

Dear Parent/Carer

Reminder Information About Department for Education Changes to Attendance from September 2024

Further to our previous correspondence in July 2024, I would like to remind you of the changes made to attendance rules by the DfE.

Changes to the Close of Morning (AM) Registration

We currently take our AM register at 08:35. Students arriving after this time, but before 09:05 receive a late mark (L code), however, students who arrive after this time receive an unauthorised absence mark (U code). The DfE has now informed all schools that we can only keep our register open for a maximum of 30 minutes, therefore, if your child arrives after 09:05, they will receive a U code.

Removal of the H Code - Authorised Holiday in Term Time

Previously, headteachers were able to authorise holidays in term time if there were exceptional circumstances, any pupil absence due to an authorised holiday would receive an H code in the register. The DfE has withdrawn the H code and has stated that *“Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance”*, therefore, from September we will no longer be able to authorise any holidays in term time. Any holidays that are taken will be recorded with a G code - Unauthorised Holiday in Term Time and you will be liable for a penalty notice.

Changes to Penalty Notices for Non School Attendance

The most significant change for both schools and their families is the changes to penalty notices for non school attendance. I have outlined these changes below.

Changes to Penalty Notices for Non School Attendance

The Department for Education (DfE) will introduce a new National Framework for Penalty Notices on 19 August 2024, this is explained in more detail in [Working Together to Improve School Attendance 2024](#).

Reasons for Penalty Notices/Prosecution

Term Time Leave of Absence

A school can apply to their local authority for a penalty notice if there are 5 or more days of either cumulative or consecutive absence due to term time leave.

Unauthorised Absence

A school may apply to their local authority for a penalty notice if there are 10 or more sessions of unauthorised absence in a 10-week period. These absences can be a combination of the following codes:

G - Term Time Leave of Absence

O - Unauthorised Absence - Failure to contact the school (unexplained absence) may result in an absence being recorded as unauthorised

U - Late After the Close of Registers

Who is Liable for a Penalty Notice/Prosecution

Penalty notices/prosecution are now issued/sought for each parent for each student (**per parent, per student**). Parent refers to anyone with parental responsibility and may include carers, step parents, grandparents or any other adult with parental responsibility.

For Example: If a family with three children take term time leave of absence, each parent would receive three penalty notices of £160 for each child. This would amount to £960 if paid within 28 days, reduced to £480 if paid within 21 days

First Offence

The first time a penalty notice is issued for term time leave of absence or unauthorised absences the amount has increased to:

£160 per parent, per child if paid within 28 days of being issued, this amount is reduced to £80 if paid within the first 21 days of being issued

Second Offence

If a second penalty notice is issued for term time leave of absence or unauthorised absence within a three year period, there **will not** be a discount for early payment.

The penalty notice is payable at the full amount of £160 within 28 days of the date of being issued

Third Offence/Any Further Offences Within a Three Year Period

If there is a third instance of term time leave of absence or unauthorised absence, a penalty notice **will not** be issued.

Any further cases will be referred directly to Magistrates' Court for prosecution. Magistrates can impose a fine of up to £2500 per parent, per child.

If a parent is found guilty of an offence, this is recorded as a criminal offence and will show on any DBS (Disclosure and Barring Service) checks as "Failure to Safeguard a Child's Education"

Transition, In year Admissions and Cross Border Checks

All schools will have the ability to check for previous penalty notices/prosecutions issued within a three year period in their own local authority or any other local authority that the family has lived in at year 6 to 7 and 11 to 12 transition or for in year admissions.

Data Sharing with The DfE and Local Authority

From September, it will be mandatory for all schools to share live data with both the Department for Education and their local authority. Schools will also have termly targeted support meetings with their local authority, to discuss pupil attendance. If schools have authorised leave in term time, local authorities may ask to see proof of exceptional circumstances and in some cases, direct schools to apply for penalty notices to be issued.

To avoid any confusion when booking holidays, I have included the terms dates for the next academic year below, these are also available on the school website.

Autumn Term 2024

Monday 2nd September to Friday 20th December

INSET days: Monday 2nd and Tuesday 3rd September

(school is closed to all students)

Year 7,11 and 12 students start on Wednesday 4th September

Years 8, 9 and 10 students start on Thursday 5th September

October Half Term

Monday 28th October to Friday 1st November

INSET day: Monday 9th December

Christmas Holiday

Monday 23rd December to Friday 3rd January

Spring Term 2025

Monday 6th January to Friday 11th April

INSET day: Monday 6th January

February Half Term

Monday 17th February to Friday 21st February

Easter Holiday

Monday 14th April to Friday 25th April

Summer Term 2025

Monday 28th April to Monday 21st July

May Half Term

Monday 26th May to Friday 30th May

INSET day: Friday 27th June

Please note: Dates are provisional, and we reserve the right to change these dates depending on circumstances.

These changes will all be detailed in our updated Attendance Policy, which will be available on the school website in the new academic year, however, if you have any questions or concerns relating to any of these changes, or if you would like to discuss your child's attendance, please email me on attendance@henleybankhighschool.co.uk.

I hope you have all had a wonderful summer break and your child is ready and raring to return to Henley Bank High School.

Yours sincerely,

Miss S Dobson

Attendance Officer

Henley Bank High School