



13 September 2024

Dear Parent / Guardian

I hope you and your family have had an enjoyable break. I am writing to make you aware of the help and support available to you and your child concerning attendance as well as some key changes regarding the law and attendance.

Fixed Penalty Notices – First Offence

From 19 August 2024 the government introduced a new national framework for penalty notices. For parents/carers taking a child out of school i.e. for a holiday or any other unauthorised absence, the fine has been increased to £160 per parent per child. This is reduced to £80.00 per parent, per child if paid within 21 days.

Fixed Penalty Notices – Second Offence

If within 3 years a second penalty notice is issued the penalty notice will increase to £160 per parent, per child. You will have 28 days to pay this fine.

Fixed Penalty Notices – Third Offence

If for a third time within 3 years, a child is taken out of school for an unauthorised activity, such as a holiday, no fine is issued. Instead, the case is referred to the magistrate’s court. who can issue fines of £250 per parent, per child.

Please also note that if a child is late to school, after the register is closed (after 9.00am), this is classed as unauthorised absence.

Persistent Absence

A student becomes a persistent absentee when they miss 10% or more of schooling. The chart below illustrates the clear and documented evidence regarding the link between academic success and attendance.

Attendance	Effect on Results (per GCSE or equivalent)
96 – 100%	+1.4
92 – 95.9%	-0.7
90 – 91.9%	-1.5
85 – 89.9%	-1.9
80 – 84.9%	-2.7
0 – 79.9%	-3.3

At the start of this term, include excellent attendance when setting out your expectations.

95%	=	47 LESSONS MISSED EACH YEAR 8 days in total or 1 week and 3 days
90%	=	95 LESSONS MISSED EACH YEAR 16 days in total or 3 weeks and 1 day
85%	=	142 LESSONS MISSED EACH YEAR 24 days in total or 4 weeks and 4 days
80%	=	190 LESSONS MISSED EACH YEAR 32 days in total or 6 weeks and 2 days



Help and Support

We recognise that for some children, attendance may become a concern. If you require help and support, you should consult the following staff.

For help and advice regarding registers, and bromcom, fixed penalty notices and reporting a child's absence, you should contact the attendance team at:

Mesattendance@maidenerleghtrust.org

For help and advice regarding concerns over attendance, you should contact your child's head of year.

The heads of year are also supported by the inclusion team who are very experienced and have a range of supportive strategies.

The help and support offered will vary from student to student, but the aim will remain the same to work with the student, the parent/carer to improve their attendance in a sustainable manner.

Students with attendance higher than 95% will be placed in a termly prize draw.

We want to listen and respond to any concern that parents may have about attendance, as we know that children whose attendance is strong.

- have better experiences of school than those not regularly attending school.
- form and sustain friendship's more effectively than those that don't regularly attend school.
- and are more academically successful.

Thank you for taking time to read this letter.



Miss A Cheshire
KS5 Assistant Headteacher

