



Dear Parent/Carer

Subject: Updated Government Attendance Guidance – Penalty Notices (PN)

We hope this letter finds you and your family well.

We are writing to remind you about important changes to the DfE attendance guidance which came into effect from August 2024. These changes are part of the updated Government attendance guidance and are aimed at ensuring all children benefit from consistent and uninterrupted learning.

Full details of the guidance can be found within the Working Together to Improve School Attendance Statutory Guidance, which can be accessed through the www.gov.uk website [Working together to improve school attendance - GOV.UK](#). We have, however, laid out the information regarding changes to Fixed Penalty Notices in the graphic overleaf.

At Minsthorpe Community College, we have a supportive approach, when it comes to securing high levels of attendance for our students. We aim to work with families to understand barriers to attendance and form plans together to overcome them. However, it is important to note that Penalty Notices and other legal intervention, in accordance with statutory guidance and the Local Authority's Code of Conduct for issuing penalty notices for school absence 2024, also form part of our intervention pathways.

We understand that these changes may impact family plans, and we encourage you to carefully consider the implications of any unauthorised absences especially term-time holidays. Our priority remains the educational development and well-being of every student. Attendance is therefore our top priority at Minsthorpe Community College – Every student, every lesson, every day!

If you have any questions or require further clarification regarding these updates, please do not hesitate to contact the attendance team via 01977657600 or enquiries@minsthorpe.cc.

Thank you for your cooperation and continued support.

Yours sincerely

Mrs Chamberlain &
The Attendance Team

Motivation ♦ Commitment ♦ Care

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Principals Mark Gilmore & Rachael Merritt

ATTENDANCE CHANGES AND WHAT THEY MEAN FOR ME

The Government changes to attendance guidance were legally enforced from August 2024 and are explained below for you.

1 I'm a single parent of 1 child and want to go on holiday for a week during term time.

£160

1

You must complete a leave of absence form to notify college of the intended holiday. Your holiday will not be authorised.

You will be given a penalty notice because your child will miss 5 school days, (10 sessions).

The fine is £160, reduced to £80 if paid within 21 days.



2

A penalty is given for every child.

1 parent with 4 children = £640, reduced to £320 if paid within 21 days



£160



£160



£160



£160

3



For a family of two parents.

Both parents are fined for each child, for example.

2 parents with 4 children = £1280, reduced to £640 if paid within 21 days.



£320



£320



£320



£320

4

Multiple holidays or patterns of irregular attendance within 3 years.

2nd Offence, 2 parents and

1 child = £320

2 children = £640

3 children = £960

4 children = £1280

NO DISCOUNT FOR EARLY PAYMENT



3rd Offence,

No Penalty notice. Instead, your case will be taken to court. A magistrate can fine each parent £2500 for each child.

1 Parent and 4 children = £10,000

2 Parents and 4 children = £20,000

5

Irregular attendance '10 in 10'

If your child has 10 sessions of unauthorised absence within a rolling period of 10 school weeks, or less we will consider prosecution. These sessions may be consecutive or not.

1 DAY = 2 SESSIONS

For example. 3 days of unauthorised absence in one week + one day absence per week for the next two weeks = 10 sessions = irregular attendance.

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