

We are working on improving our attendance across our schools and appreciate your support with this matter.



We understand that there are times when your child may be unwell and need to stay home from school. We also understand that there may be times when your child is not able to come to school due to reasons out of your control.

When your child is absent due to holidays/lateness after registration or any other unauthorised absence, it impacts on their overall attendance.

The national threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks.

- 10 sessions are usually equivalent to 5 school days.
- A school week means any week in which there is at least one school session.
- The threshold can be met through a combination of any unauthorised absence. The sessions **do not** have to be consecutive.
- The period of 10 school weeks can also span different terms or school years.
- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
 - In line with this, a 2-penalty notice limit has been introduced whereby only 2 penalty notices can be issued per parent, per child within a 3-year rolling period.
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead.

In Norfolk, where a child's attendance has met the national threshold for a third time within 3 years and the parent(s) have already been issued with 2 penalty notices within that period, consideration will be given to prosecution under section 444 Education Act 1996.

We are always happy to support any families struggling with attendance and you can contact the Attendance Officer, **Kerry Robins** with any questions.