

# Shirebrook Academy



Principal: Lindsey Burgin BA (Hons) PGCE, MA  
Chair of Governors: Mike McDermott  
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Ref: Attchange0824  
10<sup>th</sup> June 2024

## National Changes to Attendance Guidance – from 19<sup>th</sup> August 2024

Dear Parent/Carer,

We are taking this opportunity to write to you regarding changes to attendance guidance that have been shared by the Department for Education with schools and Local Authorities and which will become statutory and implemented after the 19<sup>th</sup> August 2024. The changes must be made by **all schools and Local Authorities across the country** to support consistent approaches towards attendance for all school-aged children. We will continue to work hard with our students and families to try to avoid penalty notices and ensure that all of our children make effective progress; supported by excellent attendance.

Changes to attendance guidance have been made in four areas:

### 1. A new National Framework for Attendance Penalty Notices

Any attendance penalty notices issued after the 19.08.2024 will be issued in line with the new guidance and regulations. The new Penalty Notice regulations include:

- The fine amount will be £160.00 per parent, per child, paid within 28 days. The fine will be reduced to £80.00 per parent, per child, if paid within 21 days for a first offence.
- Each parent/carer will be issued a separate penalty notice for each child who is absent. For example, 2 parents and 3 children – each parent will receive x3 penalty notices for £160.00, with a family total of £960.00 in fines.
- The next time that an offence occurs, within 3 years of the date the first penalty notice is issued, the fine amount will be £160.00 per parent, per child, paid within 28 days with no reduction.
- The third time an offence occurs this will be presented to Magistrate's court with no penalty notice issued.

This will include Term Time Leave fines and irregular attendance. Term time leave does not just include holidays. Where a child is absent and it is believed that they are absent due to term time leave, Shirebrook Academy will be expected to conduct a home visit and see the student on or before the 3<sup>rd</sup> day of school absence.



**All adults in school have a responsibility to safeguard and promote the welfare of children.**

For irregular attendance – Each school day has two sessions at Shirebrook Academy that students can attend – a morning and an afternoon session. Where a child has unauthorised absence of 10 sessions or more in any 10-week period, the school must consider escalation to prosecution. We will consider the reasons for absence, support already offered and the engagement of students and their families when making decisions. Please note that the 10 sessions could be made up of term time leave, unauthorised late marks (given after registers close in a morning or afternoon session) and/or unauthorised absence.

Given the changes communicated above, it is very important to notify the academy every day that your child is absent, providing a reason, and where appropriate evidence of medical appointments and/or prescribed medication. The academy will continue to consider the NHS guidance 'Health protection in children and young people settings, including education – GOV.UK ([www.gov.uk](http://www.gov.uk)) and 'Is my child too ill for school? – NHS ([www.nhs.uk](http://www.nhs.uk)) when making our decision whether or not to authorise absence due to illness.

## **2. Updates to the Working Together to Improve Attendance Guidance**

The Department for Education have updated the 'Working together to improve school attendance' guidance (which applies from 19.08.2024 and is available on the DfE website - [https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working\\_together\\_to\\_improve\\_school\\_attendance\\_applies\\_from\\_19\\_August\\_2024\\_.pdf](https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working_together_to_improve_school_attendance_applies_from_19_August_2024_.pdf)

This clarifies the expectations for parent/carers, schools and the Local Authority to promote the importance of regular attendance at school and to provide ideas for support and interventions when a young person is not attending school on a regular basis.

## **3. Regulation changes to school attendance registers**

Changes are being made to the attendance coding that schools use for attendance registers. The H code for authorised term time leave (holiday) has been removed and Headteachers can no longer authorise term time leave unless there are exceptional circumstances covered by the C code. There is a requirement that an attendance penalty notice must be requested if there are 5 or more days of unauthorised absence for a student.

## **4. Regulations will come into force on the 19<sup>th</sup> August 2024 to mandate attendance data sharing by all state funded schools**

This means that your child's attendance will be shared with the Department for Education and the Local Authority every day. This will allow the Department for Education to provide schools with the tools to monitor and improve attendance and will allow the Local Authority to provide further advice and support. It will also allow tracking of attendance trends e.g. a child reported as ill the same day each week/week of each year or a certain year group or cohort with patterns of absence.

As always, the motivation with these changes is supporting young people to access school each day and ensuring that they have any reasonable adjustments and/or interventions in place that support their success and engagement in learning.

If your child is finding attending school difficult, is feeling anxious about attending school, or needs further help in accessing their education, please don't hesitate to make contact with us. We will be able to discuss with you any reasonable adjustments and support that can be/is in place for your child.

Attendance matters and children with higher levels of attendance tend to have improved experiences in school; with fewer gaps in their learning and improved outcomes. Working together, we have improved the attendance of a number of children this academic year and we will continue to work hard and in partnership with you and multi agencies to ensure that all children can experience attendance success.

If you have any questions regarding any aspects of this letter, please don't hesitate to make contact with us – [enquiries@shirebrookacademy.org](mailto:enquiries@shirebrookacademy.org). Alternatively, if you have a specific query about your child's attendance, please contact a representative of your child's Year Team.

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We have further guidance and information for parents/carers linked to attendance which can be found on our website - <https://www.shirebrookacademy.org/page/?title=Attendance&pid=97>.

Thank you for your continued support.

Yours sincerely,

**Mrs Lindsey Burgin**  
Principal



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