

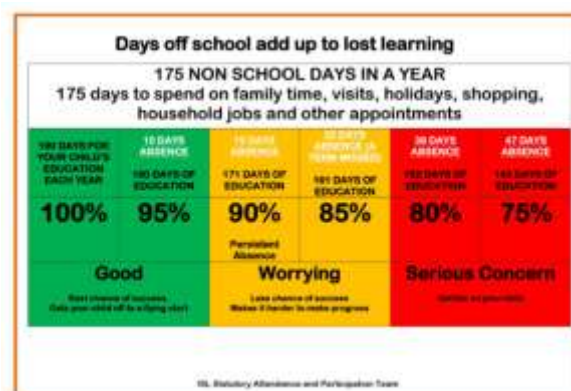
School Attendance: A Reminder

At Enderby Danemill Primary School, we believe that regular, consistent attendance plays a major role in the quality of learning for each of our children.

Attendance Expectations

The DfE say there is clear evidence of a link between poor attendance at school and low levels of achievement. Regular, punctual attendance at school is both a legal requirement and essential for children to maximise their educational opportunities. The expectation is that every child should be in school, every day, unless they are unwell. We understand that children are likely to be unwell at some point during the school year and as a result, the attendance expectation here at Enderby Danemill is 96%.

How does poor attendance affect my child?



Absence requests in term time

Absences due to term-time holidays are disruptive to learning and lead to missed opportunities in the classroom. Term-time holidays are not permitted during the school year unless there are exceptional circumstances. We emphasise that such instances will be considered on a discretionary case-by-case basis, and the decision will be made with the child's educational welfare as upmost priority.

Support

We do our very best to support our children to attend school regularly. We review our whole school attendance on a weekly basis and letters will be sent where attendance is falling or there is an increase in lates.

The school's attendance policy incorporating these changes can be found on our school website.

Please note that all penalty notices are paid to the local authority and not to the school.

If you have any questions regarding your child's attendance, please contact Mrs Lapidge-Naish, our Attendance Officer, who will be happy to help.

Yours Sincerely,



Mrs L Hackett
Headteacher

5 Days of Unauthorised Absence

Penalty Notice fines may be issued for any term-time absences that are unauthorised (for example, a 5-day-term-time holiday) whether these absences are taken consecutively or cumulatively over a rolling period of 10 school weeks.

10 sessions of unauthorised absence in any 10-week period

Penalty Notice fines will also be considered when there have been 10 sessions of unauthorised absence in any rolling period of 10 school weeks.

A school day has 2 sessions: 1 morning and 1 afternoon session per day.

A **school week** means any week in which there is at least one school session. The threshold can be met with any combination of unauthorised absence (e.g. 6 sessions of holiday plus 4 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

What is a Penalty Notice?

A Penalty Notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution. If repeated penalty notices are being issued and they are not working to change behaviour they are unlikely to be the most appropriate tool. Therefore, from August 2024, only 2 Penalty Notices can be issued to the same parent in respect of the same child within a 3-year rolling period and any second Penalty Notice within that period is charged at a higher rate. Any further offences may result in criminal prosecution. The law will be clear that where the Penalty Notice threshold is met – in each individual case, the school **must** consider if a Penalty Notice is appropriate.

First Offence

The first time a Penalty Notice is issued for a Term-time Leave of Absence 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.

Second Offence (in a 3-year rolling period)

The second time a Penalty Notice is issued for a Term-time Leave of Absence or irregular attendance, to the **same parent** for the **same child** the amount will be:

£160 per parent, per child (if paid within 28 days)

There is no reduction in the amount.

Third Offence or Any Further Offences (in a 3-year rolling period)

The third time an offence is committed for a Term-time Leave of Absence or irregular attendance, to the **same parent** for the **same child** (including those by other Local Authorities) a Penalty Notice will NOT be issued but will be referred to Leicestershire's Inclusion Team for Prosecution which may result in fines up to £2500 per parent, per child.

Cases found guilty in a Magistrate's Court can show on a parent's future DBS certificate.

Unchanged

Penalty Notice fines are issued **Per Parent, Per child**. This means that fines are issued to each parent, for each child who is absent.