



Tattershall Primary School
Believe, Achieve, Succeed

Wednesday 4th September 2024

Dear Parents and Carers

We hope you enjoyed the summer break and are not missing your children too much yet!

We have very warmly welcomed your children into school this morning and I have already been so impressed with how happy, settled and focused they all are. There is certainly a joy around school and the staff are thoroughly enjoying being back with the children too.

Important Update – Changes to Penalty Notices for School Absence

You may be aware that the Department for Education has recently announced national changes to Penalty Notices issued for unauthorised absence in term time. These changes came into effect on 19th August 2024.

As I am sure we would all agree, regular attendance at school is essential for children to realise their educational potential. It is a legal requirement for all children of compulsory school age. Schools have a multitude of tools available to ensure regular school attendance and such strategies are usually sufficient for most families where attendance is an issue. However, where support to secure regular school attendance has been provided and has not worked or been engaged with by the parents, or would not be appropriate in the offence (for example, unauthorised holiday in term time), a Penalty Notice may be issued. Term-time holidays can only be authorised by the Headteacher in exceptional circumstances. This will be judged on them being rare, unavoidable, significant and short. Supporting evidence may be asked for to help decide if circumstances are exceptional.

The changes to Penalty Notices to be aware of are:

- Penalty Notices issued for offences that take place after the 19th August 2024 will be charged at a new rate of £160 per parent per child. This can be paid at £80 if paid within 21 days.





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- Any second Penalty Notice issued to the same parent for the same child within a rolling 3-year period will be issued at the rate of £160 to be paid within 28 days with no option for a discounted rate.
- The threshold at which a Penalty Notice must be considered is set at 10 sessions (equivalent to 5 full days) of unauthorised absence within a rolling 10-school week period. This may include absences as a result of arriving late after the register closes. The 10 school weeks may span different terms or school years.
- A maximum of two Penalty Notices may be issued to a parent for the same child within a rolling 3-year period, so at the third (or subsequent) offence another course of action will need to be considered (such as prosecution).
- Only Penalty Notices issued for absences taking place after 19th August 2024 will count towards the above thresholds.

Full information can be found on the Lincolnshire County Council website [here](#).

I am sure that parents already understand, but the school does not benefit in anyway financially from the issuing of a Penalty Notice.

Please do not hesitate to contact me should you have any queries regarding this matter.

Kind regards

Lyndsey Wood

Headteacher

