

Woodland Primary School

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Headteacher: Mrs M Dodson



Date: 9th July 2024

Dear Parent/Carer,

At Woodland Primary School, we are fully committed, and work extremely hard, alongside our families, to ensure high standards of school attendance and punctuality of all of our pupils, in accordance with statutory guidance.

We have a duty to inform you of further upcoming changes to the 'Working Together to Improve School Attendance', statutory guidance, that comes into force in the new academic year. Some of these changes involve an increase to the penalty notices amount payable for unauthorised absence from school.

A penalty notice is considered by a school, when, despite efforts to engage parents, and offers of considerable support to break down the barriers to school attendance have failed, and attendance continues to decline or show no significant improvement.

From 19th August 2024, the penalty notice rates will be as follows:

A first penalty notice issued within a 3-year rolling period will be: £160 per parent per child, if paid within 28 days, but reduced to £80 per parent per child if paid within 21 days.

A second penalty notice issued within a 3-year rolling period: £160 per parent, per child, payable within 28 days. There is no option for reduction for early payment of the fine.

Should there be further decline in attendance, and the national threshold of 10 unauthorised sessions of absence within a 10-school week rolling period be met again, the school, along with the Local Authority, may consider prosecution.

The penalty notices relate to unauthorised absences due to

- holidays during term time
- late marks after the registers have closed
- and/or absences where the school have not been given a satisfactory reason for absence.

The absences can be an accumulation of all three above mentioned that add up to 10 sessions for a penalty notice referral to be initiated. There are two sessions each school day, one session in the morning and one session in the afternoon.

Full details of the afore mentioned, and all other changes to statutory guidance, can be found on the links below:

[Fines for parents for taking children out of school: What you need to know – The Education Hub \(blog.gov.uk\)](https://www.blog.gov.uk/2024/08/01/fining-parents-for-taking-children-out-of-school-what-you-need-to-know/)

[Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1254467/working-together-to-improve-school-attendance-2024.pdf)

As always, we really appreciate, and thank you all, for your continued support in ensuring high standards of attendance and punctuality here at Woodland Primary School. If you have any questions, please do not hesitate to contact us on the number above.

Yours sincerely

M. Dodson

Headteacher

**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**

At Woodland primary School we are clear in our desire to ensure all students have good and sustained attendance. With only 190 school days each year, it is imperative that each day is utilized to its full potential to offer the best possible opportunity for future success. We are committed to working with parents and carers to ensure a high level of school attendance.

Penalty Notice Fines for School Attendance

The new National Framework for Penalty Notices states the following changes will come into force for penalty Notice Fines issued after 19th August 2024

Per Parent, Per Child

Penalty Notice Fines will now be issued to each parent, for each child that was absent. For example: 2 siblings with unauthorised absence during term time may result in each parent being issued with one penalty notice per child.

10 sessions of unauthorised absence in a 10 week period

Penalty Notice Fines will now be considered when there have been 10 sessions (5 days) of unauthorised absence in a 10 week period.

First 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.

Second Offence

(within 3 years from the date of issue of first penalty notice)

The second 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.

Third Offence

(within 3 years from the date of issue of first penalty notice)

The third time an offence is committed for term Time Leave or Irregular Attendance the case will be presented straight to the Magistrates court and fines can be up to £2,500 per parent per child. **This is a criminal offence and a parent may end up with a criminal record.**