

12th September 2024

Dear parents/guardians,

As you may have seen over the summer, the government has changed their systems regarding penalty notices for term time absences. This is statutory attendance guidance which, as a school, we must follow. I have summarised the changes below, which came into effect on the 19th of August:

* From August 2024, the fine for school absences across the country will be **£80 if paid within 21 days**, or **£160 if paid within 28 days**.
* In the case of repeated fines, if a parent receives a **second fine** for the same child within **any three-year period**, this will be charged at the higher rate of £160.
* Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.
* If you are prosecuted and attend court because your child has not been attending school, you could get a fine of up to £2,500.
* Fines can be issued if a pupil misses 10 sessions (half days) of unauthorised absence in a rolling period of 10 school weeks. (This does not have to mean holidays – it is any absences) The threshold can be met with “any combination of unauthorised absence”. For example, four sessions in term time plus six instances of arriving late. The period of 10 weeks can also span “different terms or school years”.

We would encourage all families to ensure their child has attendance above 96% as a minimum. We understand there are sometimes exceptional circumstances and will always take these into account - please speak to us if you have any concerns.

A Saunders

Mrs Saunders