



Dear Parents/Carers,

New attendance rules as from August 2024

We would like to say a **big thank you** to all our Broadoak parents and carers for supporting your child to attend school and engage so well with their learning. We know that this reflects the value our families place on children learning in school every day. We are looking forward to continuing to work together, to support best attendance and learning.

You may be aware that the government has made some changes to the penalty notices for **unauthorised absence** rules, which come into effect from 19th August 2024, in time for the new school year. We wanted to let you know about these changes before the summer holiday.

From 19th August, if a child has at **least 10 sessions of unauthorised absence in 10 school weeks**, their parent/carer may receive a penalty notice. **A morning or afternoon is one session; a whole school day is two sessions.** However, the government's rules also allow for penalty notices to be issued for less unauthorised absence, in some circumstances, for example where parents or carers appear to be avoiding the national threshold by taking several term time holidays below threshold, or for repeated absence for birthdays or other family events which the school has not authorised absence for.

Sanction	Outcome
First penalty notice (in a 3-year rolling period)	The penalty is £80 (per parent/carer, per child) payable within 21 days, rising to £160 if paid between 22 and 28 days. (If the fine is not paid, the parent/carer may be prosecuted for the child's unauthorised absence.)
Second penalty notice (in a 3-year rolling period)	The second time a penalty notice is issued to the same parent/carer for the same child the amount will be £160 per parent/carer, per child (if paid within 28 days). There is no reduction in the amount if the penalty is paid early. (Again, if the fine is not paid, the parent/carer may be prosecuted.)
Prosecution	Fines per parent/carer will be capped to two fines within any 3-year period. Once this limit has been reached, a prosecution will be considered. Prosecution may result in fines of up to £2,500 per parent/carer, per child.

Our academy's approach to leave of absence requests will still be the same, we will not authorise any leave of absence in term time, unless satisfied the reason is exceptional.

Exceptional Circumstances;

- Forces personnel on leave from a foreign posting
- Exceptional significant family events or circumstances, these will be considered on an individual basis with you.

Working in partnership with



The Principal will consider every request on a case by case situation, but the following will not be considered exceptional:

- Relatives coming to visit
- Cheaper holidays in UK and abroad
- Family day trips
- Visiting family/friends who have a different half-term/holidays.
- Birthdays

This is not an exhaustive list, but simply some examples.

We ask parents and carers to request permission in advance, and only if absolutely necessary. Any requests should be put in writing via the appropriate form and wherever possible with at least four school weeks' notice.

To assist parents and carers in booking holidays and arranging other events, our term date information can be found here: <https://broadoakacademy.clf.uk/our-academy/term-dates/>

Points to remember.

- The school day starts at 8.30 with registration starting at 8.45am and ends at 3pm. If a student arrives after 9.15am they are coded as U – **which means 'unauthorised'** and counts as 1 missed session (i.e. they are recorded as absent for the whole morning. This is really important to understand given the new legislation around **10 unauthorised sessions in 10 weeks**). It is essential that your child arrives on time to school.
- If a student is absent from school for any reason, a call must be made to the school to inform us of the absence between 8am and 9.15am **EVERY day** of absence. If we do not receive a message, our Education Welfare Officer or Attendance Liaison Officer may come to your house to support.
- All students must be onsite for the duration of this time, in their timetabled lesson or intervention. If they are not, you could be contacted to support.
- If your child is absent from school, regardless if the absence has been authorised, their overall attendance percentage will still be impacted.
- Please remember to try and arrange routine medical/dental appointments for out of school hours.
- Penalty notices are issued to parents and carers as an alternative to prosecution and are intended to prevent the need for court action. A penalty notice may not be issued if prosecution is considered a more appropriate sanction for a pupil's unauthorised absence.

We know you want your child to achieve as much as possible from their time at Broadoak Academy, so please support him/her by ensuring that they attend every lesson every day.

If you have any questions about attendance, please email attendance@ba.clf.uk.

Yours sincerely,



Danny McGilloway
Principal