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Dear Parents/Guardians,

School Attendance

As a school we have a responsibility to monitor the attendance of all children in school. Attendance is vital to a child, children who have better attendance are proven to achieve more.

One days absence can have a huge impact on the learning of a child; they may miss a vital section of learning a new concept in maths, or a key piece of information needed for a genre of writing. While we will always provide support so the child can catch up, an absence can leave a gap in learning which impacts progress.

New National guidance has been released for all schools and we wanted to share the main points with you. This guidance will come into force on the 19th August 2024

National Threshold

All schools must consider a penalty notice when a total of 10 or more sessions (there are 2 sessions per school day) of unauthorised absence are taken within a ten-week rolling period.

Who may be fined?

Penalty notices may be issued to each parent (for each child) who allow their child to be absent from school for ten or more sessions of unauthorised absence in a rolling ten-week school period.

Structure of penalty notices

The first time a penalty notice is issued the fine will be **£160 per parent, per child**. If this is paid within 28 days it will be reduced to £80.

The second penalty notice will be **£160 per parent per child**. The lower rate is not available. If another unauthorised absence over the threshold is taken within a three-year period, other legal measures will be considered to address the absence concerns.

Further information can be found here.

<https://educationhub.blog.gov.uk/2024/02/29/fines-for-parents-for-taking-children-out-of-school-what-you-need-to-know/>

As a school we always prefer to work with parents to ensure attendance is as high as possible for the benefit of children. We have a number of systems in place and will always be happy to speak to you about your child's attendance.

Yours sincerely,

Mr K Butler