a penalty notice?

If your child is absent (or late after registers) for 10 or more sessions in 10 weeks, and their absences are unauthorised, then the school is required to issue penalty notices / prosecution.



So, half a day here and day there could all add up to 10 sessions in 10 weeks (across years or terms). If unauthorised, then it would be a penalty notice. Remember, 1 day is 2 sessions (morning and afternoon).

YES

## 4 What are typical reasons given that won't be authorised?

### Examples of unauthorised absences

- |                                     |                                 |
|-------------------------------------|---------------------------------|
| A family member or child's birthday | Sickness of parent or sibling   |
| Shopping for uniforms               | Sibling's school closed         |
| Inadequate clothing for school      | Refusing to attend, but able to |
| Child being used as a carer         | Poor family organisation        |
| Problems with transport             | Family holidays                 |
| Visiting relatives abroad           | No absence request completed    |
|                                     | Non-essential appointments      |



Where attendance is irregular, or historically poor, sickness absences may be unauthorised unless medical confirmation by a GP surgery is given.