



Wednesday, 17 July 2024

Dear Parents,

We hope this letter finds you well. We are writing to inform you about important changes regarding penalty notices for school attendance, which will take effect on 19th August 2024.

Under the new National Framework for Penalty Notices (which is government-led, not initiated by the Academy or Trust), please note the following adjustments:

Per Parent/Per Child: Penalty notice fines will continue to be issued per parent, per child. For example, if three siblings are absent for term-time leave, each parent will receive three separate fines.

Reasons for Issuing Penalty Notices: Penalty notice fines will be issued for term-time leave of five or more consecutive days, as well as for ten sessions of unauthorised absence within a ten-week period.

First Offence: The first time a penalty notice is issued for a term-time holiday or irregular school attendance, the fine will be £160 per parent, per child if paid within 28 days of issuance, reduced to £80 if paid within 21 days.

Second Offence: If a second penalty notice is issued to the same parent for the same pupil within three years of the first notice, the fine will be £160 per parent, per child if paid within 28 days (with no reduced fee for early payment).

Third Offence: On the third occasion of an offence within three years, a penalty notice will not be issued. Instead, the case may proceed straight to parental prosecution under the Single Justice Procedure. If found guilty, the magistrates can impose a fine of up to £1000.

It is essential to adhere to these guidelines to ensure your child's regular attendance at school. We appreciate your support in this matter and thank you for your attention to these changes.

Should you have any questions or concerns, please do not hesitate to contact the academy attendance office.

Sincerely

Mr N Harris
Head of School

Sarah Lathlane - Executive Headteacher
Neil Harris – Head of School

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