

Monday 9th September 2024

Dear Parents/Carers,

RE: Attendance

At Woodhill, we place a high value on regular attendance and punctuality, as they are essential for your child's academic success and overall development.

In line with our commitment to these principles, we are implementing the updated attendance reporting guidelines mandated by the Department for Education (DfE). These guidelines, which aim to ensure consistent attendance and address unauthorised absences more stringently across the country, took effect on 19th August 2024.

We would also like to inform you of the introduction of the new national framework for penalty notices, which applies to absences, including unauthorised or irregular attendance, that also came into effect on 19th August 2024. These changes apply nationwide, even if you move schools or change residence. Please see the attached notice from the Royal Borough of Greenwich, which outlines the changes now in effect regarding penalty notice fines for unauthorised absences.

Good attendance extends beyond simply being present at school; it also includes punctuality. It is important that your child arrives on time and remains in school throughout the day.

As parents, you play a vital role in supporting these expectations. Please ensure your child is ready and at school promptly each morning, and try to minimise any appointments or commitments during school hours to avoid disruptions to their learning.

We appreciate your cooperation in helping us uphold these standards and foster a positive learning environment for all pupils.

Yours sincerely,



Mrs. S Lloyd
Interim Headteacher



Penalty Notice Fines for School Absence Have Changed

A National Framework for Penalty Notices, has been introduced by the Department for Education and came into effect on the **19th August 2024**.

There is Now a National Threshold

There will be a single consistent **national threshold** for when a penalty notice must be considered by all schools in England, of **10 sessions** (usually equivalent to 5 school days) of unauthorised absence, within a rolling **10 school week** period.

For example:

- a **5 day** holiday in term time (term time leave), would meet the national threshold.
- **5 days** of unauthorised absence due to irregular school attendance, would meet the national threshold
 - The 10 school week period can span different terms or school years.

Who May Be Issued with a Penalty Notice?

Penalty Notices are Issued Per *Parent, Per Child

Penalty Notice Fines are issued to each parent who allows their child to be absent from school.

For example:

- 3 siblings absent for term time leave, would result in each parent who allowed the absence, receiving 3 separate fines.

First Offence

The first time a Penalty Notice is issued for term time leave or irregular school attendance, the fine amount will be:

- £80 per parent, per child, if paid within 21 days.
- Increasing to £160 if paid between days 22-28.

Second Offence (within 3 years)

The Second time a Penalty Notice is considered and issued for term time leave or irregular school attendance, the fine amount will be:

- £160 per parent, per child, payable within 28 days.

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time Leave or Irregular school Attendance, a Penalty Notice will **not** be issued.

- The case will be referred to the Magistrate's Court for consideration.
 - Upon Prosecution a parent can receive a criminal record and a fine of up to £2,500.

If you are experiencing difficulties in ensuring your child's regular school attendance, you are advised to speak with the Attendance Lead in your child's school, to address any support needs.

*Parent is defined as the natural parent, the person with whom the child lives and/or has day to day care of the child

[Working together to improve school attendance - GOV.UK \(www.gov.uk\)](http://www.gov.uk)