



Wesley Methodist Primary School

Forth Road, Radcliffe, M26 4PX

Tel:- 0161 723 3416 Email:- office@wesley.epworthtrust.org.uk

Head Teacher – Mr R Jones

Deputy Head – Mrs R Webster

www.wesleymethodistprimaryschool.co.uk

Twitter: @wesley_primary

National Framework for Penalty Notices for school absence

Dear Parent/Carer,

I am taking this opportunity to write to inform you of some important changes the Government are introducing regarding school attendance and the issuing of penalty notices when children are absent from school.

A new National Framework for Penalty Notices is being introduced. The regulations will come 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 includes:

- A single consistent national threshold for when a penalty notice must be considered of 10 sessions (usually equivalent to 5 school days) for any unauthorised absence within a rolling 10 school week period. The 10-week period may span different terms or school years. For example, 2 sessions of unauthorised absence in the summer term and a further 8 within the autumn term. **(Each session is half a day of school; therefore 10 sessions are equivalent to 5 days of school).**
- An increase to the rate of a penalty notices from £120 to £160 if paid within 28 days and £60 to £80 if paid within 21 days. If a second penalty notice is issued to the same parent for the same child within a rolling 3-year period, the notice will be charged at the higher rate of £160 with no option for this second offence to be discharged at the lower rate of £80.
- A national limit of 2 penalty notices that can be issued to a parent for the same child within a rolling 3-year period, so at the 3rd (or subsequent) offence(s) another tool must be considered (such as prosecution or another attendance legal intervention).

A child will be considered as having an unauthorised absence when they receive one of the following codes in the register:

- Code G: Holiday not granted by the school – **no holidays will be authorised by school during term time.**
- Code O: Absent in other or unknown circumstances – no reason for the absence has been given to school.
- Code U: Arrived in school after registration closed – this will include both morning and afternoon registrations.

Our procedures, roles and responsibilities are clearly outlined in our attendance policy, however we wanted to take this opportunity to remind you of the processes that we will follow if your child is absent from school:





Wesley Methodist Primary School

Forth Road, Radcliffe, M26 4PX

Tel:- 0161 723 3416 Email:- office@wesley.epworthtrust.org.uk

Head Teacher – Mr R Jones

Deputy Head – Mrs R Webster

www.wesleymethodistprimaryschool.co.uk

Twitter: @wesley_primary

- Parents should contact school to notify us of the reason for their child's absence before the registers are open at 9am. If school are not notified of absences on the first day this will be recorded as an unauthorised absence and this cannot be amended at a later date.
- A message will be sent by school asking you to contact school when there is an unexplained absence. This message will be sent to both parents/carers where applicable.
- School will make telephone calls to establish a reason for absence where one has not been provided.
- Home visits will be completed if contact has not been made with school/there is a pattern of absence/it is part of a strategy in the attendance support map/an absence is ongoing or persistent.
- Home visits will also be completed when a child is absent for 5 consecutive school days.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

Please do not hesitate to contact school should you have any questions regarding the changes.

We thank you for your continued co-operation and support,

Mr Jones

