

January 2024

Dear Parents/Carers

We are writing to draw your attention to our updated Attendance Policy. This is available on our school website. We have updated this in line with updated Statutory Guidance from Warwickshire County Council reflecting a new National Framework for Penalty Notices (Unauthorised Holiday Fines) effective from 19th August 2024. This is the biggest change to school attendance regulations since 2007 and we are all required to follow it.

Working together to improve school attendance is becoming law.

The main changes that you should be aware of are as follows:

- A new National Threshold for when a Penalty Notice must be considered which is **10 sessions (normally 5 days) of unauthorised absence within a rolling 10-week school period**
- Increased penalty-notice fine from £120.00 to £160.00 (reduced to £80.00 if paid within 21 days)
- Second Offence – where a penalty-notice fine is issued within 3 years this will be £160.00 payable within 28 days
- Third Offence (including any further offences within 3 years) may be presented before a Magistrates Court. Prosecution can result in criminal charges and fines of up to £2,500

National Framework for Penalty Notices Summary

Unauthorised Holiday Fines from 19th August 2024

<p>What is the National Threshold?</p> <p>A Penalty Notice Fine may be issued whenever the National Threshold for absence is met. The national threshold is of 10 sessions (normally equivalent to 5 days) of unauthorised absence within a 10 week rolling period.</p>	<p>First Offence</p> <p>The first time that a Penalty Notice Fine is issued the amount will be: £80.00 per parent, per child (if paid within 21 days) This will increase to £160.00 per parent, per child if paid between days 22-28</p>
<p>Who may be Fined? <u>Each parent of each absent child</u></p>	
<p>Second Offence (within 3 years)</p> <p>The second time that a penalty Notice Fine is issued the amount will be: £160.00 per parent, per child - payable within 28 days</p>	<p>Third Offence (and any further offences within 3 years)</p> <p>Cases may be presented before a Magistrates Court. Prosecution can result in criminal charges and fines of up to £2,500.</p>

Other important things that we do ask for your cooperation with are:

- All absence should be reported to the office via Studybugs or telephone **by 9.30am**.
Please do not report to class teachers.
- Parents/carers are asked to call on each day of any absence unless in the case of a longer absence you can confirm an expected return date.
- Any absence not reported, or where the school has reason to doubt the explanation given will be recorded as Unauthorised Absence. *This may contribute to triggering a Penalty Notice if the National Threshold is met (10 sessions/5 days of unauthorised absence within a 10-week period).*
- Any child with overall attendance of less than 90% will be required to provide medical evidence for absence of more than 2 consecutive days (this can be a doctor's appointment or proof of prescription medication). If this is not provided absence after day 2 will be recorded as Unauthorised.
- If a child arrives at school after 9.30am then lateness will be recorded as Unauthorised absence for the morning session in school.
- If your child is going to be absent from school for Religious Observation outside of weekends or holiday periods please let us know in advance.
- If you should wish to apply for permission to take your child on holiday during term time please collect an Application for Leave of Absence in Term Time Form from the school office. This must be submitted in advance of the absence to allow the Head Teacher sufficient time to consider an application and any exceptional circumstances and to respond. Leave of Absence cannot be authorised if it is not applied for in advance. The school may request further information and supporting documentation if applicable. Generally, absence for a holiday or for the purpose of leisure or recreation would not constitute an exceptional circumstance. Where Leave of Absence is refused and the child does not attend school during that period the absence will be recorded as unauthorised.

Improving attendance is everyone's business and we do look forward to continuing to work together to ensure that all of our children can have the very best experiences and learning outcomes in our school by being here at every opportunity.

Thank you in advance. Please do contact me if you have any questions or queries.

Kind regards,



Nicky Penlington

Headteacher