



19 September 2024

Dear Parents/Carers

The Importance of Providing Reasons for Your Child's Absence

We are writing to remind you how important it is to inform the school whenever your child is absent. Without a reason, absences are recorded as 'unauthorised,' and we are required to report unauthorised absences to the local authority once they reach certain levels.

We want to support families in ensuring regular attendance and are here to help with any challenges you may face. If your child has any unauthorised absences, they will be added to our attendance monitoring list. This allows us to track and identify patterns of absence and ensure that the necessary support is provided as early as possible. Our '*Support First*' approach focuses on working with families to improve attendance and enhance both academic and personal outcomes for pupils.

Please review the information on the reverse side regarding the changes to penalty notice fines. If you have any questions, please contact your child's Head of House. We are here to support you.

Yours faithfully



Mr J Till
Headteacher



Mr T Walker
Head of School



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 issues after **19th August 2024**

PER PARENT, PER CHILD

Penalty Notice Fines will be 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 (6 in total)

5 CONSECUTIVE DAYS OF TERM TIME LEAVE

Penalty Notices Fines will be issued for Term Time Leave of 5 or more consecutive days. Inset training days are school days and can be included in the 5 or more consecutive days where there was an intent to be absent for the term time leave.

10 sessions of unauthorised absence in a 10 -week period

Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10 week period

1ST OFFENCE

The first time a Penalty Notice is issued for Term Time Leave or irregular attendance 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.

2ND OFFENCE (within 3 years)

The second time a Penalty Notice is issued for a term Time Leave or Irregular Attendance the amount will be £160 per parent, per child paid within 28 days.

3RD OFFENCE AND ANY FURTHER OFFENCES (Within 3 years)

The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £1000 per parent, per child. Cases found guilty in the Magistrates' Court can show on the parents future DBS certificate, due to failure to safeguard a child's education.



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