



NORTH YORKSHIRE COUNCIL
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Dear Parents and Carers

In light of the 'Working Together to improve school attendance' document publication in September 2024, we felt that it may be useful for parents and carers if we shared an update around attendance and, in particular, unauthorised absences. For families where children do not have any unauthorised absences, this guidance will not have any impact and is for information only. An unauthorised absence is when a child of statutory school age is absent without the school's permission or without a valid, pre-approved reason. Family holidays are the biggest reason for unauthorised absences for children in our school but other reasons include a delayed return from authorised leave, being absent from school for illness but not notifying school about this, allowing children to take leave in term time when not authorised to do so or your child persistently arriving late, after the register closes.

Penalty Notice Threshold:

Schools will notify the Local Authority (LA) when a child has missed 10 or more sessions (5 days) in a period of 10 school weeks without a valid or authorised reason. This can be consecutive, i.e. for 5 days one after another or can be added up as individual days over a 10-week period. The LA will issue penalty notices when the threshold of 10 sessions (5 days) unauthorised absence is reached.

Fine Amounts: First penalty notice: £80 if paid within 21 days, or £160 if paid within 28 days. Second penalty notice: £160 to be paid within 28 days.

Fines per Parent: Each parent can receive up to two fines for the same child within a three-year period.

Consequences of Further Absences: A third penalty notice cannot be issued, and court action may be taken instead.

We know that regular attendance at school is known to have a positive impact on children's academic achievement, wellbeing, and wider development. We share your desire for your child to be successful in these areas and so, if there is anything that we can do to support with your child's attendance, please do not hesitate to contact us.

Yours sincerely

Mrs M De Barr

Headteacher