



13 September 2024

Dear Parent/Carers

What a great start to the school year, in terms of attendance to school! As a school we really appreciate your support in making every effort to ensure your child is in school and we will continue to work with you on this.

Click here to view our updated [Attendance Matters booklet](#) that we display on our website. I just wanted to take this opportunity to give you some information about some changes brought in by the local authority and changes in the DfE guidelines, that you may not be aware of.

### **Lateness to school**

As you are aware our school policy is that students late to school without good reason, will receive a 20 min detention the same day after school.

Recent changes to the DfE guidelines now state that **if a child arrives after 9:30am, we can no longer enter a late mark but instead they are marked absent for the whole morning session.** If the lateness is due to a legitimate reason e.g. a medical appointment, the absence can be authorised.

### **Unauthorised Absence Fixed Penalty Notices**

The system implemented by the council for issuing Fixed Penalty notices for unauthorised school absence has changed and is summarised below.

- In Nottinghamshire, parents can be fined if their child has in excess of 5 days (or 10 half days) of unauthorised absence over a 10 week period. *A penalty notice is charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.*
- For a second offence (within 3 years) a second penalty notice can be issued to the same parent in respect of the same pupil but is charged at a flat rate of £160 if paid within 28 days. No reduced rate is offered.
- For a third offence, a third penalty notice cannot be issued to the same parent in respect of the same child within 3 years. In a case where the national threshold is met for a third time (or subsequent times) alternative action could be taken which may include a referral to the Magistrates Court who can fine up to £2500 per parent per child.
- Penalty fines will also be considered where there have been 10 sessions of unauthorised absence in a 10 week period.

I have attached a visual representation of this information. Please also remember that it is not our school that is fining you, but the Local Authority.

Nottinghamshire County Council have more information about this on their website, which can be accessed using the following link

<https://www.nottinghamshire.gov.uk/education/school-discipline-and-exclusions/attendance-absence-truancy>

Kind regards

A handwritten signature in black ink, appearing to read 'M Hamer', with a blue dot above the 'i' in 'Hamer'.

Mr M Hamer  
Assistant Headteacher

# PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE IS CHANGING

## FIRST OFFENCE

# 1

The first time a Penalty Notice is issued for Term Time Leave or irregular Attendance the amount will be:

£160 per parent, per child if paid within 28 days  
Reduced to £80 per parent, per child if paid within 21 days.

# 2

## SECOND OFFENCE (WITHIN 3 YEARS)

The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:

£160 per parent, per child to be paid within 28 days. No reduced rate will be offered.

The following changes will come into force for Penalty Notice Fines issued after **19th August 2024**.

# 3

## THIRD OFFENCE AND ANY FURTHER OFFENCES (WITHIN 3 YEARS)

The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates; fines can be up to £2500 per parent, per child.

Cases found guilty in Magistrates' Court can show on a Parents future DBS certificate, due to failure to safeguard a child's education'.

## 10 SESSIONS (5 DAYS) OF UNAUTHORISED ABSENCE IN A 10-WEEK PERIOD

Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10-week period.