Meadowhead School and Sixth Form

Attendance Policy 2026-2027

This is a policy of Meadowhead School and Sixth Form.

Staff Responsible:	Geoff Dearman – Assistant Headteacher
Governor Link:	Jen Goodison
Author:	Geoff Dearman – Assistant Headteacher
Date of last review:	September 2026
Approval date:	14th September 2026
Date of next review:	September 2027

Meadowhead School Academy Trust. A company limited by guarantee. Registered in England

Registered company address: Dyche Lane, Sheffield, S8 8BR. Company Registered Number 07933749

Contents

Aims 1
Legislation and guidance 1
Policy Statement 2
Whole-school approach to school attendance 3
What parents/carers and students can expect from school 3
Roles and Responsibilities 4
Being Notified that a Child has a Medical Condition 9
School Procedures 10
Legal Sanctions 13
Children Looked After 13
Appendix 1: Escalation of Support 14
Appendix 2: Sheffield City Council – Mapping support plan 15

Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all students
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence. (For the purpose of this policy, persistent absence is defined as attendance below 90% and severe absence is defined as attendance below 50%. The school will prioritise early identification and targeted support for students who fall into these categories.)
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure students have the support in place to attend school

The Trust will fulfil its duties under the Equality Act 2010 and the Children and Families Act 2014 when implementing this policy. Attendance concerns will be considered alongside any disability, SEND, health need, pregnancy, safeguarding concern or other protected characteristic. The school will make reasonable adjustments where appropriate and will avoid applying attendance procedures in a way which unlawfully disadvantages students.

We will also promote and support punctuality in attending lessons.

Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)
- https://www.legislation.gov.uk/uksi/2006/1751/contentsThe Education (Penalty Notices) (England) (Amendment) Regulations 2013

https://www.legislation.gov.uk/uksi/2013/757/regulation/2/made

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

The 1996 Education Act requires that:

- all students of compulsory school age receive suitable full-time education by regularattendance at school.
- the Local Authority must provide school places to parents who wish their children to beeducated at school.
- the school must complete attendance registers at the beginning of the morning sessionand during the afternoon session.
- the school must report to the Local Authority students who fail to attend regularly or areabsent for more than ten days without explanation.
- the Local Authority has a duty to ensure that parents fulfil their legal responsibilities.
- failure by parents to ensure the regular attendance at school of a registered pupil is anoffence punishable by law.

Core principles as directed by DFE guidance 'Working together to improve school attendance – August 2024'. Meadowhead School will:

- Build strong relationships and work jointly with families, listening to and understanding barriers to attendance and working in partnership with families to remove them.
- Work in partnership with the Local Authority to support attendance improvement and deliver statutory interventions where required.
- Develop and maintain a whole school culture that promotes the benefits of high attendance.
- Have a clear school attendance policy which all staff, students and parents understand.
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence.
- Regularly monitor and analyse attendance and absence data to identify students or cohorts that require support with their attendance and put effective strategies in place.
- Share information and work collaboratively with other schools in the area, local authorities, and other partners where a pupil's absence is at risk of becoming persistent or severe.
- Be particularly mindful of students absent from school due to mental or physical ill health or their special educational needs and/or disabilities, and provide them with additional support.
- Facilitate effective working across the local authority area, schools are expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences from school.

Policy Statement

Meadowhead School seeks to ensure that all of its students receive a full-time education which will maximise the opportunities for each student to realise their true potential. **We expect every student to be in school every day school is open**. There is a clear link between attendance and achievement alongside the development of social, emotional and personal skills.

We recognise that attendance is 'everyone's business', all of the time and this policy should be viewed alongside the safeguarding, bullying, behaviour and SEND policies. We will work with families to identify the barriers for poor attendance and try to resolve any issues.

The school recognises that some students may experience physical or mental health difficulties, disabilities, SEND needs, pregnancy-related absence, caring responsibilities or other exceptional barriers to attendance. Attendance concerns will always be considered in context and reasonable adjustments will be made where appropriate.

Why is regular attendance so important?

The school will strive to provide a welcoming, caring environment, where each member of the school community feels wanted and secure. School staff will work with students and their families to ensure each student attends school every day and on time, unless the reason is unavoidable.

Good attendance supports students to become resilient, confident and competent individuals.

Failure to attend school on a regular basis will be considered a safeguarding issue. Persistent absence and unexplained absence will be treated as potential safeguarding concerns and responded to in line with safeguarding procedures.

The school will establish an effective system of incentives and rewards which acknowledges the efforts of students to improve their attendance and timekeeping, and will challenge students and parents who give low priority to attendance and punctuality. To meet these objectives, Meadowhead School will establish an effective and efficient system of communication with students, parents and appropriate agencies to provide mutual information, advice and support.

Whole-school approach to school attendance

Meadowhead School aims to:

- Make attendance and punctuality a priority for all those associated with the schoolincluding students, parents, teachers, support staff and governors.
- Use daily attendance data to identify absence quickly and ensure timely intervention, including same-day response and rapid escalation where concerns arise.
- Prioritise improving attendance for vulnerable groups, including students with SEND, those with medical needs, disadvantaged students and children with a social worker.
- Building strong relationships with families, listen to and address any barriers to attendance.
- Act early to address patterns of absence.
- Promote the link between attendance, educational outcomes and student wellbeing.
- Develop a framework which defines agreed roles and responsibilities and promotesconsistency in carrying out designated tasks.
- Develop a systematic approach to gathering and analysing attendance-related data.
- Implement a system of rewards and sanctions.
- Promote effective partnerships with external services and agencies.
- Recognise the needs and support of the individual person when planning reintegrationfollowing significant periods of absence.

What parents/carers and students can expect from school

- A broad, balanced education that is dependent upon regular attendance at school.
- Promotion of good attendance and punctuality at school, and regular encouragement andrewards.

- Efficient and accurate recording and monitoring of absence.
- First-day contact with parents/carers when absence is unexplained.
- Prompt action when a problem has been identified.
- Liaison with officers from the Local Authority to assist and support families where needed.
- Regular communication with parents/carers.

Roles and Responsibilities

The roles and responsibilities of everyone who has a responsibility to secure good attendance of students are set out in the table below.

Students	To attend every day school is open. Be prepared for the day with appropriate equipment e.g., PE kit, pen, pencil, ruler, calculator, and in full school uniform. Be punctual to registration and all lessons. Sign in using the inventory if arriving after the first bell. To get permission from school prior to leaving the school site during school hours.
Parents and Carers	To ensure their child attends every day and on time. Read Meadowhead School's Attendance Policy Contact staff if there is an issue which is preventing your child attending. Provide reason for each day's absence before 8:30am and every day they continue to be absent. Book routine appointments after school and at weekends. Provide medical evidence if required. Aim to ensure your child does not miss more than half a day to attend an unavoidable appointment. Contact Pastoral manager/Head of Year to arrange a reintegration package when returning after a long-term absence. Ensure that no holidays are booked during term time. Ensure your child is equipped and ready to learn. Ensure the school has up to date contact details for all parents/carers.
Form Tutors	Take official electronic (ClassCharts) register within the first 5 minutes of form time.

	Report attendance concerns to relevant school staff including the attendance team. Promote the importance of attending every day. Welcome students on return to school following absence. Provide a positive learning environment. Promote and get involved with attendance competitions. Identify emerging patterns of student absence within their own form groups. Have a first contact/discussion with the student about their absence. Discuss all absences with students using weekly RAG rated attendance data.
Class Teacher	The class teacher has a statutory duty to take the official register within the first 5 minutes of the lesson starting. Report attendance concerns to relevant school staff. Maintain accurate attendance records by recording students arriving late lesson. Alert relevant staff (on call) of any students absent from lesson but marked present on previous registers. Promote the importance of good attendance. Welcome students on return to school following absence. Provide a positive learning environment that ensures equality of access for all. Put strategies in place, as advised by the SEND and pastoral teams to ensure specific needs are met. Promote and get involved with attendance rewards. Identify emerging patterns of attendance issues within own class groups and work to remove any barriers identified. Encourage students to come to school daily. Discuss attendance at parental events. Refer attendance concerns to the attendance team
Attendance Team	Promote the Meadowhead School Attendance Policy. Maintain accurate attendance records. Contact parents/carers who have not notified their child's reason for absence on the same day. Welcome students on return to school following absence. Conduct safe and well visits. Make home visits to persistently absent students or those at risk of being PA.

	Provide advice and support to school staff regarding attendance and punctuality issues. Track attendance and identify emerging trends and patterns at individual and cohort level. Have responsibility for investigating and, where necessary, reporting incidents of children who are Missing from Education to the local authority Liaise with the local authority regarding requests from parents/carers to electively home educate their child/ren. Evaluate and share attendance data. Meet with Pastoral Managers to discuss individual students whose attendance is of concern and agree action as necessary. Liaise with school staff and external professionals regarding attendance and punctuality of identified students, agree interventions and support, Make contact with parents/carers where concern is raised regarding a child's attendance Discuss issues affecting attendance and punctuality with parents/carers and clearly outline their legal responsibilities and requirements Record and maintain accurate student records following contact (SIMS). Feedback to school staff within the agreed timescale. Work with school staff, parents/carers and students to promote good attendance. Take part in initiatives to promote attendance and punctuality e.g., parent's evenings. Meet half-termly with the Local Authority Attendance and Inclusion specialist to discuss cases for legal action, prepare and submit legal paperwork/case profiles where necessary. Process term time leave requests. Termly meeting with feeder school attendance leads to share good practice and identify attendance concerns. The school will work in formal partnership with the Local Authority to support attendance improvement, including participation in attendance panels and multi-agency meetings where appropriate. Attend the LA's networking/best practice information sessions.
Pastoral Managers	Promote the Meadowhead Attendance policy. Have an oversight of attendance across their year group. Monitor registers and update SIMS on a weekly basis. Meet five weekly with the Attendance Team to discuss individual students whose attendance is of concern and agree action as necessary.

	Track attendance and identify emerging trends and patterns at individual and cohort level. Attend meetings with the attendance team and other professionals as necessary. Provide certificates and other rewards for students in their year group who attend well. Update registers as required when children are placed elsewhere in school. Welcome students on return to school following absence. Keep SIMS up to date with reasons for absence, details of phone calls home, interventions and additional support – including monitoring the impact of such support. Work with external agencies where necessary to support the child/family. Attendance is a standing item at every meeting.
Safeguarding Team	Promote the Meadowhead Attendance Policy Have an overview of student attendance. Assisting with parent/carer meetings where safeguarding is a factor. Inform allocated social workers of student absence/attendance on a daily/weekly basis. Attendance is a standing item at every meeting (TAF/CIN/CP/LAC Review). Meet weekly with the attendance team to discuss individual students whose attendance is of concern and agree action as necessary.
Behaviour Managers/ISR/ **Student services**	Update registers as interventions are agreed (e.g., placed in ISR/Office).
Heads of Year and Assistant Heads of Year	Liaise with the Deputy Head (Inclusion/Support) and their pastoral manager regarding attendance and punctuality. Lead developments to improve attendance. Oversee the procedures undertaken to improve attendance and punctuality within their year group. Identify appropriate target groups using attendance data. Attend meetings with the attendance team as necessary. Develop systems of rewards for good attendance and punctuality. Ensure that all students recognise the links between good attendance and attainment.

Assistant Headteacher - Inclusion	Lead and promote whole school attendance. Provide advice and support to school staff regarding attendance and punctuality issues. Implement targets, review statistics and amend policy as necessary. Hold regular meeting with the attendance manager. Ensure that school is fully compliant with national attendance regulations, guidelines and legislation.
Headteacher	Have overall responsibility for attendance within school.
Trustees	To provide strategic challenge and support to school leaders. Ensure that school is fully compliant with national attendance regulations, guidelines and legislation. Monitor implementation of the Meadowhead School's attendance policy. Maintain an overview of attendance through reports provided by the senior leadership team. Attend school attendance meetings if required. Review and approve the school attendance policy. Trustees will receive information regarding: • whole-school attendance; • persistent absence; • severe absence; • attendance of students with SEND; • attendance of disadvantaged students; • attendance of children looked after; • attendance of students with social workers; • outcomes of attendance interventions.

Being Notified that a Child has a Medical Condition

Some children have a medical condition which may prevent them from attending school regularly. When the school is notified that a student has a medical condition, the process outlined below will be followed to decide whether the student requires an Individual Health Plan (IHP). If a student does not have an IHP then the school will consult with the local authority and consider using the GP Protocol.

If an IHP is in place, the school will make every effort to ensure the arrangements are put in place as soon as practicable.

Parents will be asked to:

- Provide the school with sufficient and up to date information about their child's medical needs. This could be a hospital or GP letter.
- Be involved in the development and review of their child's IHP.
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g., provide medicine and equipment, and ensure they or another nominated adult are contactable at all times.

Students with medical conditions are often best placed to provide information about how their condition affects them. Students should be fully involved in discussions about their medical needs and contribute as much as possible to the development of their IHPs.

Students will be supported to follow the arrangements contained within their Individual Healthcare Plan and the school will work collaboratively with families where difficulties arise.

School Procedures

Attendance Register	By law, all schools are required to keep an attendance register, and all students must be placed on this register. All students should be on site by 8:30am and in their form rooms for an 8:35am registration on the class charts system. They should not leave the school site before 2:45pm unless they have specific written permission (given by the head of year or pastoral manager in response to a written request by parents/carers). Throughout the day students will be registered on five other occasions, by each subject teacher. Period 4 acts as afternoon registration. Registers will mark (for example) whether a student is: • Present • Attending an approved off-site educational activity • Absent • Unable to attend due to exceptional circumstances Registers will be completed accurately and in line with statutory requirements. The school will ensure that the full range of DfE attendance codes are used consistently and accurately. See DfE attendance codes for the full range of codes. Any student who has not arrived in a lesson will initially be deemed as truanting and a phone call will be made home to inform parents/carers.
Unplanned and unauthorised absence	Parents/carers must notify the school on the first day of an unplanned absence by 8:30am. Parents/carers can contact school on 0114 237 2723 or email attendanceteam@meadowhead.sheffield.sch.uk and should continue to call each day that a child remains absent. Unauthorised absences are those that the school do not consider reasonable or for which no “leave” has been given. When a student has more than 8 days absence in any academic year or following an unusual pattern of attendance, parents/carers may be asked to provide additional medical evidence to help explain any illness absence. Additional medical evidence may include a doctor’s appointment text or photocopy of a pharmacy prescription with medical details erased. The purpose of parents/carers providing additional medical evidence is to help school establish the reason for absence and determine the most appropriate support and attendance coding. If the school has requested that the parent/carer provides such additional medical evidence and none is provided, the school may be unable to authorise absence where it has reasonable grounds to doubt the reason given and suitable evidence has not been provided. Each case will be considered individually.

	Unauthorised absence can lead to the issuing of fixed penalty notices and /or prosecution. Unauthorised absences include: • Parents/carers keeping children off school unnecessarily. • Truancy (missing lessons – whether the student stays on the school site or not) • Absences which are not properly explained. • Students who arrive to school after registers have closed. • Students absent from school for unacceptable reasons such as shopping, looking after other children or because it is their birthday. • Day trips or holidays during term time which are not agreed by school. Meadowhead school will consider requesting a Penalty Notice in line with national and local authority thresholds, typically where there are 10 or more sessions of unauthorised absence within a rolling 10-week period.
Planned Absence	Illness and emergency medical/dental appointments **Other authorised circumstances** – this refers to the very rare occasions where there is cause for absence due to exceptional circumstances, for example an immediate family bereavement, or for a short period a reduced timetable. **Religious Holidays** – Meadowhead School acknowledges and celebrates the multi-faith nature of our community. We understand on some occasions; religious festivals may fall outside school holiday periods or weekends. Requests for absence relating to religious observance will be considered individually, taking account of the requirements of the faith concerned and relevant DfE guidance. Most requests are expected to be one or two days.
Following up absence	**Following up absence** Where any student we expect to attend school, does not attend, or stops attending, the school will: - • Send a text or call on the day of absence if we have not had any contact from parents/carers. • Follow up on an absence with parents/carers to ascertain the reasons. This will be done on a daily basis, usually by telephone. • If we have been unable to make contact after 2 days, we will conduct a home visit to ascertain the reason for absence. The school has a duty to ensure that appropriate safeguarding action is taken where necessary. This may include asking SY Police to conduct a safe and well visit if we are unable to make contact via the telephone or a home visit.

Missing from Education	The school will make referrals to the Local Authority CME Team in accordance with statutory guidance, having regard to safeguarding concerns, unsuccessful attempts to locate a child and the circumstances of the absence.
Lates	If a student arrives between 8:35am and 9:00 am, they will be greeted at the main reception by a member of the attendance team and asked to sign in using the inventory. If a student arrives after 9:00am, they will also be expected to sign in using the inventory and give their name and form to reception staff. Arrival after 9:00 am is classed as significantly late and it is therefore likely that parent/carers may have been contacted via text message to inform them that their child is absent from school. Ensuring a child arrives to school on time is the responsibility of the parent/carer and while they are supposed to be in school a student's safeguarding is a school priority. We therefore reserve the right to contact parents daily if their child is not attending school on time. Any student who is late to school or lessons on 3 or more occasions will receive a next day 30-minute C3 detention. Arrival after 9.30am will mean that the student is given a U code as the morning register will be closed. This is classed as an unauthorised absence for the whole session.
Leaving school early	If a student has to leave school during the school day, they should bring written notification of this from home and present it to their pastoral manager who will issue them with a duplicated 'Out of School' slip completed with date, time and reason. The student should present this to their appropriate subject teacher who will let them leave the lesson at the correct time. The student should then take the slip to the student services reception. Student services will take one copy of the slip, letting the child keep the other copy. This should be handed back in if they return to school during that same day. If a student is ill in school, parents/carers will be contacted by the student services office and then cared for until they can be collected. The student services officer will update the register.
Truancy	Truancy occurs when: • a student misses school without permission, **or** • a student registers and then does not attend lessons If a student is caught truanting, parents/carers will be informed and the student may be placed on an attendance report which will need to be signed by subject teachers each and every lesson. This will be monitored by the year team and parents/carers. They will also serve a C3 detention.

Term time holiday	**Government legislation does not normally permit parents/carers to take their child/ren out of school during term time** as this can have a detrimental effect on their academic progress. Headteachers may only grant leave of absence during term time in exceptional circumstances. Holidays **<u>will not be authorised</u>** in school time. Parents/carers wishing to take their children out of school during term time must complete a *Request for Exceptional Term Time Leave* form at least 20 school days prior to the absence and give this to the child's pastoral manager. Upon receipt of a *Request for Exceptional Term Time Leave* a decision will be made, (the Headteacher's decision is final), and parents will be notified only if leave is to be granted. If the request is not agreed, the absence will be recorded as unauthorised and the parent/carer may receivea Holiday Penalty Notice (fine) from the Local Authority. A copy of this form can be downloaded on the Meadowhead School website, or by contacting the year group pastoral manger or attendance team.
Rewards	Students who attend regularly should be rewarded: • half-termly - certificates for 95% or higher attendance • yearly - certificates and a letter of commendation for 100% attendance • attendance on rewards trips • weekly prize draws for 100% attendance in a school week The school may also recognise excellent improvement in attendance, resilience and engagement where attendance has been affected by medical, SEND or other exceptional circumstances.

Legal Sanctions

It is an offence for a parent to fail to ensure their child attends school regularly under Section 4 of the Education Act 1996. Parents who fail to ensure their child attends school regularly could face a Penalty Notice Fine and/or a court summons.

Penalty Notice fines are issued in line with the national framework: £80 if paid within 21 days, rising to £160 if paid within 28 days. A maximum of two Penalty Notices may be issued to the same parent for the same child within a three-year period. Further offences are likely to result in prosecution.

We will be working with the Local Authority and pursue legal interventions if a parent/carer fails to engage with school to support their child's attendance.

The school will prioritise support and early intervention to address barriers to attendance before considering enforcement action. Legal intervention will only be used where support has not been successful or where there is a lack of engagement.

Children Looked After

Children Looked After will be monitored closely by both the school and the Local Authority team. Students who cause particular concern will be monitored daily by the attendance team and supported to return to school when appropriate.

Appendix 1: Escalation of Support

Meadowhead School will follow the escalation of support as outlined by the DFE August 2024 - Working together to improve school attendance.

Prevention of poor attendance through whole school attendance management.	**ALL STUDENTS** developing good attendance patterns through effective whole school approach to attendance (including leadership, ethos, systems and processes). **STUDENTS AT RISK OF POOR ATTENDANCE**. Using data analysis to support students with increasing levels of absence, arriving at school late or taking leave in term time without permission before it becomes a regular pattern.	**VOLUNTARY SUPPORT** Helping parents to access services of their own accord and/or a voluntary early help plan to tackle the barriers to attendance. This will follow the Asses, Plan, Do and Review Model. Severely absent students (50% or less). As these children face more barriers to being in school, the child and parents will be supported a multi-agency team.
EARLY INTERVENTION to reduce absence before it becomes habitual.	**STUDENTS WITH POOR ATTENDANCE.** Intervening as early as possible and agreeing an action plan for students with high levels of absence and those demonstrating growing disengagement from school.	**FORMAL SUPPORT (VOLUNTARY**) A formal attendance contract (3-12 months) as agreed by the student, parent, school and local authority. Attendance contracts are voluntary and not legally binding. They are to be used when a voluntary early help plan has not worked or is not deemed appropriate. **AND/OR** FIXED PENALTY NOTICE – A Fixed Penalty Warning Notice and then a Fixed Penalty Notice may be issued (£80 if paid within 21 days, rising to £160 if paid within 28 days) to each parent for irregular attendance.
Targeted reengagement of persistent and severely absent students.	**PERSISTENTLY AND SEVERYLY ABSENT STUDENTS.** Put additional targeted support in place, where necessary working with partners, and agree a joint approach with the local authority for all severely absent students. Effective school attendance improvement and management.	**FORMAL SUPPORT with the local authority.** Progressing to a legally binding Education Supervision Order in the Family Court if there is non-engagement and deemed necessary. ↓ **STATUTORY SOCIAL CARE INVOLVEMENT** Where there are safeguarding concerns and an Education Supervision Order is not appropriate or has not been successful the case should be considered for S.17 or S.47 statutory social care involvement.

Appendix 2: Sheffield City Council – Mapping support plan.

Child's name:	**Date of Birth:**	**Class/Year group:**
Attendance:	**SEN code:**	**SSG:**
One page support plan/MyPlan/EHCP date last Reviewed:	**Date of plan:**	**Review date:**
Present:		

Thank you for attending the meeting at school today to discuss the attendance of the above-named pupil.

Outlined below are the actions agreed at the meeting including time scales:

Services Involved:		
What are we worried about	**What is going well**	**Next Steps**
Education		
Health		
Care		
Additional Information:		

Other points outlined at the meeting were:

- A parent commits an offence if they fail to ensure that their child, who is a registered pupil at a school, fails to attend regularly.

- School will not authorise any further absence unless medical evidence is provided to support the absence, or the local authority advises us to do so. In the case of medical appointments, you will need to show some proof of appointment for this to be recorded.

- The attendance will be closely monitored by the school and local authority and reviewed accordingly. If there is no significant improvement in your child/ren's attendance, you may be at risk of receiving a fixed penalty notice and/or prosecution.

I confirm that I understand the points agreed as outlined above.

Signature of Parent(s):

Signature of School:

Sheffield Every school day matters!

enjoy • learn • achieve

sheffield.gov.uk/schoolmatters

Penalty Notice Fines for School Attendance are Changing!

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued after 19th August 2024.

Per Parent, Per Child

Penalty Notice Fines will now be issued to each parent, for each child that was absent.

For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

First Offence

The first time a Penalty Notice is issued for 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.

5 consecutive days of term time leave

Penalty Notice Fines will be issued for Term Time Leave of 5 or more consecutive days. Inset training days are school days and can be included in the 5 or more consecutive days where there was intent to be absent for term time leave.

10 sessions of unauthorised absence in a 10-week period

Penalty Notice Fines will be considered when there have been 10 sessions of unauthorised absence in a 10-week period.

Second Offence (within 3 years)

The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:

£160 per parent, per child paid within 28 days.

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child.

Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate, due to 'failure to safeguard a child's education'.