The Park Federation
ACADEMY TRUST

Attendance Policy

Approved by	Coral Snowden		
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Summary of Changes

Version	Date	Summary of Changes	Approved By

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1. Aims And Whole-School Attendance Culture

Western House Academy is committed to meeting its statutory obligations with regards to school attendance through a robust, child-centred whole-school culture and ethos that values good attendance. Attendance is the essential foundation to positive outcomes for all pupils, including their safeguarding, academic progress, wellbeing, and wider development. Good attendance begins with the school being somewhere pupils want to be, which is why we actively cultivate a calm, orderly, safe, and highly supportive environment where all pupils are keen, ready, and inspired to learn.

We aim to maintain an attendance rate of 96% and expect all members of the school community to support this. Securing regular attendance is not the preserve of a single individual but a concerted, shared responsibility. To implement a highly effective whole-school culture, the academy and its partners operate a graduated, supportive approach based on the Department for Education's framework of six core pillars:

- **Expect:** Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.
- **Monitor:** Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.
- **Listen And Understand:** When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.
- **Facilitate Support:** Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include a multi-agency plan or an early help response.
- **Formalise Support:** Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances, this may include formalising support through an attendance contract or education supervision order.
- **Enforce:** Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention, including a penalty notice in line with the National Framework or prosecution to protect the pupil’s right to an education.

The Link Between Regular Attendance and Attainment

The link between a student’s attendance and their academic attainment is irrefutable. Department for Education statutory research demonstrates that pupils with the highest Key Stage 2 (KS2) and Key Stage 4 (KS4) outcomes have higher rates of attendance across the key stage compared to those with lower attainment. At KS2, pupils who did not meet the expected standard in reading, writing, and mathematics had an overall absence rate of 4.7%, compared to an overall absence rate of 3.5% among those meeting the standard, and only 2.7% among those achieving the higher standard. At KS4, pupils who failed to achieve grades 9 to 4 in English and mathematics had an overall absence rate of 8.8%, more than double the 3.7% overall absence rate of pupils who successfully achieved grades 9 to 5. Early poor attendance habits follow through into secondary school and employment, directly impacting young people's wider life chances and economic outcomes.

Promoting and Celebrating Regular Attendance

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils, and all members of school staff. To support our community and keep attendance high, Western House Academy will implement the following initiatives:

- Celebrate class and individual achievements regularly in weekly and termly briefings and whole-school assemblies.
- Include detailed attendance and punctuality data updates in the school's monthly newsletter and on the academy website.
- Report regularly to parents regarding how their child's attendance and punctuality rates correlate with their academic progress and attainment.
- Award the House with the most pupils achieving 100% attendance in a week 50 house points.
- Reward any class achieving 100% weekly attendance with a non-school uniform day.
- At the end of each half-term, award children achieving 100% attendance 10 house points and entry into a draw for a £10.00 Smyths Toy Voucher, alongside a commemorative attendance badge.
- Award children who achieve 100% attendance for the entire academic year a special recognition trophy and a £20.00 Smyths Toy Voucher.

2. Legislation And Statutory Guidance

This policy is statutory and complies with the Department for Education's statutory guidance 'Working together to improve school attendance' (July 2026) and 'Keeping children safe in education' (September 2026). These documents establish mandatory expectations and legal duties for schools, trusts, governing bodies, and local authorities. This policy draws its authority and legal requirements from the following key legislation:

- Part 6 of The Education Act 1996 (establishing the legal duties on parents to secure full-time education and regular attendance, and defining statutory offences under section 444).
- Part 3 of The Education Act 2002 (detailing the safeguarding duties and powers of governing bodies and school leaders).
- Part 7 of The Education and Inspections Act 2006 (establishing local authority enforcement and inspection frameworks).
- The School Attendance (Pupil Registration) (England) Regulations 2024 (governing the contents, completion, amendment, and preservation of admission and attendance registers).
- The Education (Penalty Notices) (England) (Amendment) Regulations 2024 and 2026 (implementing the nationwide unified National Framework for Penalty Notices).
- The Crime and Policing Act 2026 (enacting changes to regulated activity definitions, removing the previous 'supervision exemption' for school volunteers).
- Data Protection Laws, including the Data Protection Act 2018, the UK General Data Protection Regulation (UK GDPR), and the Data (Use and Access) Act 2025 (regulating the secure processing, holding, and sharing of pupil and family data).

This policy must be read in conjunction with the school's Child Protection and Safeguarding Policy, Behaviour Regulation and Management Policy, Anti-Bullying Policy, Admissions Criteria Policy, and Suspensions & Exclusions Policy.

3. Roles And Responsibilities

In accordance with the Department for Education's statutory guidance 'Working together to improve school attendance' (Chapter 1, July 2026) Securing regular attendance requires active collaboration across the school community. Every stakeholder has a specific, statutory role in maintaining a highly effective attendance culture:

The Governing Board and Academy Trust

The Park Federation Academy Trust Board and Local Governing Body have strategic leadership responsibility for Western House Academy's safeguarding and attendance arrangements. They are responsible for promoting the importance of attendance across all policies, making sure school leaders fulfil their expectations and statutory duties, regularly reviewing and challenging whole-school attendance data, benchmarking trends against regional and national performance, holding the Principal to account, and ensuring all staff receive appropriate training.

The Principal

The Principal, Mrs Coral Snowden, is responsible for the overall implementation of this policy at Western House Academy. This includes monitoring school-level absence data, reporting attendance performance to governors, supporting staff with individual attendance cases, monitoring the safeguarding impact of absence trends, signing off on and issuing fixed penalty notices when statutory thresholds are met, and ensuring the academy's attendance support is appropriately resourced.

The Designated Senior Leader & Senior Attendance Champion

The Designated Senior Leader (DSL) responsible for attendance is Mrs Coral Snowden, and the Senior Attendance Champion is Ms Heather Kearney (Deputy Principal). Together, they are responsible for leading the strategic vision for attendance improvement, evaluating and monitoring all registration expectations and processes, overseeing rigorous data analysis, devising specific targeted interventions for cohorts and individual pupils, arranging calls and formal meetings with parents to discuss barriers, and delivering targeted multi-agency support to families.

The School Attendance Officer

The School Attendance Officer is Ms El Kashef (whaattendance@theparkfederation.org). In accordance with DfE frameworks to monitor attendance, Ms El Kashef is responsible for daily monitoring and analysis of attendance data, tracking registers in the school's management information system (Arbor), benchmarking pupil and cohort data, providing regular reports to senior leaders, making sickness and attendance returns to Slough Attendance Service, advising the Principal when penalty notices are legally required, and collaborating with local authority officers to tackle persistent and severe absence.

Class Teachers and Pastoral Leaders

Class teachers are responsible for recording attendance twice daily on Arbor, using correct national registration codes, and submitting this information immediately. Tutors must submit registers by 8:55 am in the morning and immediately at the start of the afternoon session. Teachers must promptly communicate any information regarding a pupil's absence or welfare concerns to the school office and designated safeguarding leads via CPOMS.

School Office Staff and Office Manager

The School Office Staff and the Office Manager, Mrs Lake, are responsible for receiving and recording first-day calls and emails from parents regarding daily absences. They follow up unexplained absences systematically on day one, liaise with outside agencies, and maintain accurate records of initial communication.

Child & Family Support Officer

The Child & Family Support Officer, Mrs Gregory, works directly with vulnerable families. Mrs Gregory leads the multi-disciplinary Family Help assessments, participates in weekly safeguarding meetings, designs early help and reintegration support plans, conducts home welfare visits, and coordinates with external services to resolve complex barriers to attendance.

Parents and Carers

Parents and carers have a strict legal responsibility to ensure their child of compulsory school age receives an efficient, full-time education and attends school regularly. They must make sure their child attends every day, on time, and call the school using Option 1 or email whaattendance@theparkfederation.org before 8:30 am on the first day of absence and each subsequent day. Parents must provide the school with at least three up-to-date emergency contact numbers, provide written explanations for absence, and ensure medical/dental appointments are scheduled outside the school day where possible.

4. Admission And Attendance Registers

Western House Academy maintains an accurate admission register and attendance register electronically within our school management information system, Arbor. Registers are legal records, and failure to complete them accurately is a statutory offence.

Register Synchronisation and Timings

To comply with Department for Education standards, registers must be taken at the same time for all registered pupils twice daily: once at the beginning of the morning session and once during the afternoon session. The morning session registration timings are as follows:

Session / Cohort	Time	Registration & Code Treatment
Soft Start (Gates Open)	08:30 am	All pupils may enter classrooms directly
Reception & Year 1 Start	08:45 am	Registers open. Arriving after this time triggers a late mark (L)
Year 2 to Year 6 Start	08:55 am	Registers open. Arriving after this time triggers a late mark (L)
Morning Nursery Start	08:30 am	Lateness disrupts early education routines
Afternoon Nursery Start	12:30 pm	Lateness disrupts early education routines
Full-Time Nursery Start	09:30 am	Lateness disrupts early education routines

Register Closing Time	09:10 am	Registers close. Arriving after 9:10 am is recorded as Code U (Unauthorised Late), which counts as an unauthorised absence for the session

Six-Year Register Preservation Period

Under the School Attendance (Pupil Registration) (England) Regulations 2024 and July 2026 statutory guidance, Western House Academy must preserve every entry in both the admission and attendance registers for a minimum of six years from the date on which the entry was made. This update from the previous three-year preservation rule ensures that full, historical attendance records are securely maintained for safeguarding, child protection, and legal accountability purposes.

Any amendment made to either register must clearly show: the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name and position of the person who made the amendment.

5. Managing Lateness And Soft Starts

Arriving late severely disrupts a pupil's educational patterns, compromises their learning, and causes structural disruption to the entire class and teacher. The gates open at 8:30 am every morning to allow a 'soft start' where pupils can enter classrooms, settle down, and receive early instructional guidance.

If a child arrives after the published morning start time, parents are required to bring them in through the main office and sign them in. If lateness is recurrent, the following graduated escalation protocol applies:

Step 1: If a child is persistently late (3 or more times, or equalling 30 minutes or over in a half term), the Attendance Officer will send Letter 5 home indicating the exact hours of learning missed.

Step 2: If punctuality does not improve, the Year Lead will make a phone call to the parents to establish barriers and discuss support.

Step 3: If lateness continues, the parents will be requested to attend a formal face-to-face meeting with a member of the Senior Leadership Team (SLT) and the Attendance Officer to agree on a punctuality action plan.

Step 4: If persistent lateness persists after 9:10 am (Code U), the school will seek advice from Slough Attendance Service, and a Fixed Penalty Notice may be issued.

6. Absence Procedures & Safeguarding Integration

Safeguarding children is at the heart of our attendance procedures. If a child is absent, parents must contact the school before 8:30 am. When contact is established, our day-by-day procedural response operates as follows:

Day 1: The Attendance Officer records the parent's reason in Arbor. If the child is deemed highly vulnerable or there are pre-existing safeguarding or welfare concerns, school CFSO, AO or SLT may conduct an immediate home visit on Day 1.

Day 2: The Attendance Officer updates the register and contacts the parent to inform them of their child's current overall attendance percentage, highlighting the risk of learning loss. However, if we have a safeguarding or welfare concern we may conduct a home visit.

Day 3: The Attendance Officer contacts the parent, and they are formally advised to provide medical evidence immediately upon their return to school. However, if we have a safeguarding or welfare concern we may conduct a home visit.

Day 4: If no contact or medical evidence has been provided, the Attendance Officer discusses the case with the Principal, and two members of staff conduct a mandatory home welfare visit to see the child and offer return-to-school support.

No-Contact Protocol and Emergency Welfare Actions

In the rare event that a child is absent and parents fail to notify the school or respond to our attempts at contact, Western House Academy will enact immediate emergency safeguarding measures:

- **Day 1:** The school office will make telephone and email contact with the parent immediately after registration closes. However, if we have a safeguarding or welfare concern we may conduct a home visit.
- **Day 2:** If there is still no contact, a second phone call will be made. The Attendance Officer will attempt to call the two remaining emergency contacts on file to verify the child's safety. However, if we have a safeguarding or welfare concern we may conduct a home visit.
- **Day 3:** If no contact is established across all three registered emergency numbers, a home welfare visit will be carried out by two members of school staff, and SLT will be immediately informed.
- **Unsuccessful Home Visit:** If a home visit is carried out and is unsuccessful (e.g., no one answers, or the child is not seen), the school will contact the Police immediately to request an urgent emergency welfare check.

Children Missing in Education (CME)

All children, regardless of their circumstances, are entitled to an efficient, full-time education. Children missing education (CME) are children of compulsory school age who are not registered at a school and are not receiving suitable education. These children are at significant risk of underachieving, neglect, exploitation, or abuse. At Western House Academy, if a child has left the school or been absent without contact, and we have been unable to make contact with any parent/carer or receive a verified forwarding address, a statutory CME referral is completed and sent to Slough Borough Council within 10 days of the last contact. If the child has high SEND needs, is deemed highly vulnerable, or there are pre-existing child protection concerns, the CME referral will be made immediately (prior to 10 days).

Home Visits

To support student welfare where needed, two staff members will conduct home visits to the primary address provided by parents. Visits may occur on any day during a period of absence. If no one is available, a complimentary slip will be left instructing parents to contact the school urgently. Unexplained non-attendance and failure to communicate may lead to the matter being escalated to the police.

7. Persistent And Severe Absence Frameworks

Western House Academy systematically tracks attendance data to identify and support pupils whose attendance falls into the categories of Persistent Absence or Severe Absence.

Persistent Absence (PA) Tracker

A pupil is defined by the Department for Education as a Persistent Absentee (PA) once they have missed 10% or more of school for any reason (equivalent to 19 days / 38 sessions across a full school year). The Slough Attendance Service and the academy monitor pupils on track to become PA at the end of each half-term, using the following statutory tracker thresholds:

Half-Term Review Point	Absence Sessions (1 Day = 2 Sessions)	Equating to School Days Lost
Term 1 (Autumn 1)	7 sessions of absence	14 sessions
Term 2 (Autumn 2)	14 sessions of absence	28 sessions
Term 3 (Spring 1)	20 sessions of absence	40 sessions
Term 4 (Spring 2)	25 sessions of absence	50 sessions
Term 5 (Summer 1)	32 sessions of absence	64 sessions
Term 6 (Summer 2)	38 sessions of absence	76 sessions

Note: If a child has a single block of illness in half-term 1 lasting 20 days (40 sessions), they immediately cross the PA threshold of 38 sessions, classifying them as a Persistent Absentee in half-term 1. They will remain flagged on our safeguarding watch list as a PA for the remainder of the academic year, with priority monitoring to prevent further learning loss.

Severe Absence (SA) Framework and Safeguarding Escalation

Under DfE statutory guidance, Severe Absence is defined as missing 50% or more of school. Severely absent pupils face significant, complex barriers and represent our highest-priority cohort for multi-disciplinary intervention. Western House Academy, in tandem with Slough Children's First, the Local Authority, and statutory social care partners, prioritises this group immediately. A joint, intensive support plan will be established, which may include mental health mentoring, therapeutic intervention, or educational adjustments. However, if voluntary support has been refused, and unauthorised severe absence continues, it is legally treated as a safeguarding issue (neglect). The school will immediately escalate the case to Children's Social Care for a full Children in Need (Section 17) or Child Protection (Section 47) statutory assessment.

Strategic Oversight of Vulnerable Cohorts

To advance equality of opportunity and comply with the Public Sector Equality Duty (Equality Act 2010), Western House Academy implements specific strategic support for vulnerable pupil groups:

- **Pupils with a Social Worker / Kinship Care:** The designated safeguarding lead and the Virtual School Head (VSH) hold strategic oversight for pupils who have a social worker or reside in kinship care arrangements. Attendance is tracked daily, social workers are notified of any unexplained

absence, and robust support targets are integrated directly into Child in Need or Child Protection plans.

- **Young Carers:** Young carers are recorded in the school census. We recognise that home caring responsibilities act as a barrier to attendance. The school works in partnership with young carers and their families to coordinate internal pastoral support and facilitate access to local authority early help or young carer needs assessments under Section 17ZA of the Children Act 1989.
- **Special Educational Needs and Disabilities (SEND):** Children with SEND face additional barriers, including communication difficulties, assumption of symptoms, or peer group isolation. The Attendance Officer and the Special Educational Needs Co-ordinator (SENCO) work closely to establish strategies to remove in-school barriers. This includes making reasonable adjustments under section 20 of the Equality Act 2010 for uniform rules, routines, and lunchtime arrangements, or implementing a time-limited phased return plan. Routine medical evidence requests are prohibited; discussions with families and alternative evidence (such as prescriptions or medication details) are prioritised to avoid placing unnecessary pressure on NHS services.

8. Leave Of Absence & Fines (National Framework)

There is no automatic entitlement in law to time off in school time for holidays or leisure. Parents are strongly advised to schedule holidays during school breaks. Western House Academy does not operate blanket approval policies; the Principal will only grant a leave of absence during term time in exceptional circumstances. Parents must submit a written Leave of Absence Request Form (Appendix 2) in advance, with substantial supporting evidence. After consultation with the local authority, any child on an unauthorised extended leave of absence may be deleted from the school roll (off-rolled) after 20 days.

The Unified National Penalty Notice Framework

Where leaves of absence are unauthorised, or voluntary attendance support has failed, Western House Academy and Slough Borough Council will enforce statutory sanctions. The National Framework for Penalty Notices (Appendix 4) operates a rolling three-year escalation process for non-attendance:

Offence Stage (Within 3-Year Period)	Statutory Penalty and Legal Escalation
First Offence	£160 per parent, per child if paid within 28 days. This is reduced to £80 per parent, per child if paid within 21 days.
Second Offence	Charged at a flat, statutory rate of £160 per parent, per child, if paid within 28 days. There is no option for an early payment reduction.
Third Offence onwards	A third Penalty Notice cannot be issued within any rolling three-year period. The case will be referred directly to the Magistrates' Court for criminal prosecution under Section 444. Fines can reach up to £2,500 per parent, per child. A conviction will show as a criminal record on future DBS checks due to a parent's 'failure to safeguard a child's education'.

Note: Fines are legally issued on a per-parent, per-child basis. For example, if two parents take three siblings on an unauthorised holiday, both parents receive a fine for each child, resulting in a total of six fines, which would amount to £960 for a first offence.

The Notices to Improve Process

A Notice to Improve is a formal, statutory warning period of between three and six weeks. If a child reaches the national threshold of 10 sessions of unauthorised absence (equivalent to 5 school days) within a rolling period of 10 school weeks, a Notice to Improve will be issued by Slough Borough Council. This notice provides parents with a final chance to engage with school-led support and achieve the specified attendance targets. If the child's attendance fails to improve during this timeframe, or if parents fail to engage with the agreed support plan, a Fixed Penalty Notice will be issued immediately, or prosecution will be pursued. Notices to Improve are not used for unauthorised family holidays; in such cases, penalty notices are issued immediately as support is deemed inappropriate in the circumstances of the offence.

Appendix 1: Attendance Protocol For Persistent Absence

This appendix details the graduated responsibilities and actions taken by the Western House Academy staff every two weeks to address and support pupils whose attendance falls under the 95% Persistent Absence threshold:

Actions	Who
Whole school letter sent about importance of attendance (WEEK 1)	OFFICE
Whole school letter Yrs 1-6 (WEEK 3) (SNAPSHOT OF PUPILS ATTENDANCE OVER 3 WEEKS)	AO
Any persistently late to school children, 3+ times equalling 30mins and over, to receive a letter home indicating learning missed (Letter 1PL)	AO
Children falling under 95% to be sent a letter (PA)L) and Class Teacher and YTLs are notified	AO
Below 95% children are added to the watch list and discussed at weekly safeguarding meetings.	CFSO
CT call any children whose attendance is still below 95% and outcome logged via CPOMS	CT
Where attendance has Improved 2 weeks since last communication sent - email parents	OFFICE
YLs to call any persistently late children who have already received a letter (1PL) and have not improved.	YTL
2 weeks from CT phone call - YTLs & AO to meet with any parents where attendance is still below 95% despite CT phone call and Letter 1PA) - outcome logged via CPOMS	YTLs
2 weeks from YTLs and AO meet - VPs to call any parents where attendance has not improved - **Action plan put in place**	VPs
2 weeks from VP call - VPs & AO to meet any parents where attendance has not improved logged via CPOMS	VPs / AO
2 weeks from VP meet - DP to call any parents where attendance has not improved logged via CPOMS	DP
2 weeks from DP call - DP to meet any parents where attendance has not improved despite VP outcome logged via CPOMS - notice to improve issued	DP
2 weeks from DP meet - DP & Principal to meet any parents where attendance has not improved outcome logged via CPOMS	

Appendix 2: Leave Of Absence Request Form

LEAVE OF ABSENCE REQUEST

Student Name	
Form Group	

Absence Dates

From:		**To:**	
Date of student's return to school:			
Number of school days involved:			

Reason for Absence

Please tick the reason for absence and include an explanation as to why this absence must be taken in term time.

☐ Religious Observance ☐ Bereavement ☐ Other

Any short notice requests for Leave of Absence must be accompanied by the proof of purchase date of travel documents before an appropriate decision can be made,
please email all proof to whaattendance@theparkfederation.org

Under education law, parents do not have an automatic right to take their children out of school during term time. The school holiday dates are published a year in advance and we strongly advise parents/carers to book their family holidays during those times. Requests for leave of absence, in line with government guidelines, will not be authorised. Parents/Carers who request leave during term time for their child must do so in advance by completing this Leave of Absence Request form. Leave of absence should be requested at least two weeks in advance. Any short notice request for Leave of Absence must be accompanied by proof of purchase date of travel documents before an appropriate decision can be made. The parent/carer will be advised of Western House Academy's decision in writing. If the Leave of Absence Request is denied and the student is absent during the requested period the parent carer may be liable to receive a fixed penalty notice of £80 from the Local Authority. Penalty notices are issued on a per parent per child basis.

Please return this form in person to The School Office, for consideration

The Principal's decision is final

Parent/carer name _____

Signature _____ Date: _____

For school use only:

Date request received: _____

Child's name: _____ Age: _____ years _____ months

Attendance %: _____ *Previous Year Attendance %:* _____

Number of days: _____

Principal/Deputy Approved *(please circle)*: **YES / NO**

CODE ☐ **Issue Fine:** ☐ **YES** ☐ **NO** ☐ **N/A**

Principal/Deputy Signature: _____

Possible Codes
Leave not Agreed – Code G
Unauthorised Absence – Code O
Religious Observance – Code R
Exceptional Circumstances – Code C

Appendix 3: Children Collected Late Protocol

Under Section 175 of the Education Act 2002, schools have a statutory duty to safeguard and promote the welfare of children. This extending duty requires Western House Academy to have clear, secure arrangements in place for pupils who are not collected at the end of the school day or after an authorised extra-curricular activity.

Upon admission, parents must confirm parental responsibility and supply at least three emergency contact details (names, relationships, full addresses, and active contact numbers). It is the parents' responsibility to ensure their child is collected on time by a responsible adult. If parents are delayed, they must notify the academy immediately. WHA will care for uncollected pupils in a safe environment, but the following escalation protocol applies:

1. Late Collection Fee: Parents who collect children late will be issued a late collection fee of £5.00 for every 10 minutes of lateness for each child. This fee is discretionary and ring-fenced for attendance and pastoral support resources.

2. Emergency Contact Attempts: If a child is not collected within 15 minutes of the end of the school day/activity, and parents have not made contact, office staff will systematically call all three emergency contacts.

3. Safeguarding Escalation: If no contact is established with any emergency contact within 45 minutes of the end of the school day/activity, the academy's Designated Safeguarding Lead will contact Slough Children's First and/or the Police immediately to coordinate emergency care and safeguard the child.

4. Safeguarding Logs: The Designated Safeguarding Lead keeps a secure record of all late-collection incidents. Repeated late collections will be formally investigated in accordance with our Child Protection and Safeguarding Policy.

Appendix 4: The Unified National Penalty Notice Framework

Penalty Notice Changes

With the introduction of the new National Framework for Penalty Notices, the following will come into force for absences that start after 19th August 2024. This is nationwide and also across borders if you move school or house.

Term Time Leave is only allowed in exceptional circumstances communicated in advance with evidence provided as soon as possible to the Headteacher.

First Offence

The first time a Penalty Notice is issued for unauthorised term time leave or irregular attendance the amount will be
£160 per parent per child paid within 28 days
Reduced to £80 per parent per child if paid within 21 days

Second Offence

Within 3 years of the first offence
The second time a Penalty Notice is issued for unauthorised term time leave or irregular attendance the amount will be:
£160 per parent per child paid within 28 days
No reduction for early payment.

Third Offence onwards
Within 3 years of the first offience

The third time an offence is commited for unauthorised term time leave or irregular attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Fines can be around £2500 per parent, per child.

Cases found to be guilty in Magistrates' Court can show as a criminal record and also on the parent's future DBS certificates due to 'failure to safeguard a child's education.

Don't Forget

Penalty Notices are issued **Per Parent, Per Child.**
For example 3 siblings absent would result in each parent receiving 3 fines.
This could amount to £960

Please ensure you communicate with your child's school.

Term Time Leave is only allowed in exceptional circumstances communicated in advance with evidence provided as soon as possible to the Headteacher.

10 sessions in 10 weeks - Penalty Notices will be considered for any 10 sessions of unauthorised absence in 10 weeks.
5 Consecutive days of term time leave can trigger a Penalty Notice

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