



THE
ROYAL SUTTON
SCHOOL

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Headteacher: Mrs N Gould

Important Information for Parents

Changes to the issue of Penalty Notices to address School Attendance from 19 August 2024 THE EDUCATION (PENALTY NOTICES) (ENGLAND) (AMENDMENT) REGULATIONS 2024 No. 210

Dear Parents and Carers

The Department for Education (DfE) have shared new regulations for schools to monitor and improve attendance. We will be implementing these from September 2024 alongside colleagues in schools nationally.

On the 19 August 2024 new legislation came into force regarding the criteria for and the issue of penalty notices to address school attendance. A national framework for parental fines is being introduced for any student who misses 10 or more half-days within any 10 week period. (Please note that if you have requested a Leave of Absence that commences from September 2024 onwards, any Penalty Notice(s) issued will be at the new rates and will trigger the start of the three year threshold period, as specified below).

The following changes have been made:

- The number of unauthorised absences that may trigger a potential fine: 10 unauthorised absences (5 days) in a 10 school week period.
- The number of penalty notices that can be issued to a parent in respect of the same individual child: a maximum of 2 penalty notices will be issued (per parent, per child) within a three year period. For the first penalty notice issued to each parent in respect of the same individual child in a three year period: the amount of the penalty notice has increased from £120 to £160 if paid within 28 days and £60 to £80 if paid within 21 days.
- Any second penalty notice issued to the same parent in respect of the same individual child within three years of the date the first penalty notice issue is now set at £160 to be paid within 28 days – NB: No discount for earlier payment is offered.
- Any further absences will proceed for prosecution in the Magistrates' Court for the same parent in respect of the same child within three years of the date of the first penalty issued.

The maximum fine the court can impose for a first offence is £1,000 per parent, per child. If, however, you have a history of offences of this nature you may be prosecuted under Section 444(1A) Education Act 1996 and the court can fine you up to £2,500 per child, order payment of the prosecution costs, impose a Parenting Order and/or sentence you to a period of imprisonment of up to 3 months. This reflects the seriousness of unauthorised absence from school.

Please note with regards to the new legislation, times for the start of our school day remain unchanged at 8:40am we will continue to welcome and greet our students at line-up. Our registers will open during form time at 8:45am, this means that they will close (30 minutes later) at 9:15am. Students arriving late to school, once the registers have closed will receive a **Late** mark. Any student who arrives to school after 9:15am will receive an **unauthorised late** mark (a U code) under the new guidelines. Medical evidence will still be accepted, and we do ask that you please speak to us if you have concerns about your child's attendance. We want to work in collaboration with you to ensure your child attends on time every day.



The Arthur Terry Learning Partnership, a charitable company limited by guarantee, registered in England and Wales, company number 07730920.
Registered office: The Arthur Terry School, Kittoe Road, Four Oaks, Sutton Coldfield, West Midlands, B74 4RZ. CEO Richard Gill NPQH, NLE, FRSA



We have a range of support that can be accessed through our Early Help support and Pastoral team. Please do not hesitate to contact us using:

- Your Studybug Login <https://studybugs.com/>
- 0121 378 6564
- attendance@jws.bham.sch.uk

Important Terms:

Unauthorised Late: When a student arrives after 9:15am. An Unauthorised late mark will wipe out a student's attendance for the whole morning, this cannot be avoided.

Persistent Absence: attendance of 90% or below is recognised as Persistent Absence (PA) and equates to 19 days missed over a school year. Once a child has been absent for 19 days, or more, they will remain Persistently Absent for the remainder of the academic year.

Risk of Persistent Absence: a child will be identified as Risk of Persistent Absence if their attendance falls between 10 to 18 days missed education during any period of the school year.

Severe Absence: any child who has an attendance of 50% or below will be classified as severely absent.

Yours faithfully

Mrs N Gould
Headteacher