



wildernschool

C. Oakley BA Hons PGCE NPOH Headteacher

Wildern Lane
Hedge End
Southampton SO30 4EJ
T: (01489) 783473
E: wildern@wildern.org

S. Mann CEO

Dear Parent/Carer,

As we embark on this new academic year I wanted to write to you regarding attendance and new guidelines around Fixed Penalty Notices.

We recognise that there will be at times genuine and unavoidable absence. Statistics however show that there is a clear link between exceptional attendance and:

- Attainment
- Social and academic progress
- Improved routines
- Emotional well-being.

It is vital however that we continue to strive to be even better in our whole school and individual attendance figures and we look forward to continuing to work with you as parents/carers in supporting the students.

As a school, our practice is informed by DfE statutory guidance '[Working together to improve school attendance](#)' (August 2024)

Changes to Fixed Penalty Notices:

From 19th August 2024, the government has brought in changes relating to the issuing of penalty notices.

These changes are outlined below:

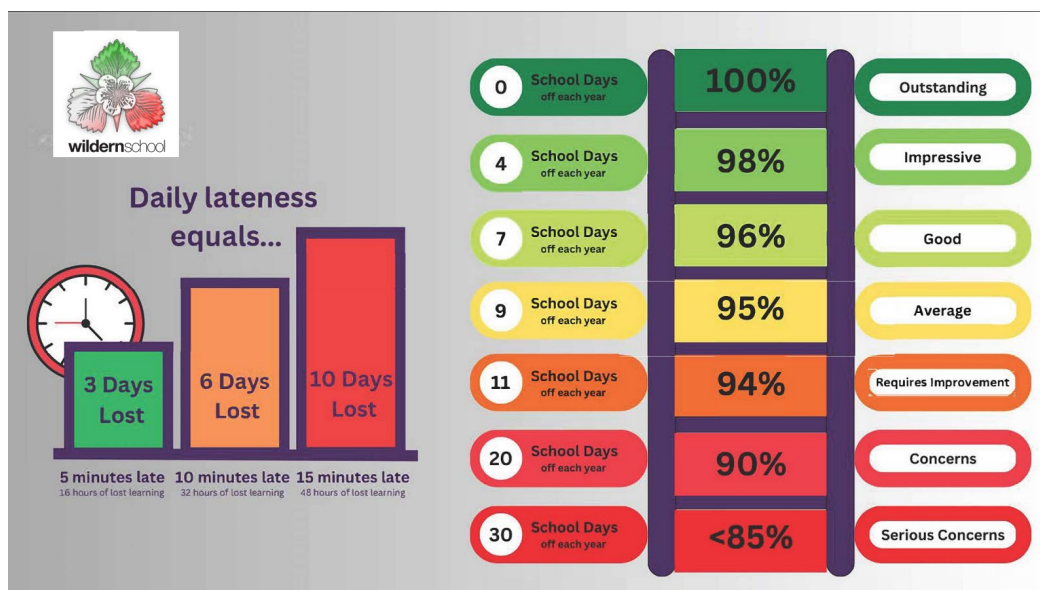
- If you are receiving your first penalty notice in a three-year period, you will have up to 21 days to pay
- A fine of £80 (per parent, per child) or failing that, a further 7 days to pay £160 (per parent, per child).
- If you are receiving your second penalty notice in a three-year period you will have up to 21 days to pay a fine of £160 (per parent, per child).
- If you pay these penalty notices and your child has further unauthorised absences, additional legal action may be taken
- Notice cannot be issued and additional action should be taken instead. This may include prosecution or other attendance legal interventions.

In Hampshire, Penalty Notices are issued when a student has 10 or more half day sessions (equivalent to five school days) of unauthorised absence in the last 10-week period, which may span different terms or school years.

All schools can grant a leave of absence for exceptional circumstances but are guided by the fact that the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure or recreation to be an exceptional circumstance.

Please note that if your unauthorised absence occurred during the summer term 2024, penalty notices will be issued under the previous regulations which is a fine of £60 (per parent, per child) if paid within the first 21 days or a further 7 days to pay a fine of £120.

The school will regularly update you of your child's attendance but you can monitor your child's attendance through the Insight app; and a reminder that whilst a 90% attendance figure may seem impressive, this does equate to one full day off a fortnight in real terms.



As a school, we will always look to support you and your child in ensuring their attendance is as high as it can be. Should you wish to discuss any concerns surrounding attendance please do not hesitate to contact your child's Tutor or DOPA in the first instance.

I have listed below some of the expectations on parents lifted from the DfE's [Summary table of responsibilities for school attendance](#):

Parent's are expected to:

- Ensure their child attends every day the school is open except when a statutory reason applies.
 - Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).
 - Only request leave of absence in exceptional circumstances and do so in advance.
 - Book any medical appointments around the school day where possible.
 - Work with the school and local authority to help them understand their child's barriers to attendance.
 - Proactively engage with the support offered to prevent the need for more formal support
- Once again, thank you for all your continued support.

Yours sincerely

Mrs K Thomas
Assistant Headteacher

School Absence Penalty Notices 2024/2025- A Parent's Guide

With the introduction of the new Department of Education National Framework for Penalty Notices, the following changes will come into effect for all Penalty Notices issued due to unauthorised absence that has taken place after 19th August 2024.

When will Penalty Notices be issued?

- Penalty Notices can be issued when a statutory school-aged child has had 10 sessions (5 school days) or more of unauthorised absence within a 10 school week period.
- Only two penalty notices will be issued to the same parent for the same child within a 3 year period. Also see below.

Who will Penalty Notice be issued to?

- A Penalty Notice will be issued to each parent for each absent child.
- For example, for a family of four, the mother would receive 2 penalty notices (1 for each child) and the father would receive 2 penalty notices (1 for each child), totalling 4 penalty notices.

How will Penalty Notices be issued?

- All schools in Hampshire can request the Council to issue penalty notices. If the school's request meets the criteria for issue, the penalty notice/s will be issued with an accompanying letter.
- The penalty notices and accompanying letters are sent via first class post to the recorded home address of each parent.

First Offence/ First Penalty Notice

- The First Offence/ First Penalty Notice issued for 10 or more sessions for unauthorised absence within 10 school week period will be payable within 28 days.
- If the Penalty Notice is paid on or before the 21st day of payment, the amount due is £80 per parent per child.
- If the Penalty Notice is paid between the 21st day and the 28th day of payment, the amount due is £160 per parent per child.

Second Offence/ Final Penalty Notice within 3 years

- The Second Offence/ Final Penalty Notice issued for 10 or more sessions for unauthorised absence within 10 school week period for the same child and same parent will be payable within 28 days.
- The amount payable is £160 per parent per child.
- There is no option to pay this Penalty Notice earlier at a reduced rate.

Third (and any further offences within 3 years)

- The Third Offence of 10 or more sessions for unauthorised absence within 10 school week period for the same child and same parent will instigate Court Proceedings via the Single Justice Procedure.
- The Council can use its discretion to instigate other alternative actions such as an Education Welfare Officer becoming involved.

Further information can be found on the school website, <https://wildern.org> and on Hampshire County Council's website, under <https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents>