

Dunswell Academy

part of Edukos Trust

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Executive Head Teacher

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Head of School

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Attendance

Dear Parents and Carers

At Dunswell, we are all dedicated to improving and maintain good attendance to allow children to access opportunities and to achieve their full potential. I'm writing to you to inform you about the changes to attendance which will impact school from September 2024. From the 19th August the Government's 'Working Together to Improve Attendance' document becomes statutory across the entire education system. You can read the full document [here](#) but the key changes are summarised below:

- Two penalty notice limit and escalation in cases of repeat offences. A penalty notice is an out of court settlement without the need for criminal prosecution. From the Autumn term 2024, only two penalty notices can be issued to the same parent in respect of the same child within a 3-year rolling period and any second notice within that period is charged at a higher rate.
- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action may be taken instead, including possible prosecution.
- Once 3 years has elapsed since the first penalty notice was issued a further penalty notice can be issued. For the purpose of the escalation process, previous penalty notices include those not paid, those where prosecution was taken forward and the parent was found guilty but not those which were withdrawn.
- In cases where a pupil has moved school or local authority area in the previous 3 years an additional check must be made by the school or local authority to ascertain whether previous penalty notices have been issued to the parent in respect of the pupil.

We hope this timely reminder will allow parents to make informed decisions on term time absence. If you have any queries please do not hesitate to contact the school office.

Kind regards

Alison Oxtoby and Catherine Burrell

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