

# ATTENDANCE



## 2024 to 2025

- **Term 1:** 2  
September 2024  
to 25 October  
2024
- **Term 2:** 4  
November 2024  
to 20 December  
2024
- **Term 3:** 6  
January 2025 to  
14 February  
2025
- **Term 4:** 24  
February 2025 -  
4 April 2025
- **Term 5:** 22 April  
2025 to 23 May  
2025
- **Term 6:** 2 June  
2025 to 22 July  
2025

## Important Information about Penalty Notices

### Penalty notice fines for school attendance are changing

The government has made some changes to the penalty notices for unauthorised absence rules from 19 August 2024.

Our academy's approach to leave of absence requests will still be the same – **we will not authorise any leave of absence in term time, unless satisfied the reason is exceptional.**

We ask that you request permission in advance, and only if absolutely necessary.

Any requests should be made using our Leave of Absence form (available from Julie Vincent, Attendance Lead, and wherever possible with 4 school weeks' notice.

To assist you in booking holidays and arranging other events, our term date information can be found opposite.

From 19 August 2024, if a child has at least 10 sessions of unauthorised absence in 10 school weeks, their parent/carer(s) may receive a penalty notice. (A morning or afternoon is one session; a whole school day is two sessions.) The government's rules also allow for penalty notices to be issued for less unauthorised absence, for example where parents or carers appear to be avoiding the national threshold by taking several term time holidays below threshold, or for repeated absence for birthdays or other family events which the school has not authorised absence for.

**Please note:** Penalty notices are issued to parents and carers as an alternative to prosecution and are intended to prevent the need for court action. A penalty notice may not be issued if prosecution is considered a more appropriate sanction for a pupil's unauthorised absence.

Please contact the school if you have any questions about this information.

Please turn over for more information

Sanction	Outcome
<p>First penalty notice (in a 3-year rolling period)</p>	<p>The penalty is £80 (per parent/carer, per child) payable within 21 days, rising to £160 if paid between 22 and 28 days. (If the fine is not paid, the parent/carer may be prosecuted for the child's unauthorised absence.)</p>
<p>Second penalty notice (in a 3-year rolling period)</p>	<p>The second time a penalty notice is issued to the same parent/carer for the same child the amount will be £160 per parent/carer, per child (if paid within 28 days). There is no reduction in the amount if the penalty is paid early. (Again, if the fine is not paid, the parent/carer may be prosecuted.)</p>
<p>Prosecution</p>	<p>Fines per parent/carer will be capped to two fines within any 3-year period. Once this limit has been reached, a prosecution will be considered. Prosecution may result in fines of up to £2,500 per parent/carer, per child.</p>