

14th June 2024

Dear Parent/Carers

Expectation Re Attendance

We would like to remind you that government guidance dictates that pupil's attendance is expected to be between 100% - 95%.

Our policy is to work alongside parents / carers and pupils to improve attendance, as we understand the barriers that can impact your child's attendance. We are continually working to support our families.

With the introduction of the new National Framework for Penalty Notices, for 5 school days of unauthorised absence within a rolling 10 school week period, I wanted to share the process of referral to the Local Authority Attendance Team (see attached).

Level 1

A concerns letter will be issued drawing attention to your child's attendance and a supportive conversation will take place over the phone, if attendance falls below 95%. This will be monitored over a 14 days period.

If attendance does not show an improvement, then the process will move to the next level.

Level 2

You will be expected to attend a Level 2 Attendance meeting, where a support plan will be agreed towards resolving difficulties. This will once again be monitored over a 14 day period. In the unfortunate event that this does not improve outcomes, then the case will be referred to the Local Authority (see attached).

We do understand that there are often many complex issues which impact school attendance, and I invite you to contact us to share your concerns. We will do our very best to support you.

Yours sincerely,

Paula Barker
Attendance Lead
Assistant Head teacher

Penalty Notice Fines for School Attendance are changing!

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued after 19th August 2024.

Per Parent, Per Child

Penalty Notice Fines are issued to each parent, for each child that was absent.

For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

First Offence

The first time a Penalty Notice is issued for unauthorised absence 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.

National Threshold

There will be a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period.

These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence.

The 10-school week period can span different terms or school years.

Second Offence

(within 3 years)

The Second time a Penalty Notice is issued for unauthorised absence 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 a Penalty Notice will not be issued and the case will be presented straight to the Magistrate's Court. Prosecution can result in criminal records and fines of up to £2,500.

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