

St Martin's C of E Primary School

Lower Church Lane, Tipton
West Midlands, DY4 7PG

Headteacher: Mrs R Rought

Tel: 0121 557 1543

Website: www.st-martins.sandwell.sch.uk

Email: office@st-martins.sandwell.sch.uk



'I can do all things through
Christ who gives me strength'

12th July 2024

Penalty notices issued for absences from 2024/2025 school year and onwards

Dear Parent / Carer,

I am writing to inform you of new national legislation that comes in to force on the 19th August 2024 regarding the issue of penalty notices for any unauthorised Leave of Absence. This new legislation is an attempt to improve school attendance.

Unauthorised absences / Leave of Absence will no longer be looked at on an individual basis but over a period of time (three years).

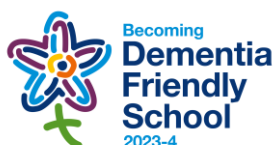
Penalty notices in respect of the same child will now change to the following:

- The first penalty notice issued to a parent in respect of a pupil will increase to **£80 per parent / per child** if paid within 21 days. This fine will increase to £160 per parent / per child between days 21 and 28. This will be for the first unauthorised penalty notice.
- The second unauthorised penalty notice will, within a three-year period, be **£160 per parent / per child** – if paid within 28 days. There is no reduced amount for paying early.
- The third and any further unauthorised LOA requests will not receive a penalty notice – the case will proceed to the Magistrates court for prosecution.

This means that a maximum of two penalty notices will be issued (per parent, per child) within a three-year period. Once three years has elapsed since the first penalty notice was issued a further penalty notice can then be issued.

The legislation also states that **unauthorised absences** can also be added together in a rolling period of 10 weeks. This means that separate unauthorised leave of absence requests can be added together and a penalty notice given.

Good attendance at school is crucial in order to ensure pupils make progress, both socially and academically. It only takes 19 days of absence per year for a child to be classed as persistently absent. Please note that school cannot authorise any holiday requests during term time. Parents are requested to meet with a member of staff to discuss any leave of absence and collect a form **before** the leave is taken. All leave of absence will be considered on an individual basis and parents will be informed if this is authorised or unauthorised.



St Martin's C of E Primary School

Lower Church Lane, Tipton
West Midlands, DY4 7PG

Headteacher: Mrs R Rought

Tel: 0121 557 1543

Website: www.st-martins.sandwell.sch.uk

Email: office@st-martins.sandwell.sch.uk



**'I can do all things through
Christ who gives me strength'**

We look forward to continuing to work together to promote good attendance for all of our pupils. If you have any questions about the new legislation then please do not hesitate to contact us.

Yours faithfully,

Mrs R. Rought
Headteacher

