



14<sup>th</sup> October 2024

Dear Parent/Carer

## Attendance Related Fixed Penalty Notices

Alcester Academy has always clearly communicated our strong stance on attendance and unauthorised leave of absence to all pupils, parents and carers. As of 19<sup>th</sup> August 2024, guidance has been implemented by the Department for Education with regards to the issuing of fixed penalties for unauthorised absence from school.

### Reason for issuing Fixed Penalty Notices include:

- **Irregular attendance:** 10 sessions (equivalent to 5 days) of unauthorised absence within a rolling 10 school week period.
- **Leave of Absence during term time:** Leave of absence will not be authorised during term time unless there are "exceptional circumstances". Holidays are not considered exceptional circumstances and will not be authorised.
- **Leave of Absence applied for in advance but not authorised.**
- **Leave of absence being taken without requesting in advance.**

In line with our safeguarding policy, home visits are carried out from the second day of absence onwards, particularly where we have reason to believe the pupil may have taken leave of absence without informing the school in writing.

### Payment of penalty notices

Penalty notices for absence commencing in the academic year 2024/25 will be issued in line with the National Framework for Penalty Notices for school absence post-19 August 2024.

- First penalty notice – Issued at £160 if paid within 28 days, and £80 if paid within 21 days.
- Second penalty notice - Issued to the same parent for the same child within a rolling 3-year period being charged at a higher rate of £160, with no option for this second offence to be discharged at the lower rate of £80.
- A national limit of 2 penalty notices that can be issued to a parent for the same child within a rolling 3-year period, so at the 3rd (or subsequent) offence(s) prosecution or other appropriate legal intervention will be enforced.

**Department for Education studies have shown a clear correlation between attendance and academic achievements, so we respectfully ask again that families do not book holidays in term time. There are 170 days in the year that do not fall into this category, so plenty of time to take a well-earned break.**

Thank you for your support on this matter.

Karen Buckthorp  
Assistant Headteacher

