

## The Importance of Attendance

importance of school attendance and punctuality in your child's education. Regular attendance and punctuality are essential for academic success, as missing even a few days of school can have a significant impact on your child's learning and progress.

Consistent attendance ensures that your child does not miss out on important lessons, discussions, and activities that are vital for their academic growth. It also helps them build a routine and develop good study habits, which are essential for their future success.

Punctuality is equally important, as arriving on time to school allows your child to fully participate in lessons and engage with their peers. Arriving late can disrupt the class teacher and peers, this will also impact your child's ability to focus and learn effectively.

I urge you to work with us and prioritise your child's school attendance and punctuality, as it plays a crucial role in their overall academic development and future opportunities. Your support in ensuring that your child attends school regularly and on time will greatly benefit their education and set them up for success.

Thank you for your cooperation and understanding.

Sincerely,  
Mrs Diane Smith

Head Teacher / Principal / Attendance Champion

## Relevant Legislation

- The Education Acts 1996 and 2002
- The Children Act 1989
- The Crime and Disorder Act 1998
- The Anti-Social Behaviour Act 2003
- The Education and Inspections Act 2006
- The Sentencing Act 2020
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- The Education (Penalty Notices) (England) Regulations 2007, as amended
- The Education (Information about Individual Pupils) (England) Regulations 2013
- The Children and Young Persons Acts 1933 and 1963
- The Equality Act 2010.

If you have any questions regarding your child's attendance, please contact us and speak to [Attendance Officer] where we can provide help guidance and support.

## Contact Us



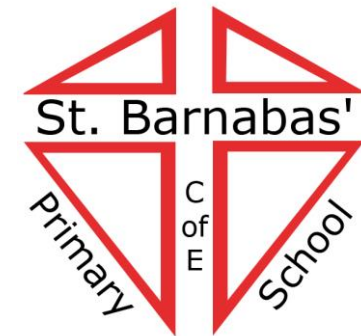
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## A Guide for Parents / Carers

## Fining & Prosecution for Pupils with Poor Attendance



## Why is attendance important?

For most pupils, the best place to be during term-time is in school, surrounded by the support of their friends and teachers.

This is important not just for your child's learning, but also for their overall wellbeing, wider development and their mental health.

## What if my child needs to miss school?

Your child must attend every day that the school is open, unless:

- Your child is too ill to attend that day.
- You have asked in advance and been given permission by the school for your child to be absent on that day due to exceptional circumstances.
- Your child cannot attend school on that day because it is a day you are taking part in religious observance.
- Your local authority is responsible for arranging your child's transport to school and it is not available on that day or has not been provided yet.
- You are a gypsy/traveller family with no fixed abode, and you are required to travel for work that day meaning your child cannot attend their usual school.

## What happens if my child misses school without a good reason?

If your child is absent and you haven't received advance permission from the headteacher to take your child out of school, we and the local authority may take action.

These measures can include:

- **Issue a fixed penalty notice, otherwise known as a 'fine'** – the local authority can give each parent a fine. If you do not pay the fine after 28 days, you may be prosecuted for your child's absence from school.
- **Seek an Education Supervision Order from the family court** – if the local authority thinks you need support getting your child to go to school but you're not co-operating, they can apply to a court for an Education Supervision Order. A supervisor will be appointed to help you get your child into education. The local authority can do this instead of, or as well as, prosecuting you.
- **Prosecute you** – this means you have to go to court. You could get a fine, a community order or a jail sentence up to 3 months. The court could also give you a Parenting Order.

## How much could I be fined if my child misses school?

under the new national framework, all schools will be required to consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons.

**From August 2024**, the fine for school absences across the country will be **£80 if paid within 21 days**, or **£160 if paid within 28 days**. If a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

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.

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.

Money raised via fines is only used by the local authority to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government.



Effective From Monday 19<sup>th</sup> August 2024.

