



# STUDFALL JUNIOR ACADEMY

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## Important changes to attendance

Dear Parents/Carers,

For the 2024/25 Academic Year, starting in September, the Department for Education (DfE) has made changes to the attendance codes and guidance. Please note these changes are set by the Department for Education we are however asked to enforce these along with all other schools nationally.

The important changes to be aware of are:

- **The code for authorised holidays has been removed entirely and can no longer be used on registers.**
- **The threshold at which a penalty notice must be considered is set at 10 sessions (equivalent to 5 days) of unauthorised absence within a rolling 10-school week period. This may include absences because of arriving late after the register closes.**
- **Penalty notices issued for offences that take place after 19 August 2024 will be charged at a new rate of £160 per parent per child. This can be paid at £80 if paid within 21 days.**
- **Any second penalty notice issued to the same parent for the same child within a rolling 3-year period will be issued at the rate of £160 to be paid within 28 days with no option for a discounted rate.**
- **A maximum of 2 penalty notices may be issued to a parent for the same child within a rolling 3-year period, so at the 3rd offence another course of action will need to be considered such as prosecution in the Magistrates' Court which could result in you receiving a Community Order, a fine of up to £2,500 per parent or carer, or a custodial sentence.**

We realise that the vast majority of parents do not take term time absences as they recognise the significant impact this can have on their child's education. We support the government's stance on trying to reduce the amount of school missed and we hope that you will continue to support us by not planning a leave of absence during term time.

Kind regards

Louise McGeachie  
Principal