



Fiskerton Church of England Primary School

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Headteacher Mrs C Bradbury

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Dear Parents/Carers,

Following on from the information sent out in July, in February 2024, the Department for Education published Working together to improve School Attendance, <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance> introducing changes to how penalty notices for term-time leave are issued for children who are of statutory school age.

This came into effect on 19th August 2024. These modifications signify a significant shift in managing absences during term time and aim to improve school attendance ensuring consistent educational engagement for all children.

As you are already aware, we are unable to authorise term-time leave unless under exceptional circumstances. Despite this, we continue to receive numerous requests for such absences. Our goal is to maintain excellent attendance levels for all children, with a target rate of at least 97%.

Under the new guidelines, a parent will be subject to a penalty notice for their child having unauthorised absence exceeding 10 school sessions (equivalent to 5 school days) within a 10-week period. **These do not have to be consecutive.** You will be notified by the school and the penalty notices will be administered and received by Lincolnshire County Council directly.

The process of term-time leave requests and penalty notices in brief:

1. Parents write to the school to request a term-time leave of absence using the school's absence request form (available from the school office and the school website).
2. The school responds and confirms if this will be authorised or unauthorised.
3. If it is not authorised, the communication will confirm if a penalty notice will be applied if the absence goes ahead.
4. If you do take the unauthorised absence you will be issued a fine of £180 per parent, per child, reducing to £80 if paid within 21 days.
5. If you were to apply for a second absence within a three-year period, steps 1-3 would be repeated and if applicable you will be issued with a fixed penalty of £160 per child per parent (no option to reduce cost within 21 days).
6. If you take your child out of school for further unauthorised absence within the three-year period, this matter will be dealt with by the magistrates court.

Failure to request term-time leave for any absence will automatically be classed as unauthorised leave, as will any periods of absence for illness where there is sufficient evidence to suggest your child was not ill.



If your child is late for school, this will also be classed as an unauthorised absence for that session and will count towards the 10 school sessions.

I would also like to point out that these new rules have been put in place nationally and we have no choice but to adhere to them.

Thank you for your co-operation in adapting to these changes. Enhancing school attendance is a shared responsibility, and together, we can strive towards ensuring the best possible educational outcomes for all our children.

Yours sincerely,
Mrs C Bradbury