

The Federation of Beckwithshaw, Kettleasing Felliscliffe and Ripley Endowed CE Primary Schools

Friday 5th July 2024

Dear Parent/Carers,

Attendance Guidance

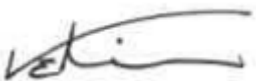
As you may be aware, the guidance for school attendance is changing from 19th August. Overleaf is a handy flow chart to help explain this clearly as we move to these new guidelines as of September 4th - our first day of the Autumn Term.

Your support in ensuring your child has good attendance at school positively impacts their education.

Please review the changes detailed in the flow chart overleaf.

As ever, if you would like to discuss any of this further or in the future, do not hesitate to contact school.

Warmest regards,



Miss Victoria Kirkman

Attendance is Changing

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notices issued after the 19th August 2024

Per Parent(s) per Child – Leave of absence

A Penalty Notice is issued for each child that was absent to the parent or parents who took them on the Leave.

For example: 3 siblings absent for term time leave, would result in the parent(s) receiving 3 fines in total

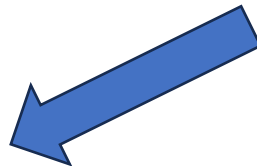


5 days (10 sessions) or more of term time Leave of absence

Penalty Notices will be issued for Term Time Leave of 5 or more days in a block or over a 10 week period.

10 sessions of unauthorised absence in a 10-week period for Irregular attendance

Penalty Notice Fines will be issued by the Local Authority when there has been 10 sessions or more of unauthorised absence in a 10-week period. This will be part of a joint formal attendance procedure including a three week 'Notice to Improve' having been issued and not complied with.



First Offence

The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be

£160 per child paid within 28 days

Reduced to £80 per child if paid within 21 days



Second Offence

(within a rolling 3 year period)

The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:

A flat £160 per child paid within 28 days



10 sessions of unauthorised absence in a 10-week period for Irregular attendance

Penalty Notice Fines will be issued by the Local Authority when there has been 10 sessions or more of unauthorised absence in a 10-week period. This will be part of a joint formal attendance procedure including a three week 'Notice to Improve' having been issued and not complied with.

Third Offence and Any Further Offences (within a 3 year rolling period)

The third time an offence is committed for Term Time Leave or Irregular Attendance a 3rd Penalty Notice cannot be issued to the same parent for the same child. The case will be presented straight to the Magistrates' Courts.

Magistrates' fines can be up to £2500 per parent, per child

Cases found guilty in a Magistrates' Court can show on the parent's future DBS Certificate as it is a criminal offence to fail to ensure a child's regular attendance at the school where they are a registered pupil