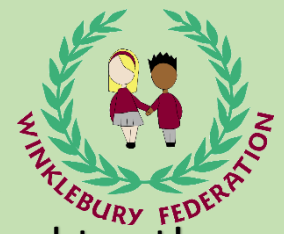


# New attendance rules!



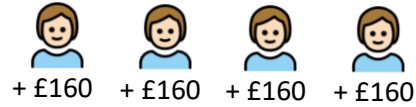
There are new rules for unauthorised absences, whether this is due to holiday, irregular attendance, or otherwise. Don't get caught out!

## 1 I'm a single parent of one child and we want to go on holiday for 5 days.

Make sure you use the absence request form. Your holiday will not be authorised. Let the school know before you book anything. As your child will miss 5 school days, you'll be given a penalty notice fine.



For each child a penalty is given...



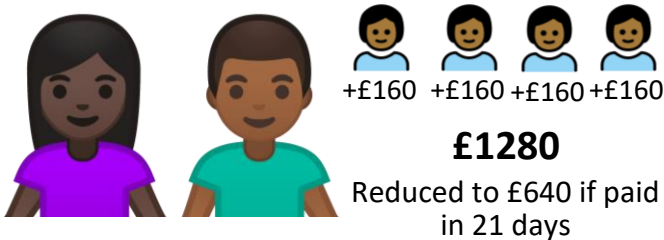
**1 parent & 1 child = £160**

Reduced to £80 if paid in 21 days

**1 parent & 4 children = £640**

Reduced to £320 if paid in 21 days

## For a family of 2 parents & 4 children



**£1280**

Reduced to £640 if paid in 21 days

## What happens if school suspects children are actually on holiday?

Photos on Facebook?  
Foreign mobile dial tone?  
Other children talking about your holiday?  
Amazing sun tan?  
Home visit shows no-one at home?



Please don't be offended if we ask for evidence or mention these questions to you. We're required to do this to ensure a fair system. Please be honest from the start. A fine may still be issued.

## 2 What about subsequent absences? Is it still the same penalty amount?

**No, not anymore.** If in any period of not more than 3 years, your child has a 2<sup>nd</sup> and 3<sup>rd</sup> leave of absence OR pattern of irregular attendance, which is unauthorised, then...

### 2<sup>nd</sup> TIME

**2 parents and...**  
1 child = £320  
2 children = £640  
3 children = £960  
4 children = £1280

**NO DISCOUNT FOR EARLY PAYMENT**

### 3<sup>rd</sup> TIME

A penalty notice fine **will not** be given. Instead, your case will be taken to court. A magistrate can fine each parent £2,500 for each child.

**1 parent & 4 children = £10,000**  
**2 parents and 4 children = £20,000**

## 3 What about irregular attendance? Could I get a penalty notice?

If your child is absent for 10 or more sessions in 10 weeks, and their absences are unauthorised, then the school is required to consider penalty notices / prosecution.



So, half a day here and day there could all add up to 10 sessions in 10 weeks. If unauthorised, then it would be a penalty notice. Remember, 1 day is 2 sessions (morning and afternoon).

Arriving late after 9.15am counts as unauthorised absence for the morning.

**YES**

## 4 What are typical reasons given that won't be authorised?

### Examples of unauthorised absences

Family birthdays and holidays  
Inadequate clothing for school  
Child being used as a carer  
Problems with transport  
Poor family organisation  
Waiting at home for repairs

Sickness of parent or sibling  
Sibling's school closed  
Refusing to attend, but able to  
No absence request completed  
Routine appointments that could be outside school hours  
Poorly pets

Where attendance is irregular, or historically poor, sickness absences may be unauthorised unless medical confirmation by a GP surgery is given.



If in doubt, give us a call!

**EVERY DAY COUNTS – ATTEND TODAY, ACHIEVE TOMORROW**