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LOVE ONE ANOTHER

WORKING TOGETHER TO IMPROVE SCHOOL ATTENDANCE

4th July 2024

Dear Parents

The Government have published new guidance on managing school attendance. This becomes mandatory for all schools from **19th August 2024.** It is every school's duty to have a rigorous policy for monitoring school attendance and follow the Governments guidance.

Please remember the following points.

- In law every parent of a child of compulsory school age has a duty to ensure that their child attends full-time education (section 7 of the Education Act 1996). *Parents of a registered pupil whose child fails to attend school regularly are committing an offence under section 444(1) Education Act 1996.*
- You can only allow your child to miss school if either they are too ill to attend, or you have advanced permission. If your child is absent, it must be a parent who contacts school to give a reason for the absence.
- Apart from illness all absences from school, regardless of the length of time, must be applied for in writing to the headteacher prior to the absence. If the school does not receive an application, the absence will be unauthorised.
- Schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024.
- Annual family holidays in term-time cannot be authorised by the headteacher and if a holiday is taken it could result in a fine.
    - Schools have the authority to ask for evidence to prove your child is sick. This could be a letter from a medical professional.
    - Schools have the authority to ask for evidence to prove your child was not on holiday. This could be a letter from your employer or a copy of your holiday booking form showing your holiday was not taken in term time.
    - Schools have the authority to make home visits to check on a child's welfare if they are absent for an extended period of time.
- In addition to holidays in term time, you can be fined if your child has missed 10 sessions (5days) over a 10-week period.
- **Fines are not issued by the school**. They are issued by the local authority and are classed as an out of court settlement. If they are not paid it will go to the magistrate's court and the fines increase. There is no right of appeal by parents against a penalty notice. Please read the new statutory guidance on the back of this letter for changes to the fine system.
- Schools do not receive any money from the fines.

Whilst we know some parents do not agree with the Governments rules on school attendance, they are the rules and as a school we are required to follow them. We ask politely that any anger you have is not taken out on school staff who are just doing their job.

Yours sincerely

K. McKeating

Mrs McKeating
Headteacher