

SQUIRES AVENUE
BULWELL
NOTTINGHAM
NG6 8HG

EXECUTIVE PRINCIPAL: CHRIS KEEN
ACTING HEAD OF SCHOOL: MATT IRONS

T +44 (0)115 964 7640
E enquiries@bulwellacademy.org.uk
www.bulwellacademy.org.uk



**THE BULWELL
ACADEMY**
*Creative
Education
Trust*

12 August 2024

Dear Parent/Carer

I am writing to inform you of the new legislation in relation to attendance and term time holidays. The Department for Education has published a new version of '[Working together to improve school attendance](#)'. This becomes statutory guidance on **19 August 2024**. This means that schools, trusts, governing bodies, and local authorities must follow this as part of their efforts to maintain high levels of school attendance.

Working Together

School attendance is a high priority for everyone. The local authority and schools are committed to improving attendance and achievement, and we would like to thank parents/carers in advance for working with us to ensure the best possible outcomes for their children in the next academic year.

Our Attendance Team is also here to support you with school attendance. If there is anything the team can do to help students to attend school, please contact us. Contact information is available on the Attendance page of the school website (link below), where you can find the member of the team that oversees attendance for your child's year group.

 bulwellacademy.org.uk/main/parents/school-attendance

The Attendance Team are also available during term time from 7.30am by calling school on 0115 964 7640 and selecting option 1 for Attendance.

You can also email attendance@bulwellacademy.org.uk to reach out for support or to share attendance information.

Statutory DfE Attendance Procedures 2024/2025

Requests for leave of absence

Parents must request permission from school in advance for leave of absence for any reason, including holidays. Head Teachers cannot grant leave during term time unless there are exceptional circumstances and cannot grant permission retrospectively. A need or desire for a holiday or other absence for the purpose of leisure and recreation would not be an exceptional circumstance—the 'H' code (authorised holiday) will no longer exist in the new absence codes to reflect the change in policy. ***If you take your child out of school without permission this may lead to enforcement action (penalty notice or prosecution).***

National Thresholds

From September 2024, schools will need to consider a Penalty Notice if a pupil misses 10 sessions of unauthorised absence in a rolling period of 10 school weeks. Half of a day (am or pm) is considered as a 'session'. The threshold of 10 sessions can be met with any combination of unauthorised absence, for example, eight sessions of unauthorised holidays in term time and two sessions for other unauthorised reasons. This can include being late to school after the register closes, which is shown by a U code (an absence code).



Penalty Notices

Under the new national framework, Fixed Penalty Notices will be considered when a child has missed ten or more sessions (five days) due to unauthorised absence in a period of ten school weeks. In September 2024, Penalty Notices (fines) charged to parents will rise to £80 (if paid within 21 days) or £160 (if paid within between 22 and 28 days). Where a penalty notice is unpaid, legal action would be pursued. Under the new framework, only two penalty notices can be issued to the same parent for the same child within a three-year rolling period. Where a second Penalty Notice is issued to the same parent for the same child, the charge will be £160.

Lateness and Punctuality

An additional reminder that the Department for Education states that when a student arrives at school late, after morning registration has closed, students must be marked using the code U (an absence code). **Therefore, being late to school will impact on a student's overall attendance.** As mentioned above a U code counts as one session missed.

PLEASE NOTE: It is not the school/trust issuing penalty notices to parents, and any monies generated from these fines remain within the Local Authority to provide attendance support.

The updated Attendance Policy, which reflects the changes above, will be available on our website from September 2024.

I would like to thank you in advance for your support with school attendance from September 2024.

Please view the poster on the next page for a quick reminder of the new rules and what they mean for you.

Yours sincerely

Amy Fuller
Vice Principal, Attendance and Safeguarding

Email: amy.fuller@bulwellacademy.org.uk

ATTENDANCE

WHAT THE NEW RULES MEAN FOR ME

WITH EFFECT FROM 19 AUGUST 2024



Nottingham
City Council

I'm a single parent of one child and we want to go on holiday for a week.

Your holiday will not be authorised and you must talk to the school before you book anything.

Because your child will miss 5 school days you will be given a penalty notice fine.

The fine is £160 but if you pay it in 21 days it will be reduced to £80.

1

£160



FOR EVERY CHILD A PENALTY IS GIVEN

2



+£160



+£160



+£160



+£160

4 children & 1 parent = £640

Reduced to £320 if paid in 21 days

IRREGULAR ATTENDANCE

3

10 IN 10

If your child is absent for 10 or more sessions in 10 weeks and their absences are unauthorised, the school will consider prosecution.

1

DAY =

2

SESSIONS

FOR A FAMILY OF TWO PARENTS

4

4 children & 2 parents
= £1280

+£160



+£160



+£160



+£160



Reduced to £640
if paid in 21 days

If in any period of not more than 3 years, your child has a 2nd and 3rd leave of absence or pattern of irregular attendance...

5



2ND TIME

2 parents and...

1 child - £320

2 children = £640

3 children = £960

4 children = £1280

No discount for early payment

3RD TIME

A penalty notice fine will not be given.

Your case will be taken to court.

A magistrate can fine each parent £2500 for each child.

1 parent & 4 children = £10,000

2 parents & 4 children = £20,000



FOR MORE INFORMATION, VISIT



gov.uk/government/publications/working-together-to-improve-school-attendance