



Dear Parent/Carer,

### **Important Notice: New Government Attendance Changes Effective 19 August 2024**

As I'm sure you are aware, poor attendance continues to be a national concern. We are proud that Brooke Primary Academy has effective relationships with parents and carers and that we will always do our best to support you with school attendance.

Please take the time to carefully read this letter. As part of our ongoing commitment to ensure the highest standards of education and wellbeing for all students, we are writing to inform you about the new attendance regulations introduced by the UK government, which will take effect from 19 August 2024.

### **Overview of Changes:**

The UK government has revised its attendance policies to enhance educational outcomes, reduce absenteeism and improve punctuality. These changes are designed to ensure that all students can benefit fully from their education.

### **Increased Monitoring and Reporting:**

- Schools are now required to monitor attendance more closely and report any absences to local authorities more frequently. This will involve more regular checks and communications regarding your child's attendance record.

### **Stricter Penalties for Unauthorised Absences:**

- There will be stricter penalties for unauthorised absences. Parents may face fines or other legal actions if their children have a significant number of unauthorised absences.
- The 'Working together to improve attendance' DFE guidance states 'The threshold is 10 sessions of unauthorised absence (5 school days) in a rolling period of 10 school weeks'. These sessions include when students turn up late to school after the register has closed at 9.15am. **Children must arrive for registration at**

**8.45am. Moving forward, any children arriving after registers close will receive an absent mark for the morning session.**

**The government published guidance states:**

- 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. The case could be presented straight to the Magistrates court to consider prosecution, but may include other tools such as one of the other attendance legal interventions. Cases found guilty in Magistrates court may show up on parent's DBS certificates due to 'Failure to safeguard a child's education'.

**Support Services:**

Our school will offer enhanced support services to assist students and families in addressing any barriers to regular attendance. If you feel support is required, please do not hesitate to speak to Mrs Chowings at the school office.

**Clear Attendance Policies:**

We will provide clear guidelines on the procedures for reporting absences. The attendance policy is available on our website.

**Your Role as Parents and Guardians:**

The DFE guidance states: Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school. We ask for your cooperation and support in ensuring your child attends school regularly and punctually.

Here are some ways you can help:

- Ensure your child arrives at school on time every day.
- Schedule appointments outside of school hours where possible.
- Communicate promptly with the school regarding any absences and provide necessary documentation/medical evidence when requested.
- **If you plan to take your child on holiday, please ensure that a request for absence form is completed and submitted to the school office. This will remove the requirement to complete a home visit.**



Brooke Primary Academy  
Wike Gate Road  
Thorne  
Doncaster DN8 5PQ

01405 812200  
Br-admin@vennacademy.org

We understand that every family's situation is unique, and we are here to support you. If you have any questions or need assistance, please do not hesitate to contact us. Thank you for your cooperation and continued support in providing the best education for your child.

Yours Faithfully

Mrs Sarah Hall  
Executive Headteacher

