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## Attendance Letter

Dear Parents,

**Welcome back to the Autumn term.** It has been lovely to see all of the children back this week.

Class teachers will be in touch soon about upcoming events to put in your diaries but I wanted you to see the reminder information regarding the changes to attendance that came into force on 19th August 2024.

Please note that there are two sessions in a day (morning and afternoon).

### Per parent, per child

- Penalty Notice Fines are issued to each parent, for each child that was absent.

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

### National Threshold

- There will be a single consistent national threshold for when a penalty notice must be considered by all schools in England of ten sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling ten school week period. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence.
- The ten school weeks period can span different terms or school years. Inset training days are school days and can be included in the five or more consecutive days where there was intent to be absent for term time leave.

First Offence (within three years)

The first time a Penalty Notice is issued for unauthorised absence the amount will be:

- **£160 per parent, per child if paid within 28 days.**
- Reduced to £80 per parent, per child if paid within 21 days.
- Second Offence (within three years)

• The Second time a Penalty Notice is issue for unauthorised absence the amount will be:

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

Third Offence and any further offences (within three years)

The third time an offence is committed a Penalty Notice will not be used and the case will be presented straight to the Magistrates' Court.

- Prosecution can result in a criminal records and fines of up to £2,500.
- Cases found guilty in Magistrates' Court can show on a parent's future DBS certificate due to 'failure to safeguard a child's education'.

You can apply for a leave of absence in term time, but you must inform the Head Teacher of the circumstances for the leave of absence detailing any exceptional circumstances. The Head Teacher will then decide whether it meets the criteria and if a referral for a penalty notice is made. The Head Teacher will decide, based on the information provided, whether a leave of absence will be authorised and will write and tell you the decision. Once a referral has been sent to the Local Authority, this means that the exceptional circumstances have not been met. Applications for leave of absence can be obtained from the school office or the school website. These should be completed four weeks prior to any period of absence wherever possible.

If you have any questions about any of the above or have any other worries please get in touch. Enjoy the weekend.

Kind regards

Mr Whelerton