

Morven Park Primary School

School Attendance

I am writing to inform you of some changes we will be making around school attendance.

Over recent years we have seen significant rise in the number of unauthorised absences recorded and investigations show that these are mainly due to family holidays taken during term time.

We follow Nottinghamshire County Council guidelines to proceed with enforcement for unauthorised absences due to holidays. This applies to all children of legal school age.

From August 2024 an unauthorised leave of absence of 4 days/8 sessions over a 6 week rolling period for the purpose of a family holiday may lead to a request to the Local Authority to issue a Penalty Notice. Penalty Notices are issued to **each parent** for **each child** of legal school age to whom unauthorised absence applies.

Penalty Notice fines are £160 **per parent, per child** (this is reduced to £80 for payment within 21 days) for the first offence.

Penalty Notice fine for the second offence within 3 years are £160 **per parent, per child** to be paid within 28 days. No reduced rate will be offered.

Penalty Notice fine for the third offence and any further offences within 3 years will be presented straight to the Magistrates Court. The maximum fine for this offence can be up to £2500 **per parent, per child**. Cases found guilty in Magistrates Court can show on a Parent's future DBS certificate, due to failure to safeguard a child's education.

If you feel that there are exceptional circumstances surrounding your request for leave of absence these will be considered.

Please do not hesitate to contact school if you would like to discuss this matter further.

Yours faithfully

M Waton
Head Teacher