

15th September 2025

Dear Parents/Carers,

Reminder: Penalty Notice Framework for School Attendance

This is a reminder of the updated national framework for penalty notices regarding school attendance and unauthorised absences, which has been in effect since **August 19, 2024**. This information was previously shared, but we are resending it to ensure continued awareness.

Key Points to Remember:

Penalty Notices Are Issued For:

- **Term-Time Leave:** 5 consecutive days or more of unauthorised absence during term time.
- **10 Sessions Rule:** 10 sessions (half-days) of unauthorised absence or lateness within a 10-week period.

Fines for Penalty Notices:

- **First Offence:** £160 per parent, per child (reduced to £80 if paid within 21 days).
- **Second Offence:** £160 per parent, per child (no reduction for early payment).
- **Third Offence:** Referred to the Magistrates Court, where fines of up to £2,500 per parent, per child may be issued.

Why Attendance Matters:

Regular attendance is essential for your child's education, development, and future opportunities. Missing school even for a few days, can significantly affect your child's learning progress, confidence, and social development.

Children who attend school consistently:

- Are more likely to achieve better grades and exam results
- Build stronger friendships and social skills

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- Develop good routines and habits for future work and life
- Have better mental health and emotional wellbeing due to consistency and structure

Attendance also supports access to a full curriculum and participation in wider school activities such as trips, sports, and enrichment opportunities, all of which enhance learning and enjoyment of school life.

Legal Duties and Exceptional Circumstances:

Parents are legally responsible for ensuring their child attends school regularly. Absences can only be authorised for specific reasons such as illness. Holidays are rarely approved, and only considered in truly exceptional circumstances at the discretion of the Headteacher.

Support Is Available:

If your child is experiencing difficulties with attendance for any reason, please contact the school attendance team or your child's Head of Year. We are here to work in partnership with you to understand the barriers and support your child's return to regular attendance.

attendance@mulberrystepneygreen.org

For any questions or further clarification, please don't hesitate to contact us.

Kind regards,

Lili Hannan
Attendance Support Officer

