

Ms J Duncan  
BA (Hons)  
Executive Head Teacher



Wednesday 4<sup>th</sup> September 2024

Dear Parent/Carer,

We are writing to let you know about new attendance guidelines from the Department for Education (DfE) which came into effect on 19th August 2024 and apply to all schools.

Changes to School Penalty Notice Fines:

- A penalty notice will be given if a student has 10 sessions (5 school days) of unauthorised absences within any 10-week school period. These can be from different terms or years.
- Unauthorised absences include holidays as we cannot authorise a term time holiday (even if you have submitted a Leave of Absence request form)
- The first penalty notice fine for unauthorised absence:
  - £160 per parent, per child, if paid within 28 days.
  - £80 per parent, per child, if paid within 21 days.
- For a second offence (within 3 years) for the same child, the fine will be £160 per parent, per child, if paid within 28 days.

Penalty Notice Fines are issued to each parent for each child. For example, if 3 siblings are absent, each parent will get 3 separate fines.

Attending school regularly helps children in many ways including;

- Establishing routines
- Developing their social and emotional skills
- Developing independence
- Developing communication
- Supporting pupils to be resilient and confident

These are all things that enable children to be happy and to thrive. We wish to work with you to ensure your child reaches their full potential. **This can be achieved by ensuring your child comes to school every day.**

If you have any questions, please contact the academy.

Jennifer Duncan

Executive Head Teacher



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