13th June 2024

Dear Parents/Carers,

Penalty Notice Fines for School attendance

You may have seen on the news that the Department for Education has issued new legislation regarding absences from school. From **19th August 2024**, there will be changes to the Fixed Penalty Notice (fines) procedure. This is because being in school matters. Children who miss days from school often do not do as well as those who come in regularly. We will always work in partnership with you to ensure that Penalty Notices are only requested as a last resort but we do need you to be aware that action will be taken in the best interests of children.

In line with all schools, we must make you aware that if your child has 10 sessions (5 days) of unauthorised absence (including holidays during term-time) within a 10-week rolling period, you are likely to be issued with a Fixed Penalty Notice of £160 to each parent of each child (reduced to £80 if paid within 21 days).

If there is a second offence within 3 years, you are likely to be issued with a second Fixed Penalty Notice of £160 to each parent of each child (payable within 28 days).

If there is a third offence within 3 years, a penalty notice will not be issued and instead legal proceedings may be instigated.

If your child is absent due to a holiday, we will require evidence of the holiday in the form of the holiday booking confirmation covering the days absent from school.

We are aware that occasionally it may be necessary for children to be absent from school and absence may granted in exceptional circumstances. Evidence (in the form of official documents) should be provided to support any requests.

We do ask for your support in ensuring your child comes to school regularly because we know that it makes a difference to their success in the future. Children are more settled, make better friendships and learn more the more they are in school.

Every day counts - In order for your child to maintain an expected attendance percentage of at least 95% they should have no more than 9 days absence in any full school year.

Thank you for your continued support in ensuring your child comes to school regularly and makes the most of every opportunity.

Yours faithfully,

***M Hignett***

Headteacher