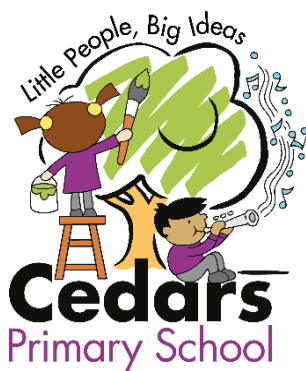


**Headteacher**

Mrs Nicola Truman BA (Hons)  
QTS NPQH

**Chair of Governors**

Mrs Adeeba Hussain



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Monday 15<sup>th</sup> July 2024

Dear Parents and Carers,

As you may be aware, the Government have introduced a 'Working together to Improve Attendance' statutory document, this means that it is a legal requirement for us as a school to follow the guidelines.

Please take the time to read the following changes:

- Absence fines charged to parents will rise from £60 to £80, or £160 if not paid within 21 days. The local authority will issue the fines to parents/carers once the school have submitted the information regarding the term time absence.
- From September 2024, only two fines can be issued to the same parent for the same child within a three-year rolling period. The third time an offence is committed for term time leave, a penalty notice will not be issued and the case will be presented straight to the magistrates' court and fines can be up to £2500 per child, per parent.

**PLEASE BE AWARE THAT WHEN THE CASE IS PRESENTED AT COURT, IT MAY RESULT IN A CRIMINAL RECORD BEING ISSUED TO THE PARENTS OF THE CHILD.**

- From September, schools will consider a fine if a pupil misses 10 sessions of unauthorised absence in a rolling period of 10 school weeks.
- Schools must share daily attendance data with government from September.
- Schools will have to give the local authority the name and address of sick pupils who will have missed 15 consecutive or cumulative days. Schools will also be expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences from school.
- Schools should now be particularly mindful of pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities, and provide them with additional support.