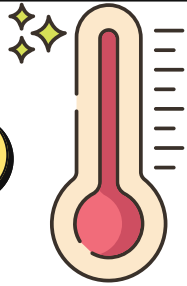


WORKING TOGETHER TO IMPROVE ATTENDANCE

In August 2024, new guidance was released for schools and local authorities to improve and maintain good attendance. The information below summarises some of the significant changes and key information for families.

1



15 DAYS OF ILLNESS

Schools now have a duty to inform the Local Authority when pupils miss, or are expected to miss, 15 school days due to illness. This can be one continuous period of 15 days or multiple periods of illness which total to 15 days. This will ensure continuity of education for pupils who cannot attend because of health needs.

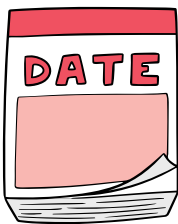
2



FRAMEWORK OF PENALTY NOTICES

A new national framework for penalty notices has been introduced by the Department for Education. Further detail is provided overleaf. This framework applies when unauthorised holidays are taken during term time, and when the number of sessions missed due to unauthorised absence meets the national threshold of 10 sessions in 10 weeks.

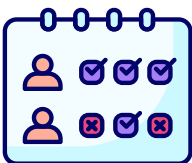
3



10 SESSIONS IN 10 WEEKS

All schools must now consider whether a penalty notice is appropriate when absence meets the national threshold. The threshold is 10 sessions of unauthorised absence in a rolling 10 week period. This can be from a block of absence (eg a 5 day holiday) or a combination of holidays, lateness or other absences during a ten week period.

4



PERSISTENT / SEVERE ABSENCE

Children with less than 90% attendance are defined by the government as being persistently absent. We will continue to provide support for families to improve attendance. Where this is unsuccessful, the Local Authority may also provide support. If absence continues to cause concern, a Notice to Improve or other legal intervention will be considered.

5



SUPPORT AVAILABLE

This remains unchanged. Staff at the school will continue to provide a happy, safe and welcoming environment for all children. We will continuously monitor attendance data, intervene quickly when concerns arise and work with families to remove barriers to attendance. Families can monitor their children's attendance at any time using the ScholarPack app.



NATIONAL FRAMEWORK FOR PENALTY NOTICES

From August 2024, the new national framework comes into effect. All state funded schools must consider whether a penalty notice is appropriate in each individual case where one of their pupils reaches the national threshold.



NATIONAL THRESHOLD

All schools must now consider whether a penalty notice is appropriate when absence meets the national threshold. The threshold is 10 sessions of unauthorised absence in a rolling 10 week period. This can be from a block of absence (eg a 5 day holiday) or a combination of 10 sessions from holidays, lateness or other absences in a ten week period.



THREE YEAR PERIOD

The new framework operates on a three year rolling period. From August 2024, only two penalty notices can be issued to the same parent in respect of the same child within a three year rolling period.

1

2

FIRST AND SECOND OCCASIONS

The first penalty notice issued to a parent in respect of an individual pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days. A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days with no reduction available.

3

THIRD OCCASION

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other legal attendance interventions.



SUPPORT AVAILABLE

Staff at the school provide a happy, safe and welcoming environment for all children. We will continuously monitor attendance data, intervene quickly when concerns arise and work with families to remove barriers to attendance. Families can monitor their children's attendance at any time using the ScholarPack app.

