



*We Learn, We Lead, We Inspire*

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Head Teacher  
Dr M Maher

Dear Parents/Carers,

We would like to inform you that the Department of Education have published new statutory attendance guidance which come into effect from 19<sup>th</sup> August 2024.

Please see below the following major changes;

### 1. New National Framework for Penalty Notices for unauthorised absence

- The first time a penalty notice is issued for term time leave of absence or unauthorised absences the amount has increased to **£160 per parent, per child if paid within 28 days of being issued, this amount is reduced to £80 if paid within the first 21 days of being issued.**
- If a second penalty notice is issued for term time leave of absence or unauthorised absence within a three year period, there **will not** be a discount for early payment. **The penalty notice is payable at the full amount of £160 within 28 days of the date of being issued.**
- If there is a third instance of term time leave of absence or unauthorised absence within a three year period, a penalty notice **will not** be issued.
- Any further cases will be referred directly to Magistrates' Court for prosecution. Magistrates can impose a fine of up to £2500 per parent, per child. **If a parent is found guilty of an offence, this is recorded as a criminal offence and will show on any DBS (Disclosure and Barring Service) checks as "Failure to Safeguard a Child's Education"**
- **Transition, In year Admissions and Cross Border Checks**  
All schools will have the ability to check for previous penalty notices/prosecutions issued within a three year period in their own local authority or any other local authority that the family has lived in at year 6 to 7 and 11 to 12 transition or for in year admissions.

The Local Authority letter regarding Penalty Notices changes is available on our school website and also for your information, we are attaching our updated Request for Leave form.

### 2. The DFE and Local Authority will have access to attendance data for schools.



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3. Update of attendance codes used by schools to improve consistency.
4. Elective Home Education – If you decide to home school your child, this request needs to be put in writing to the headteacher and the Slough Borough Council Attendance team will contact you to discuss your decision.

We look forward to working together with our families in sharing the responsibility for supporting and promoting excellent school attendance.

Kindest regards,  
Yours sincerely,

Dr M. Maher  
Headteacher

