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Monday 15th July 2024

New Attendance Framework 2024

Dear Parents and Carers,

As we approach the end of the 2023/24 academic year, I would like to make you aware of some important and significant changes to the national guidance on attendance, and how it may affect you as parents/carers.

From the 19 August 2024 the national guidance on Working Together to Improve School Attendance becomes statutory. The majority of the guidance impacts on how maintained schools, Academies, Local Authorities and external partners, will work towards supporting students in improving their attendance where this is needed.

However, there are some key parts which will affect you as parents/carers and these are summarised below:

Attendance codes are changing

You may see that existing codes have been removed and new codes have been added when we share your child's attendance record with you.

Fixed Penalty Notice Fines (FPNs) are increasing

These are a legal intervention by the Local Authority for unauthorised absences such as: term time holiday (Code G), where reasons for absence have not been provided or are unsatisfactory (Code O), where a student is persistently late after the registers close (Code U).

Please see attached for full details of changes.

Long Term Sickness (Physical or Mental ill health)

We appreciate that there are times when a child is too unwell to attend school and would not expect them to attend in these circumstances. However, under the new guidance we now have a statutory duty to report to the Local Authority those students who are off through illness (Code I) under the following circumstances:

1. Student is unable to attend through illness and there are reasonable grounds to believe they will miss **15** or more **consecutive** school days.

Or

2. The student has reached, or exceeded **15** school days absence through illness in the current academic year either **consecutive or cumulative**.

So that we can review and consider the most appropriate support for your child under these circumstances, and to ensure absences are appropriately recorded, we will request that medical evidence be provided from your child's GP or another medical practitioner.



Reporting Absence:

Absence needs to be phoned into the office **before 9am** on the day of absence. Please do not report absence or provide medical evidence directly to teachers.

Leave of Absence Requests:

The DfE advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the Headteacher to determine the length of time the pupil can be away from school. Although we recognise the value and benefits of family holidays, it is unlikely a leave of absence will be granted for a family holiday during term time as they would not typically be seen as an exceptional circumstance.

Any leave of absence requests must be made on the form provided on the school website. This will be updated and available on the school website or from the office.

If the school does not receive a request for leave, we will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. Headteachers are not obligated to reconsider authorising leave if an application was not made in advance. We therefore ask that you make an appointment to discuss such requests with Miss Egleton prior to making arrangements.

We are required to refer the matter to the Local Authority for consideration of further action and as such need to make you aware that the outcome could be a Penalty Notice, payable direct to the Local Authority.

We support the government's stance on trying to reduce the amount of school missed and we hope that you will continue to support us by not planning a leave of absence during term time.

I would like to thank you all for your continued support with ensuring regular attendance during this academic year.

I hope you all have a relaxing and enjoyable summer break when it arrives and I look forward to working together with you from September.

Yours sincerely,



Miss Egleton
Headteacher





Norfolk
County Council



Penalty Notice Fines for School Attendance are changing!

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued **after 19th August 2024**.

Per Parent, Per Child

Penalty Notice Fines are 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.

National Threshold

There will be a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The 10-school week period can span different terms or school years.

First Offence

The first time a Penalty Notice is issued for unauthorised absence 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 unauthorised absence 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 a Penalty Notice will not be issued and the case will be presented straight to the Magistrate's Court. Prosecution can result in criminal records and fines of up to £2,500.
- Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate due to 'failure to safeguard a child's education'.



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