



Friday 18 October

Dear Parents and Carers

Penalty Notice Fines for School Attendance

We are writing to inform you that with the introduction of the new National Framework for Penalty notices on 19 August 2024, the following changes have come into effect:

<p>5 consecutive days (10 sessions) of term time leave or unauthorised absence in a 10 week period</p> <p>Penalty Notices Fines can be issued for unauthorised term time leave (code G) of 5 days (10 sessions) or more.</p>	<p>Per Parent, Per Child</p> <p>Penalty Notice Fines can be issued to each parent, for each child that was absent from school if the headteacher has not authorised the absence.</p> <p>For example, 3 siblings absent for term time leave would result in each parent receiving 3 separate fines.</p>
<p>First Offence</p> <p>The first time a Penalty Notice is issued for term time leave or irregular attendance the amount will be:</p> <p>£160 per parent, per child if paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.</p>	<p>Second Offence (Within 3 years)</p> <p>The second time a Penalty Notice is issued for term time leave or irregular attendance the amount will be:</p> <p>£160 per parent, per child, to be paid within 28 days.</p>
<p>Third Offence and any further offences (within 3 years)</p> <p>The third time an offence is committed for term time leave or irregular attendance a Penalty Notice will not be issued, and the case may be presented to the Magistrates' Court under S4441 Education Act 1996.</p> <p>Cases found guilty in the Magistrates' Court could result in a fine up to £2500 per parent per child, and will also hold a criminal record, for failing to secure regular attendance.</p>	
<p>Mixed unauthorised codes that meet 10 sessions</p> <p>For 5 days (10 sessions) of other unauthorised absences recorded in a rolling 10 week period, a 20 day Notice to Improve can be issued by the school</p>	

Our key priority is to ensure that all children at St Wulstan's are as successful as possible and can achieve their full potential. High standards of attendance are proven to give children the best possible opportunities to excel in school. You can review your child's attendance record at any time on the Arbor platform.

Any applications for absence during term time must be made using the Leave of Absence Request form. If you require a copy of this form, please contact Mrs Brown in the school office. The form can also be found on our website on the Attendance page under Key Information.

Yours faithfully,

E Brocklesby

S Laskey

Mrs E Brocklesby
Executive Principal

Mrs S Laskey
Head of School

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