



Changes to Fixed Penalty Notices **(Fines) From September 2024**

At Thomas Knyvett College our aim is to ensure that all students have excellent attendance. Excellent attendance means a student never misses a day of school with a very good reason and the school has authorised the absence. Our aim is to work with students and their families to ensure excellent attendance for all. In some cases, it may be necessary to take legal action to help a achieve excellent attendance. These processes are described below.

When can legal action be taken for absences from school?

An unauthorised leave of absence for 10 or more continuous sessions*/ 5 days

10 or more sessions* of unauthorised absence in 10 weeks.

*A school day counts as 2 sessions.

This leave of absence also includes term time holidays.

First Instance

Outcome: A fine of £160 per parent, per child if paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.

Second Instance (within 3 years)

The second time a Penalty Notice is issued

Outcome: A fine of £160 per parent/ per child if paid within 28 days. No reduced rate for early payment.

Third and further offences (within 3 years)

A penalty notice will not be issued, the case will be heard in the Magistrates’ Court. Magistrates can issue fines up to £2500 per parent per child.

Cases found guilty in the Magistrates’ Court may show on a parents’ future DBS certificate, due to failure to safeguard a child’s education.

FAQs

Which absence codes relate to unauthorised absence?

G code – An unauthorised leave of absence such as a holiday

O code – no reason is given for the absence, or the reason given is not satisfactory

U code – Late after the registers have closed

How can I get support to improve my child’s attendance?

We will always do our best to work with you to help improve your child’s attendance. Please contact your child’s class form tutor in the first instance. Other staff who can support attendance are your child’s year leader and year manager.

Where can I find out more about school attendance?

<https://www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance>

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

Key Staff

SLT Attendance Lead: Mr J Taylor

Attendance Manager: Mrs H Chalcraft

Attendance Administrator: Mrs C Oldknow