

# ATTENDANCE PROCEDURES OCTOBER 2024



Please bring your child to school every day unless your child is **too ill** to attend. If they are ill please take them to the doctors and bring a copy of the appointment letter into school or any other proof.

We know it can be hard to know when to keep them off. Here is a reminder of the procedures for authorised and unauthorised attendance.

### **First offence**

A penalty notice fine could be issued, for term time leave or irregular attendance, and would be £160 per child paid within 28 days. This is reduced to £80 per child if paid within 21 days.

### **Second offence**

The second time a penalty notice fine could be issued, within three years, for term time leave or irregular attendance, the amount will be £160 per child paid within 28 days.

### **Fines for parents per child**

Penalty notice fines can be issued to parents for each child absent from school. For example, three siblings absent for term time leave, would result in the parent receiving three separate fines.

### **Five consecutive days of term time leave**

Penalty notice fines can be issued for term time leave of five or more consecutive days. Inset training days are classed as school days and can be included in the five or more consecutive days where there was intent to be absent for term time leave.

### **Ten sessions of unauthorised absence in a ten-week period**

Penalty notice fines will be considered when there have been ten sessions of unauthorised absence in a ten-week period.

### **Third offence and any further offences**

A penalty notice will not be issued for the third and any subsequent time an offence is committed, for term time leave or irregular attendance within three years – instead the case may be presented directly to a Magistrates' Court. Magistrates' fines can be up to £2,500 per parent, per child. Cases found guilty in Magistrates' Court can show on the parent's future Disclosure and Barring Service certificate, if one is applied for, categorised as "failure to safeguard a child's education."