



06th September 2024

Dear Parents/Carers

We wrote to you back in May explaining the changes to the Fixed Penalty Notices but we wanted to share this again, as the fines and procedures have altered significantly.

As you may be aware, if a child misses 10 or more sessions (1 day is two sessions) for an unauthorised reason, you may be issued with a Fixed Penalty Notice. This could be an O code (unauthorised reason) or G code (unauthorised holiday). The Department for Education have introduced the new National Framework for Penalty Notices, the below changes will come into force for Penalty Notice Fines issued after 19th August 2024:

Per Parent, Per Child

Penalty Notice Fines will now be issued to each parent, for each child that was absent.

For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

5 consecutive days of term time leave

Penalty Notice Fines will be issued for Term Time Leave of 5 or more consecutive days

10 sessions 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.

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. Magistrates' fines can be up to £2500 per parent, per child.

As we have seen a significant increase in the amount of holiday requests this year, we wanted you to be well informed of the changes before you decide to take your child out of school.

At Sandbach primary Academy, we take attendance very seriously and are keen to support all our students achieve their full potential. This works hand in hand with good attendance.

Top tips for good school attendance

- *create good attendance habits from when your child first goes to nursery*
- *talk to your child about the importance of school for their future*
- *take a positive interest in your child's work, including helping them with homework*
- *help your child to get into a good night-time, sleep time and morning routine*
- *have a good relationship with school, talk to them about concerns you have and your child's progress*
- *contact school on the first day of absence if your child is not able to attend*
- *be honest with school if your child is absent or not wanting to attend*
- *book all holidays in the school holidays and not in term time*
- *book medical appointments after school or during the school holidays. If you can't, then make sure your child attends before and after their appointment*
- *prioritise school attendance over other activities and ask for help if you need it*

If you feel you want support or wish to discuss any of the changes coming into force from September, please don't hesitate to contact the school office.

We hope to keep working together to improve our whole school attendance.

Thank you

Mrs S Whiteway and the Attendance Team