



## HENLEAZE JUNIOR SCHOOL

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**Headteacher:** Jonathan Parr

Dear Parents and Guardians,

### **RE: Important – New Penalty Notice Rules from September 2024 onwards**

Attending school regularly every day helps children and young people maximise their learning in the classroom and enjoy the benefits of their educational experience. It really does make a difference. Therefore, other than in exceptional circumstances, it is unlikely that any leave will be authorised by the Head Teacher. However, any request should be made in advance and in writing by completing an Absence Request form which is available from the school office or downloadable from our school website (insert link here.) On receipt of an absence request form, the school will respond to you in writing informing you of the outcome of your request.

Family emergencies need careful consideration. It may not always be appropriate or in the best interests of the child to miss school for emergencies which are being dealt with by adult family members.

Additionally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.

Parents/Guardians are reminded any unauthorised absences may result in a Penalty Notice or prosecution. However, every attempt to resolve parent and guardians' concerns and improve a child's attendance will be made before any formal action is considered.

Attendance rules nationally have now changed.

A Penalty Notice can be issued for unauthorised absences once there are a minimum of 10 sessions (5 days) within a 10 school week period. The Penalty Notice can be issued per parent, per child.

- The Penalty Notice amount is £160 if paid within 28 days. However, this will be reduced to £80 if paid within 21 days.
- For a second Penalty Notice issued within a 3-year rolling period to the same parent in respect of the same child, the Penalty Notice is £160 if paid within 28 days. There is no option for this second offence to be reduced to the lower rate of £80.
- If the Penalty Notice remains unpaid after 28 days, then you may be prosecuted for failing to secure regular school attendance.
- A third Penalty Notice cannot be issued to the same parent for the same child within a 3-year rolling period. Should you continue to incur further unauthorised absences then alternative action will be considered, which could include a prosecution for failing to secure regular school attendance.

Further guidance for Parents/Guardians regarding penalty notices is attached to this letter from Bristol City Council. This guidance applies to all regardless of whether you reside in Bristol, North Somerset or South Gloucestershire.

It is important that if you have concerns regarding your child's attendance you can make contact via the school office.

Yours sincerely

Jonathan Parr

Headteacher