

Dear Parents and Carers

As you will be aware our attendance policy and systems are based on the DfE guidance **“Working together to improve school attendance”**. The DfE have updated the guidance and these updates will be implemented by the academy and all schools nationally from the 19 August 2024.

A summary of key updates that are relevant to you are highlighted below:

- The DfE have set out the new National Framework for issuing penalty notices and reflect changes to the law introduced through the Education (Penalty Notices) (England) (Amendment) Regulations 2024.
- There has been a change in terminology from ‘parenting contracts’ for attendance to ‘attendance contracts’ to better reflect the agreement between parents, schools and/or local authorities.
- There has been an updated section on pupils who are prevented from attending school, due to physical or mental ill health to be clear where schools’ role starts and ends.

### Penalty Notices

**Penalty notices are issued to parents as an alternative to prosecution where they have failed to ensure that their child of compulsory school age, regularly attends the school where they are registered.**

Penalty notice fines will be considered when there have been 5 consecutive days of term time leave, or there have been 10 sessions of unauthorised absence in a 10-week period.

A summary of the changes are below:

First period of 10 or more sessions absent	The first time a Penalty Notice is issued for Term time leave or irregular attendance.	£160 per parent, per child if paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.
Second period of 10 or more sessions absent (within 3 years)	The second time a Penalty Notice is issued for Term time leave or irregular attendance.	£160 per parent, per child to be paid within 28 days. <b>No reduced rate will be offered.</b>
Third period of 10 or more sessions absent (within 3 years)	The third time a child triggers 10 or more sessions absent a Penalty Notice <b>will not</b> be issued and the case will be presented to the Magistrates’ Court.	Magistrates fines can be up to £2500. Cases found guilty can show up on a parents future DBS certificate, due to failure to safeguard a child’s education.



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# The Sutton Academy

Together Students Achieve

Principal: Mr P Willerton

Before implementing a Penalty Notice the academy will follow the guidance of providing parents/carers with a **'Notice to improve'**. A 'Notice to improve' is a final opportunity for a parent to engage in support and improve attendance before a penalty notice is issued.

You can access the updated guidance by following this link:

[https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working\\_together\\_to\\_improve\\_school\\_attendance\\_applies\\_from\\_19\\_August\\_2024\\_.pdf](https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working_together_to_improve_school_attendance_applies_from_19_August_2024_.pdf)

The new guidance will be reflected in our attendance and punctuality policy, that will be updated and live on the academy website when we return in the new academic year.

Yours faithfully

Mr R. Hodgson  
Assistant Principal



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