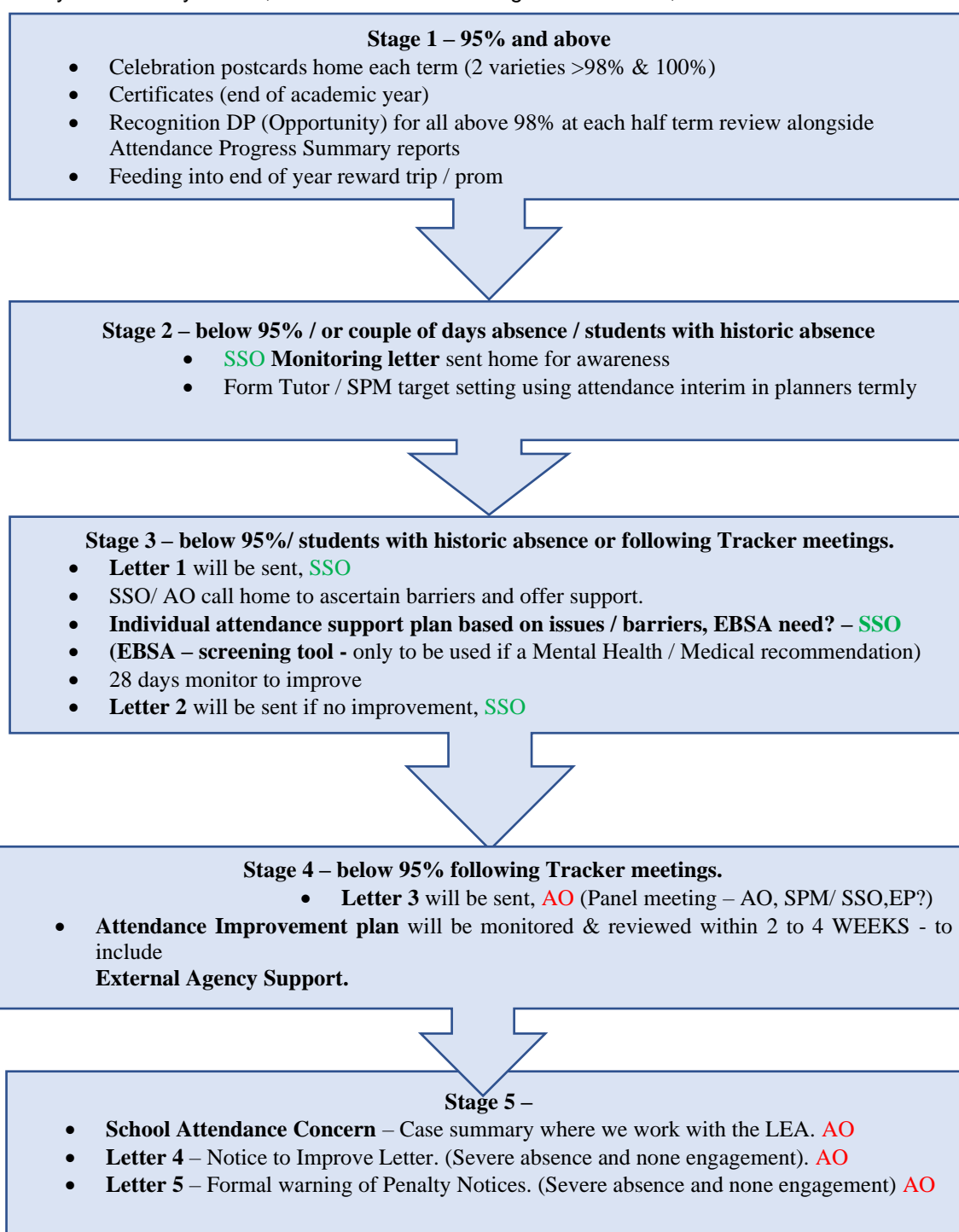


Overview flowchart of Attendance Procedures 2025/2026

- All actions are reviewed and actioned fortnightly.
- The flow chart below is a guide to follow regarding procedures to follow in turn after monitoring attendance meetings which take place fortnightly. Meetings will be held with AO, SPM, SSO. All actions are considered on an individual basis.
- At all stages, the most effective action will be discussed and implemented to aid improvement, we follow a 'support first' culture. This can be in the form of Pastoral support, EBSA support with Enhanced Provision Lead, Mental health support (Hub / Leicester Street or external agencies) Family Support (TAC, EHA) or finally Penalty Notices (PN) where there has been no engagement or improvement made to a student's attendance.
- All unauthorised absences will be assessed on an individual basis and could be dealt with, in way of a Penalty Notice, but this is not something we want to do, unless we have to.



Penalty Notice Fines for School Attendance are Changing!

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued after 19th August 2024.

Per Parent, Per Child

Penalty Notice Fines will now be 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.

5 consecutive days of term time leave

Penalty Notice Fines will be issued for Term Time Leave of 5 or more consecutive days.

10 sessions of unauthorised absence in a 10-week period

Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10 week period.

First Offence

The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:

£160 per parent, per child paid within 28 days.

Reduced to £80 per parent, per child if paid within 21 days.

Second Offence (within 3 years)

The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:

£160 per parent, per child paid within 28 days.

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child.

Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate, due to 'failure to safeguard a child's education'.