



St Bartholomew's CE Multi Academy Trust
Sedgley Road
Penn
Wolverhampton
West Midlands
WV4 5LG

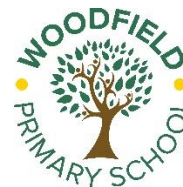
Woodfield Primary School

Executive Headteacher: Mr S Arnold

Telephone: 01902 558835

Email: woodfieldprimary@wolverhampton.gov.uk

CEO: Katy Kent



Monday 1st July 2024

Dear Parents and Carers,

I am writing to inform you of changes to the Government's policy on requesting holiday in term time.

Both nationally and locally, attendance is a concern. Government figures published recently confirmed that in the autumn term of 2023, 16% of primary pupils and 27% of secondary pupils were classed as persistently absent. (*Persistent absence is attendance below 90% and equates to 19 missed school days during a school year.*)

In a drive to address the national decline in attendance, the Department for Education has stated that fines "*must be considered if a child misses five days of school for unauthorised absence*". Schools' daily registers must also be shared online with the DfE and the school's local authority. These changes regarding attendance documentation and regulations will come into force from 19th August 2024.

In summary, **holidays in term time are not permitted and cannot be authorised and will be recorded on your child's record.** The DfE state that it is imperative that these changes are shared with you to ensure you are fully informed of the new guidelines prior to considering booking holidays for which the new penalty notice system will apply.

Holidays of five days or more as per the above or where your child has holiday and has already amassed over 5 days of unauthorised absence previously, will mean that a penalty notice will be given. A penalty notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution. There is a limit of two penalties and then escalation in cases of repeat offences. Therefore, from autumn term 2024, only 2 penalty notices can be issued to a parent in respect of the same child within a 3-year rolling period; **any second notice within that period is charged at a higher rate.**

The first penalty notice issued to a parent in respect of a pupil will be charged at £160. This will be reduced to £80 if paid within 21 days. (The existing £60 fine was introduced in 2013 and has not been increased in the 11 years since.) If a second penalty notice has to be issued, it will be charged at a flat rate of £160 if paid within 28 days.

A subsequent third penalty notice cannot be issued within 3 years of the date of issue of the first one. In a case where the national threshold of unauthorised absence is met for a third time (or subsequent times) within 3 years, alternative action will be taken. This may include prosecution and other attendance legal intervention.

Please note that Woodfield Primary School must adhere fully to the DfE's new guidelines and will be the administrator of the penalty notice. Funds gained from any penalty notices go to the Local Authority and are not shared with individual schools.

From 19th August 2024, this will be the process that all schools nationally must follow, therefore, can I please ask you to consider carefully the serious implications of taking your child out of school during term time.

Thank you so much for your continued support.

Yours sincerely,

S Arnold

Mr S Arnold: Executive Headteacher

