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Proud to be part of Humber Education Trust

3rd July 2024

Dear Parent/Carer,

At Parkstone we are fully committed, and work extremely hard, alongside our families, to ensure high standards of school attendance and punctuality of all of our pupils, in accordance with statutory guidance.

We have a duty to inform you of further upcoming changes to the 'Working Together to Improve School Attendance', statutory guidance, that comes into force in the new academic year. Some of these changes involve an increase to the penalty notices amount payable for unauthorised absence from school.

A penalty notice is considered by a school, when, despite efforts to engage parents, and offers of considerable support to break down the barriers to school attendance have failed, and attendance continues to decline or show no significant improvement.

From 19th August 2024, the penalty notice rates will be as follows:

- A first penalty notice issued within a 3-year rolling period will be: £160 per parent per child, if paid within 28 days, but reduced to £80 per parent per child if paid within 21 days.
- A second penalty notice issued within a 3-year rolling period: £160 per parent, per child, payable within 28 days. There is no option for reduction for early payment of the fine.
- Should there be further decline in attendance, and the national threshold of 10 unauthorised sessions of absence within a 10-school week rolling period be met again, the school, along with the Local Authority, may consider prosecution.

The penalty notices relates to unauthorised absences due to holidays during term time, late marks after the registers have closed, and/or absences where the school have not been given a satisfactory reason for absence. The absences can be an accumulation of all three above mentioned that add up to 10 sessions for a penalty notice referral to be initiated.





Full details of the afore mentioned, and all other changes to statutory guidance, can be found on the links below:

[Fines for parents for taking children out of school: What you need to know - The Education Hub \(blog.gov.uk\)](#)

[Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#)

As always, we really appreciate, and thank you all, for your continued support in ensuring high standards of attendance and punctuality here at Parkstone. If you have any questions, please do not hesitate to contact us.

Yours sincerely

Mr J Rogers

Head of School



New Attendance Rules

from September 2024

The Government has updated its guidance on attendance protocols and rules for schools. This will come into force in **August 2024** and there are new rules parents need to be aware of.



Schools will have to issue penalty notices (**fin**es) for unauthorised absences ie due to **holidays**, late marks after the register has closed, absences where the school has not been given a satisfactory reason for the absence.

**FIXED
PENALTY
NOTICE**

A **first** penalty notice issued within a 3 year period:

£160 per parent, per child (reduced to £80 if paid within 21 days)

A **second** penalty notice issued within a 3 year period:

£160 per parent, per child (no reduction for early payment)

If there is a **further decline** in attendance within a 3 year period:

10 unauthorised sessions (half days) within a 10 school week period, the school along with the Local Authority will consider **prosecution**.

Full details on the changes can be found on the link below:

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

Working together
to improve school
attendance

Statutory guidance for maintained
schools, academies, independent
schools and local authorities

Published: 25 February 2024
Applies from: 19 August 2024

