

# Boxgrove Primary School

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**Executive Headteacher:** Ms Holly Gibson

**Headteacher:** Mr Christopher Rae

**Deputy Head:** Richard Butler



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## Parent Guide for Penalty Notice Charges

Dear parents/carers,

*"Securing good attendance is not the preserve of any individual. It is the partnership and commitment of all school staff, parents and governors in promoting excellent attendance and punctuality for all."*

The new government have been very clear in their intention to improve school attendance as a national priority. This has resulted in the alignment of policy nationally, in particular in relation to the issuing of penalty notices by local authorities.

Attached is the 'Parents Guide for Penalty Notice Changes.' shared by Greenwich. It details that there will be a single consistent national threshold for when a penalty notice must be considered by all schools in England. This equates to 10 sessions (5 days) of unauthorised absence, within a rolling 10 school week period.

### **Unauthorised absence includes, but is not limited to, the following:**

- term time holidays
- days off for a birthday or family celebration
- when a child receives a 'U' code, meaning they have arrived after 9:30am
- parent unwell to bring child to school
- bad weather
- feeling tired

Please see our attendance leaflet for further details and advice on how to develop good attendance habits

If you have any questions about attendance, please do not hesitate to speak to me or any member of the leadership team and office.

Yours faithfully,

Richard Butler  
Deputy Head