



# ENDSLEIGH HOLY CHILD

VC ACADEMY

17 July 2024

Dear Parents and carers,

As we come towards the end of the Summer term, it is timely to write to you with an important update regarding attendance and the changes to national policy. We would like to take this opportunity to thank you for your support in ensuring that your child's attendance is as high as possible. It is important to note that there is a clear link between attendance at school and the academic progress that pupils make.

The new DfE guidance 'Working together to improve school attendance' comes into place on 19<sup>th</sup> August 2024. As a school, we must adhere to these new guidelines.

There are key aspects of this which are important to note:

- Holidays during term time will not be authorised. There is no longer an 'approved holiday' code for registers. *The 'DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.'* This now also includes parents/carers requesting holidays to be authorised during term time due to working patterns. We therefore will not be authorising **any** holidays taken during term time. This can then result in a 'Fixed Penalty Notice' being issued.
- The number of sessions that count towards a 'Fixed Penalty Notice' has been reduced from 20 sessions, to 10 sessions. Each school day has 2 sessions, morning and afternoon. This means that any unauthorised mark in any given 10 week period can count towards a Fixed Penalty Notice being submitted to the Local Authority. This can be any combination of any instances where absence has not been authorised. This includes; unauthorised absence, unauthorised holidays, being late to school once the registers have closed.

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- Please note that if a family reaches their 3rd FPN submission in a 3 year period, families will be subject to the prosecution process and could be taken to court.
- The amount of the penalty notice increases from £120 to £160 (if paid within 28 days) and £60 to £80 (if paid within 21 days) for the first penalty notice issued to a parent in respect of the same individual child in a 3-year period.
- It sets the amount of any second penalty notice issued to the same parent in respect of the same individual child within 3 years of the date the first penalty notice was issued to £160 to be paid within 28 days. No discount is offered.
- Further absences will proceed for prosecution in the Magistrate Court for the same parent in respect of the same child within 3 years of the date of the first penalty was issued.

Please see the DfE's guidance for parents for further details.

<https://educationhub.blog.gov.uk/2024/02/29/fines-for-parents-for-taking-children-out-of-school-what-you-need-to-know/>

If you require any further information please contact the school office on 01482 825625.

Kind regards

A Spencer  
Executive Head