

MANOR PARK PRIMARY SCHOOL

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Headteacher : Mrs R Swindell

15th April 2024

Dear Parent/Carer

You may be aware that the Department of Education have made some important changes to the law for families wanting to request leave of absence in term time.

As you know, head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. This is supported by the Local Authority and school governors. Therefore, if your child is away from school on holiday it will be recorded as an Unauthorised Absence. As a school we are obliged to inform you that you may be subject to a Penalty Notice if your child's absence from school is unauthorised. This is in line with Coventry City Councils Code of Conduct.

Changes

From August 2024, the fine for school absences across the country will be increasing to **£80 if paid within 21 days**, or **£160 if paid within 28 days**. From **September 2024** school will be implementing these changes. This rate is in line with inflation and is the first increase since 2012.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a **parenting order or prosecution** will be considered.

Under the new framework, all schools will be required to consider a fine when a child has **10 or more sessions (5 days) for unauthorised reasons within a 10 week period**. If a child is poorly and it is reported to school, this is authorised under medical. Please note that if your child's attendance is below 90%, we may require medical evidence to authorise the absence.

If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

If the fine is not paid within 28 days you may be prosecuted under S444.1 of the Education Act 1996. I must advise you that if the prosecution takes place, the maximum fine is £1,000 per parent, per child. This reflects the seriousness of unauthorised absence from school.

Our key priority is to ensure your child is as successful as possible and is able to reach their full potential. It is essential that your child is in school in order to achieve this. In 2018/19, just 40% of persistently absent children in KS2 achieved expected KS2 standards, compared with 84% of pupils who regularly attended school.

If you have any questions related to school attendance or you need us to translate this letter for you, you can contact Mrs Haines, our attendance lead on attendance@manorpark.coventry.sch.uk.

Yours sincerely



Mrs R Swindell
Headteacher