



The Forest CE Federation

'Small enough to care. Large enough to inspire

Valuing all God's children'

All things are possible for one who believes' Mark 9 v 23

Executive Headteacher: Mrs Eliza Hollis

www.forestfederation.co.uk

e.hollis@forestfederation.co.uk

17/10/24

Dear Parent/Carer

Update on procedures for Attendance

Re: National Framework for Penalty Notices for school absence

I am taking this opportunity to remind you of the important changes the Government have introduced regarding school attendance and the issuing of penalty notices when children are absent from school and the changes in West Northants procedures in rolling this out.

A new National Framework for Penalty Notices has been introduced. The regulations came into effect from the 19th of August 2024. The aim is to improve consistency in the use of penalty notices across England.

The national framework states:

National Threshold

There will be a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (a school day is 2 sessions - morning and afternoon) of unauthorised absence within a rolling 10 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 10-school week period can span different terms or school years.

First Offence

The first time a Penalty Notice is issued for unauthorised absence the amount will be: £80 per parent, per child if paid within 21 days. Increasing to £160 per parent, per child if paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court

Second Offence (within 3 years)

The second time a Penalty Notice is issued for unauthorised absence the amount will be: £160 per parent, per child paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court

Stoke Bruerne CE Primary
Bridge Road
Stoke Bruerne
Northants
NN12 7SD
01604 862872
bursar@stokebruerne.northants-ecl.gov.uk

Tiffield CEVA Primary
High Street South
Tiffield
Northants
NN12 8AB
01327 350325
bursar@tiffield-ce.northants-ecl.gov.uk

Whittlebury CE Primary
High Street
Whittlebury
Northants
NN12 8XH
01327 857700
bursar@whittlebury.northants-ecl.gov.uk

Gayton CE Primary
Bugbrooke Road
Gayton
Northants
NN7 3EU
01604 858749
bursar@gayton-ce.northants-ecl.gov.uk

Yardley Gobion CE Primary
School Lane
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NN12 7UL
01908 542261
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Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed a Penalty Notice will not be issued and the case could be presented straight to the Magistrate's Court.

Prosecution under s444 (1) Education Act 1996, where if convicted you may be fined up to £1,000.

Prosecution under s444 (1) (a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or 3 months' imprisonment.

Per parent, per child

Penalty Notice Fines are issued to each parent, for each child that was absent. For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

All requests for absence must now be sent to the school office at:

bursar@yardleygobion.northants-ecl.gov.uk;

bursar@whittlebury.northants-ecl.gov.uk;

bursar@stokebruerne.northants-ecl.gov.uk;

bursar@gayton-ce.northants-ecl.gov.uk;

bursar@tiffield-ce.northants-ecl.gov.uk;

Any **unauthorised absences will be reported to the local authority**, who will consider the action to be taken when it exceeds the 10 sessions.

West Northants Council statement includes:

Term time absences

You must get permission from the headteacher if you want to take your child out of school during term time. You can be fined for taking your child on holiday during term time without permission from the head teacher of the school.

You can only take your child out of school in term time if:

- you make an application to the headteacher in advance (as a parent the child normally lives with) and there are exceptional circumstances

It is up to the headteacher how many days your child can be away from school if leave is granted.

Further penalty notices information - how they are issued and who issues them

A penalty notice (PN) is an alternative to prosecution and requires the parent(s) to pay a fixed amount as a fine for their child's irregular attendance at school. It is issued per parent, per child.

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In Northamptonshire, we issue them through the School Attendance Support Service following notification from the school.

They are used when:

- a pupil has a minimum of 10 school sessions recorded as unauthorised in a 10-school week period (a school day is 2 sessions - morning and afternoon) **or**
- a pupil has a series of unauthorised absences leading to irregular attendance

This includes:

- absence marked in the register as unauthorised
- persistent late arrival at school after the register has been taken and is recorded as an unauthorised absence
- absence in term time which has not been authorised by the head teacher - the Government has directed that head teachers may only grant leave in exceptional circumstances

PNs can also be used during the first 5 days of exclusion. Parents are made aware of the consequences by letter when a child is excluded from school.

Lateness and punctuality

The school day starts at 9am for Gayton, Tiffield, Whittlebury and Yardley Gobion.

For Stoke Bruerne it is 8:50am.

Registers remain open until 9:30 am at Gayton, Tiffield, Whittlebury and Yardley Gobion and 9:20am at Stoke Bruerne.

A pupil who arrives late:

- Before the register has closed, it will be marked as late, using the appropriate code
- After the register has closed, it will be marked as absent, using the appropriate code and will therefore be classed as unauthorised.

We believe good attendance is essential to support your child in getting the most out of their education and we thank you for your continued support.

If you have any queries, please contact the school.

Yours Sincerely,
Mrs Eliza Hollis
Executive Headteacher

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