

6th February, 2018

FOR THE ATTENTION OF THE PERSON WITH PARENTAL RESPONSIBILITY

Re : Changes to Penalty Notices for Absence from School

Ensuring your child has access to a good education is very important to us.

A key part of this is for all children and young people to regularly attend school, as this gives each learner the best chance to achieve their full potential. In light of the recent Isle of Wight court case and the subsequent Supreme Court ruling on school absences, we wanted to clarify our position for parents where there may be the potential for any ambiguity and to also ensure we are fully compliant with legal requirements.


As a result, we have made a few changes to our previous guidance to schools, parents and carers regarding absence from school. The new guidance will come into force from 1st January 2018 and is detailed below:

- Penalty Notice for Leave of Absence (Holiday) in Term Time
From 1 January 2018 any period of unauthorised leave may result in you as a parent receiving a penalty notice fine. Your head teacher will continue to be the only person able to authorise leave in term time, but this will apply only in exceptional circumstances. Any unauthorised absence will be referred by your head teacher to the local authority.
- Penalty Notice for Persistent Lateness
Previously a pupil had to achieve 20 unauthorised late marks before a penalty notice warning could be issued. This has now changed to 10 marks, and late marks do not have to be one after the other in order for the penalty notice to be issued. You are therefore encouraged where possible to ensure your child attends school on time. However, if your child is late you must inform the school of the reason(s) why, as they may be able to offer you some form of advice or support.
- Period of Time Used to Measure Persistent Absence and Lateness
If your child has had 10 days unauthorised absence or is late 10 times over a twelve week period, you may receive a penalty warning notice and also potentially a fine.
These changes have been agreed with local head teachers and have been implemented to help promote and support good attendance to school. Further details and a copy of the revised Code of Conduct for issuing Penalty Notices can be obtained from the council's website www.staffordshire.gov.uk/education.

The vast majority of children and young people in Staffordshire have an excellent record of school attendance, and we recognise the efforts of so many parents to ensure their children attend school regularly.

The Local Authority will continue to take appropriate action for absences during term time when we are notified by head teachers, both to support them in their role and to ensure local children can continue to achieve the best possible outcomes from attending local schools.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Paul Senior', written in a cursive style.

Paul Senior
Head of Education Vulnerable Learner Services 0-25