



Barham Primary School
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07.10.2024

Dear Families of Barham

RE: Attendance and Punctuality

We are writing to you to inform you of the new legislation in relation to attendance and term time holidays. The Department for Education has published a new version of '[Working together to improve school attendance](#)'. This became statutory guidance on **19 August 2024**. This means that schools, trusts, governing bodies, and local authorities must follow this as part of their efforts to maintain high levels of school attendance.

Working Together

School attendance is a high priority for everyone. The local authority and schools are committed to improving attendance and achievement, and we would like to thank parents/carers in advance for working with us to ensure the best possible outcomes for their children in the next academic year. Our Attendance Team is also here to support you with school attendance. If there is anything the team can do to help students to attend school, please contact us.

Here are some of the ways in which you can help our school achieve excellent attendance:

- Aim for your child to have 100% attendance.
- We expect pupils to arrive at school on time. Late arrivals disrupt the education of others. Pupils arriving after the register has closed will be marked in the register as having an unauthorised absence. The attendance register closes in the morning at 8:45am.
- Avoid medical and dental appointments during school time.
- If you or your child is having difficulties and these impacts on their attendance, please make an appointment with a member of staff to discuss additional support.

We have an expectation that once we have notified a parent about attendance concerns, they will ensure that their child's attendance improves significantly. If a pupil continues to have poor attendance, an attendance contract will be agreed between home and school. If despite the school support, it still does not improve, we will discuss this with our link Education Welfare Officer, and if necessary, make a referral to Brent Education Welfare Service.

Interim Executive Headteacher: Georgina Elizabeth Nutton MBA NPQEL

Interim Head of School: Jayshree Thakore NPQH

Barhamprimary.co.uk

X: [@BarhamPrimary](https://www.instagram.com/BarhamPrimary)



Requests for leave of absence

Term time holidays **are not permitted**. Term time holidays will **not be authorised**. Please book your holidays during these periods:

	Holiday time:	Children must be back in school on :
Summer 2024	Thursday 25 th July 2024	Wednesday 4 th September 2024
Half Term	Saturday 19 th October 2024	Monday 28 th October 2024
Christmas Holiday	Friday 20 th December 2024	Monday 6 th January 2025
Half Term	Saturday 15 th February 2025	Monday 24 th February 2025
Easter holiday	Saturday 5 th April 2025	Wednesday 23 rd April 2025
Half term	Saturday 24 th May 2025	Monday 2 nd June 2025
Summer holiday	Thursday 24 th July 2025	TBC

All school absence is a serious matter monitored very closely by ourselves and Brent, the Local Authority, Education Welfare department. You could risk receiving a **fine** or even your child **losing their school place** at Barham.

National Thresholds

From September 2024, schools will need to consider a Penalty Notice if a pupil misses 10 sessions of unauthorised absence in a rolling period of 10 school weeks. Half of a day (am or pm) is considered as a 'session'. The threshold of 10 sessions can be met with any combination of unauthorised absence, for example, eight sessions of unauthorised holidays in term time and two sessions for other unauthorised reasons. This can include being late to school after the register closes, which is shown by a U code (an absence code).

Penalty Notices

Under the new national framework, Fixed Penalty Notices will be considered when a child has missed ten or more sessions (five days) due to unauthorised absence in a period of ten school weeks. In September 2024, Penalty Notices (fines) charged to parents will rise to £80 (if paid within 21 days) or £160 (if paid within between 22 and 28 days). Where a penalty notice is unpaid, legal action would be pursued. Under the new framework, only two penalty notices can be issued to the same parent for the same child within a three-year rolling period. Where a second Penalty Notice is issued to the same parent for the same child, the charge will be £160.

Lateness and Punctuality

An additional reminder that the Department for Education states that when a student arrives at school late, after morning registration has closed, students must be marked using the code U (an absence code). Therefore, **being late to school will impact on a student's overall attendance**. As mentioned above a U code counts as one session missed.

PLEASE NOTE: It is not the school/trust issuing penalty notices to parents, and any monies generated from these fines remain within the Local Authority to provide attendance support.

I would like to thank you in advance for your support with school attendance from September 2024. Please view the poster on the next page for a quick reminder of the new rules and what they mean for you.

Yours sincerely
Georgina Nutton (Interim Executive Headteacher)

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X: @BarhamPrimary

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Interim Head of School: Jayshree Thakore NPQH



ATTENDANCE

WITH EFFECT FROM 19 AUGUST 2024

WHAT THE NEW RULES MEAN FOR ME



Nottingham
City Council

I'm a single parent of one child and we want to go on holiday for a week.

Your holiday will not be authorised and you must talk to the school before you book anything.

Because your child will miss 5 school days you will be given a penalty notice fine.

The fine is £160 but if you pay it in 21 days it will be reduced to £80.

1

£160



FOR EVERY CHILD A PENALTY IS GIVEN

2



+£160 +£160 +£160 +£160

4 children & 1 parent = £640

Reduced to £320 if paid in 21 days

3

10 IN 10

If your child is absent for 10 or more sessions in 10 weeks and their absences are unauthorised, the school will consider prosecution.

1

DAY =

2

SESSIONS

FOR A FAMILY OF TWO PARENTS

4



+£160 +£160 +£160 +£160

4 children & 2 parents = £1280

Reduced to £640 if paid in 21 days

If in any period of not more than 3 years, your child has a 2nd and 3rd leave of absence or pattern of irregular attendance...

5



2ND TIME

2 parents and...

- 1 child - £320
- 2 children = £640
- 3 children = £960
- 4 children = £1280

No discount for early payment

3RD TIME

A penalty notice fine will not be given.

Your case will be taken to court.

A magistrate can fine each parent £2500 for each child.

1 parent & 4 children = £10,000
2 parents & 4 children = £20,000



FOR MORE INFORMATION, VISIT



gov.uk/government/publications/working-together-to-improve-school-attendance

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