



A cartoon illustration of a young boy with brown hair, wearing a light blue t-shirt and dark shorts, walking through a turnstile. He is carrying a brown and blue suitcase. The turnstile has orange pillars and a grey curved top.

175 non school days per academic year for family time, visits, holidays and shopping

Attendance Level	School Days per Academic Year	Category
100%	190	Best chance of success
95%	180	Cause for concern
94%	179	Less chance of success
91%	172	Serious cause for concern

190 school days per academic year

175 non school days per academic year for family time, visits, holidays and shopping

171 Days of education

161 Days of education

90% attendance

85% attendance

Serious cause for concern

Persistent absence

Unlikely to fulfil academic

PENALTY NOTICE FINES:

National Threshold

A single consistent national threshold for when a Penalty Notice must be considered by ALL schools in England, this is:

- 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period
- These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence
- For example, a 5-day unauthorised leave of absence would meet the national threshold
- The 10-school week period can span different terms or school years.

Who may be fined?

- Penalty Notice Fines are issued to each parent who allows their child to be absent without authorisation from school
- For example, 3 siblings absent for unauthorised leave during term-time would result in each parent receiving 3 separate fines.

First Offence

The first time a Penalty Notice is issued for unauthorised absence, the fine amount will be:

- £80 per parent, per child if paid within 21 days
- If not paid within 21 days, the fine will increase to £160 per parent, per child, payable between the 22nd and 28th day.

Second Offence (within 3 years)

The second time a Penalty Notice is issued for unauthorised absence, a reduced rate is not available. The amount therefore will be:

- £160 per parent, per child - payable within 28 days

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed, a Penalty Notice WILL NOT be issued, and the case will be presented straight to the Magistrate's Court.

- Prosecution can result in criminal records and fines of up to £2,500
- Cases found guilty in a Magistrates Court can show on the parent's future DBS certificate (Disclosure and Barring Service) due to a 'failure to safeguard a child's education'.

ATTENDANCE EXPECTATIONS:

Parents are expected to:	School are expected to:	Governors are expected to:	LEA – Derbyshire County Council are expected to:
Ensure their child attends every day the school is open except when a statutory reason applies. Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness). Only request leave of absence in exceptional circumstances and do so in advance. Book any medical appointments around the school day where possible.	Have a clear school attendance policy on the school website which all staff, pupils and parents understand. Develop and maintain a whole school culture that promotes the benefits of good attendance. Accurately complete admission and attendance registers. Have robust daily processes to follow up absence. Regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on. Have a dedicated senior leader with overall responsibility for championing and improving attendance.	Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures. Ensure school leaders fulfil expectations and statutory duties. Use data to understand patterns of attendance, compare with other local schools, identify areas of progress and where greater focus is needed. Ensure school staff receive training on attendance.	Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services. Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance. Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice. Offer opportunities for all schools in the area to share effective practice.

Department For Education

(Summary table of responsibilities for school attendance August 2024)

For your child to be successful, communication between home and school is vital. Please do not hesitate to contact the Attendance Lead for your child’s school to discuss any issues that maybe resulting in your child not wanting to attend school. We have a number of external agencies that work alongside school to help with any difficulties that may arise as well as a committed school ethos around supporting our children to ensure regular school attendance. We pride ourselves on being adaptive, creative and passionate about our children achieving and thriving, and have many strategies we can use to support your child and create a sense of belonging to our school.