



We commit ourselves to love, respect and serve one another as disciples of Jesus Christ'

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September 2024

Dear Parents and Guardians,

I hope this letter finds you well. We are writing to inform you of an important update regarding attendance penalty notice fines that will take effect from 19th August 2024. This change is in response to new regulations aimed at reinforcing the importance of regular school attendance.

Penalty Notices are issued to reduce the number of school days lost during term time for the purpose of a holiday.

The new penalty structure is as follows:

- **First Offence:** A fine of £160 per parent, per child, which must be paid within 21 days. If the fine is paid within 10 days, the amount will be reduced to £80.
- **Second Offence:** If a second Penalty Notice is issued for term time leave or irregular attendance in a three-year period, the fine will be £160 per parent, per child, payable within 28 days.
- **Third Offence:** A third time there is term time leave or irregular attendance, a Penalty Notice will not be issued and the case will be presented to the Magistrates' Court. These fines can be up to £2500 per parent, per child. Cases found guilty can show on a parent's future DBS as 'failure to safeguarding a child's education'.

Failure to pay these fines within the specified period may result in prosecution, where further legal action could be taken.

Penalty Notices are issued for term time leave of five or more consecutive days. Penalty Notices may also be considered when there have been 10 sessions of unauthorised absences in a 10 week period, known as irregular attendance.

These adjustments are part of a broader effort to ensure that all students have consistent access to education, which is vital for their academic and personal development. Regular attendance is crucial for maintaining continuity in learning, and the updated fine structure is intended to encourage families to prioritise school attendance. Every child of compulsory school age has a right to an education and it is the legal responsibility of every parent/carer to ensure their child receives this education.

We understand that there may be circumstances where attendance can be challenging. If you are facing difficulties that might affect your child's attendance, please do not hesitate to contact us. Our staff are here to support you and explore ways to ensure your child's consistent attendance at school.

We appreciate your understanding and cooperation with these new regulations. Together, we can ensure that our students receive the full benefit of their education.

Yours sincerely

Mrs J Jackson  
Assistant Headteacher