

9th July 2024

Dear Parents/Carers

Working Together to Improve School Attendance

The Department for Education has issued new statutory guidance for attendance, effective from August 19, 2024.

This affects what schools, parents, and Local Authorities must do to improve school attendance.

Headlines:

- New rules start on August 19, 2024.
- Schools will provide support for persistent absence.
- Legal actions may follow for unauthorized absences.
- **Attendance Management:** Schools must support pupils at risk of persistent absence (90% attendance or below) with meetings, school interventions, and external support. Legal actions may follow if attendance requirements are not met.
- **Penalty Notices for Term Time Leave:**
 - Unauthorised leave for 10 sessions (5 days) leads to an £80 fine per parent, per child (rising to £160 if unpaid after 21 days).
 - Second offence within three years results in a £160 fine per parent, per child.
 - Third offence leads to prosecution under Section 444 Education Act 1996.
 - Previous penalties in the last three years will affect new penalties.
- **Irregular School Attendance:**
 - **Attendance Contract:** Offered when parents support improving attendance, involves regular, informal meetings.
 - **Notice to Improve:** Formal support if parents do not engage, involving the school and Local Authority.
 - Further failure can lead to a penalty notice (£80, rising to £160 if unpaid after 21 days) or court proceedings.
- **Requests for Absence:**
 - Submit in writing with dates and reasons.
 - Headteachers can only authorise unavoidable, exceptional absences.

Updated attendance policies and official materials will reflect these changes soon.

If you have questions or need support, please contact office@abbey.college

Yours faithfully



Kate Wibberley
Deputy Headteacher