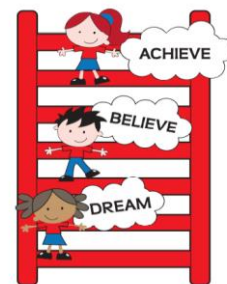


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Headteacher: Miss T. Smith

Dear parent/carer,

We are writing to you because the Department for Education (DfE) have introduced some new guidance for schools and Local Authorities (LAs) for managing school attendance. They have also introduced a new national framework for penalty notice and amended the law. These changes come into effect from the 19 August 2024 and all schools and LAs across the country will be expected to follow the new statutory guidance.

Support first: Regular attendance and punctuality at school is very important. First of all, school will contact families to offer support and to seek to improve attendance outcomes for children.

National Framework for penalty notices: The Government have introduced a new national framework for when all offers of support have been exhausted and the parent/carer is not engaging with the attempt to improve their child's attendance at school. They may then decide to refer the case to the LA for formal monitoring. This may proceed to legal action if the attendance does not improve.

Education Penalty Notices: are issued to parents of statutory school age children. They can be issued to each parent or carer who is deemed liable for the child's absence from school.

The new costs and process is outlined below:

First Offence - The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.

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 paid within 28 days.

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.

Term time holidays: Pupils are not permitted to take holidays during term time. Schools are prevented from approving these except on the occasion that there are extremely exceptional circumstances. Families would be expected to provide evidence for this. If a request for leave is denied and the pupil is absent for 5 days or more then the school is expected to refer the case to the LA. The LA will issue a penalty notice with no requirement for a formal warning to be issued. Penalty notices can also be issued where a pupil is absent for repeated incidents of unauthorised leave in term time that fall below the 5-day threshold.

Derbyshire County Council will be publishing its updated code of conduct for penalty notices and all the necessary updated information on Education Welfare page in time for the start of the new term in September. There is also information on the school website.

We appreciate that there are a lot of changes for September and for many of you these will have little or no impact. However, if your child is anxious about attending school, please speak with your child's teacher, the attendance / family support worker; Mrs Farrall or Inclusion lead / family support worker; Mrs Starling. They are there to explore what support can be provided to help your child to attend school regularly.

Yours sincerely

Miss Smith and Mrs Farrall

