



Dear Parents/Carers,

As you are aware, absences in term time are not permitted without the permission of the Headmaster as taking children out of school during term time disrupts their school routine and learning.

The Government have introduced a single national threshold for when a penalty notice must be considered by all schools in England. This threshold is ten sessions (usually equivalent to five school days) of unauthorised absence within a rolling ten school week period. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The period of ten school weeks can span different terms or school years.

In line with national guidance, the Local Authority (LA) and school retains the discretion to issue a penalty notice before the threshold is met. As such you are now being referred for a Penalty Notice under Sec. 444a. of the Education Act (1996) for failing to ensure the regular attendance of your child(ren).

Penalty Notices may be issued by the Local Authority at £160 per parent, per child if paid within 28 days, reducing to £80 per parent, per child if paid within 21 days, for a first offence. Failure to pay the Penalty Notice within the timescales may result in prosecution for the offence of failing to ensure your child's regular attendance at school.

Please note that, if you have received previous penalty notices in relation to the unauthorised absence patterns of a child for whom you hold parental responsibility/day-to-day care and responsibility, or you have previously been prosecuted under section 444 1/1A Education Act 1996, you may not be eligible for further penalty notices and your case may automatically proceed to prosecution.

Please [click this link](#) to see information relating to absence reporting.

Also please refer to the NHS website 'Is my child too ill for school?' - for the guidelines on sending your child to school if they are unwell.

We thank you for your support in ensuring that your child is not absent from school during term time unless for authorised reasons.

The Attendance Office

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