



# CHASE HIGH SCHOOL

## Aspiration, Character & Excellence

Tel: 01702 354441

**Headteacher:**

Mr Matthew Sутtenwood  
BSc(Hons), NPQH

16 July 2024

Dear Parent/Carer

**Re: New DfE attendance regulations**

One of the most important roles we have as a school is to ensure your child has the skills and qualifications to be a successful adult. It is an absolute fact that attendance is a contributing factor on school grades and subsequent life chances moving forward. We all need an unswerving focus that your child attends school every day. With this in mind, I must remind you of the following expectations and new Department for Education regulations on attendance and penalty notice fines, so you can ensure this is a priority.

Parents/carers have a legal responsibility to must make sure their children attend school regularly.

Attendance below 100% has a negative impact on a child's academic performance as shown in the table below.

Attendance % in school year	Days absent	Lessons missed	% of students with this attendance that make expected progress
95	9	50	75
90	19	100	53
85	29	150	33

**Penalty Notice fines for school attendance are changing**

The government has issued a new National Framework for Penalty Notices relating to unauthorised absences taken after 19 August 2024:

**Per parent, per child:**

Penalty Notice fines will be issued to each parent, for each child absent. For example: 3 siblings absent for term time leave would result in each parent receiving 3 separate fines.

**Holidays**

School is closed for thirteen weeks of the year; therefore, you should plan your holidays within school holiday periods. Requests for holiday absence will very rarely be granted. Taking children on leave without applying for authorisation may mean the school has to report your child as 'missing' to the local authority.



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**5 consecutive days of term time leave.**

Penalty Notice fines will be issued for term time leave of 5 or more consecutive school 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.

**Minor ailments**

Coughs/colds, sore throat, headaches or stomach aches, should not prevent your child from attending school. In line with government advice, we will not routinely authorise absences due to minor ailments and encourage you to ensure your child attends school regardless.

**Late arriving to school - unauthorised absence**

Registration opens at 08:30am and closes at 09:00am. Any student arriving after the registers close at 09:00am will be marked as an unauthorised AM session on the register.

**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 rolling 10-week period. Each day counts as 2 sessions- AM mark and PM mark- therefore 5 days equates to 10 sessions.

**First offence (within 3 years)**

The first time a Penalty Notice fine is issued for term time leave or irregular attendance/punctuality, the fine issued will be: £160.00 per parent, per child if paid within 28 days. This amount is reduced to £80.00 per parent, per child if paid within 21 days.

**Second offence (within 3 years)**

The second time a Penalty Notice fine is issued for term time leave or irregular attendance/punctuality the fine amount will be: £160 per parent, per child if paid within 28 days.


**Third offence and any further offences (within 3 years)**

The third time an offence is committed for term time leave or irregular attendance/punctuality a Penalty Notice fine will not be issued, but the case may be presented before a Magistrates' Court. Prosecution can result in criminal records and fines up to £2500.00.

If you have any questions about attendance in general, or particular to your child do not hesitate to contact the attendance team on [attendance@chasehigh.org](mailto:attendance@chasehigh.org)

We thank you for your continued support.

Kind regards



**Mr M Suttenwood**  
**Headteacher**



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