



Neasden Primary School
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Friday 12th July 2024

Changes to the 'Working Together to Improve School Attendance'

Dear Parents and Carers,

At Neasden Primary School, we are fully committed, and work extremely hard, alongside our families, to ensure high standards of school attendance and punctuality of all our pupils, in accordance with statutory guidance.

We have a duty to inform you of further upcoming changes to the **'Working Together to Improve School Attendance'**, statutory guidance, that comes into force in the new academic year 2024-2025. Some of these changes involve an increase to the penalty notices amount payable for unauthorized absence from school.

A penalty notice is considered by a school, when children are taken out of school for 10 sessions (5 days) when there have been deemed no exceptional circumstances for the absence. This can be in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

From the 19th August 2024 the penalty notice rates will be as follows:

A first penalty notice issued within a 3-year rolling period will be: £160 per parent per child, if paid within 28 days, this will reduce to £80 per parent per child if paid within 21 days.

A second penalty notice issued within a 3-year rolling period will be: £160 per parent per child, payable within 28 days. There is no option for reduction for early payment of the fine.

Should there be further decline in attendance and the national threshold of 10 unauthorized sessions of absence within a 10 school week rolling period be met again, the school, along with the Local Authority, may consider prosecution.

Full details of the afore mentioned, and all other changes to statutory guidance, can be found on the link below:

[https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working_together_to_improve_school_attendance_applies_from_19_August_2024 .pdf](https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working_together_to_improve_school_attendance_applies_from_19_August_2024.pdf)

It is important to note that none of the money from the fines above are received by the school.

As always, we really appreciate, and thank you all, for your continued support in ensuring high standards of attendance and punctuality here at Neasden Primary School.

If you have any questions about the outlined changes please contact the school.

Yours Sincerely,

Mrs Drinkall
Headteacher

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