

4th September 2024

Dear Parent/Carer

I am writing to inform you of changes made in “Working together to improve attendance statutory guidance for maintained schools” document regarding penalty notices for absence of leave and persistent absences.

A request for absence of leave will not be granted for the purpose of a holiday unless deemed to be exceptional circumstances. If you do choose to take your child out of school during term time and it is not deemed exceptional circumstances and/or has not been approved by the school, then this will be recorded as an unauthorised absence and a penalty notice will be issued.

A penalty notice is a strategy used by schools to address the unacceptable levels of attendance of children at their school under the following legislation.

- Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise.
- Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act.
- In cases where this duty is not being fulfilled Section 4448 of the same act empowers the local authority to issue a penalty notice.
- The first penalty notice issued will be charged at £160 if paid within 28 days, this will be reduced to £80 if paid within 21 days. A second penalty notice issued will be charged at a flat rate of £160 if paid within 28 days. A third penalty notice cannot be issued to the same parent within 3 years of the date of the first, so will often include considering prosecution.

Please note a penalty notice can also be issued if your child is seen in a public place within the first 5 days of an exclusion from school, as stated in Section 103 of the Education and Inspections Act 2006. A penalty notice will be charged at £120, reduced to £60 if paid within 21 days.

Yours Sincerely



Mrs K Revill

Attendance Lead