



Dunkirk Primary and Nursery School

Highfields Campus
Marlborough Street
Dunkirk, Nottingham
NG7 2LE

Abbey Campus
Lenton Boulevard
Lenton, Nottingham
NG7 2ET



Tel: 0115 9153273

Email: admin@dunkirk.nottingham.sch.uk

Website: www.dunkirkprimary.com

Dear parent/carers,

We wanted to write to you and update you on attendance. From the 19th August, 'Working Together to Improve Attendance' becomes statutory.

This means that your child must attend school every day unless there are exceptional circumstances.

We know that attendance and penalty notices can cause you concern, however, please note that **as a school, we have no control over implementation of the statutory guidance** and our new Labour government want to ensure that this goes ahead. We want to make sure that you have all the information so that you don't receive a penalty notice unexpectedly.

From 19th August;

- We legally have to share our attendance data DAILY with the Local Authority
- The Local Authority legally have to check our attendance on a regular basis and will want to know how we are tackling attendance below 95%
- The Local Authority legally have to report to the government regarding children missing in education (for example, if you go on holiday and don't let us know) and persistent absentee's
- If your child misses 10 sessions (morning or afternoon) in 10 weeks, we have to let the local authority know and they may decide to issue a penalty notice

If your child is ill, you must let us know and bring your child back to school as soon as possible. Please note;

- Children can be in school with a cold / cough
- If your child has a temperature, they can receive medication and come to school
- If your child has sickness and diarrhoea, they can return 48 hours after the last episode
- NHS has lots of advice for other conditions such as chicken pox and hand foot and mouth

If you choose to take your child out of school during the term, you must complete a leave of absence form which is available from the office. If you do not do this, your child will be considered missing in education and a safeguarding referral will take place.

We can still grant leave of absence for EXCEPTIONAL circumstances.

This does NOT include;

- Parent / guardian work or University commitments
- Parent / guardian medical appointments in another country
- Holidays for any reason

This does include;

Head Teacher: Mrs H Hollis BA (Hons)





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- Medical appointments
- 1 day religious observance
- Visa / passport appointments
- Funeral for a close family relative – if abroad the LA recommends reasonable time for travel but no longer than a week off

It is important that you fully understand all of this information. The statutory guidance comes from the government and **we have no say in the matter**. It is crucially important because from 19th August penalty notices will be issued if:

Penalty Notices are Changing from 19th August 2024!

- ▶ 5 consecutive days of term time leave
 - ▶ Penalty Notice Fines will be issued for Term Time leave of 5 or more consecutive days, inset training days are school days and can be included in the 5 or more consecutive days where there was intent to be absent for term time leave.
- ▶ 10 sessions of unauthorised absence in a 10-week period
 - ▶ Penalty Notice fines will be considered when there have been 10 sessions of unauthorised absence in a 10-week period
- ▶ Per Parent, Per Child
 - ▶ Penalty Notice fines will now be issued to each parent, for each child that was absent.
 - ▶ For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.



1

First Offence

The first time a Penalty Notice is issued for Term Time leave of irregular attendance the amount will be:

£160 per parent, per child if paid within 28 days
Reduced to £80 per parent, per child if paid within 21 days

2

Second Offence (within 3 years)

The second time a Penalty Notice is issued for Term Time leave or irregular attendance the amount will be £160 per parent, per child paid within 28 days

3

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time leave or irregular attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child. Cases found guilty in Magistrates' Court can show on the parents future DBS certificate, due to a 'failure to safeguard a child's education'.

If you have any questions or want to talk to us, please do so.

Kind regards

Rachael Jurkiw & Steve Parry

Acting Head Teachers