



Monday 2nd September 2024

Dear Parent/Carer,

Reminder: National Framework for Penalty Notices for School Absence

I am taking this opportunity to inform you of some very important changes the Government has introduced regarding school attendance and the issuing of penalty notices when children are absent from school. The Council and school believe good attendance is essential to support your child(ren) in getting the most out of their education. The strongest GCSE results this academic year correlated directly with the highest attendance levels.

A new National Framework for Penalty Notices has been introduced. The regulations came into effect from the 19th of August 2024. The aim is to improve consistency in the use of penalty notices across England.

The national framework includes:

- A single consistent national threshold for when a penalty notice must be considered of 10 sessions (usually equivalent to 5 school days) for any unauthorised absence within a rolling 10 school week period. The 10-week period may span different terms or school years. For example, 2 sessions of unauthorised absence in the summer term and a further 8 within the autumn term.
- An increase to the rate of a penalty notices from £120 to £160 if paid within 28 days and £60 to £80 if paid within 21 days. If a second penalty notice is issued to the same parent for the same child within a rolling 3-year period, the notice will be charged at the higher rate of £160 with no option for this second offence to be discharged at the lower rate of £80.
- A national limit of 2 penalty notices that can be issued to a parent for the same child within a rolling 3-year period, so at the 3rd (or subsequent) offence(s) a prosecution will be considered.

The local authority has published a revised local code of conduct. The document is available to view on the Coventry City Council's website.

We thank you for your consideration and feel confident of your support in this very important matter.

Yours sincerely,

S. Sanghera.

Mrs. S. Sanghera

Principal

