



NORTH LINCOLNSHIRE EDUCATION COMMITTEE  
**THE GRANGE PRIMARY SCHOOL**  
CORNWALL ROAD, ASHBY, SCUNTHORPE, NORTH LINCOLNSHIRE, DN16 3AW  
Telephone 01724 843601 – admin.tgps@northlincs.gov.uk  
**Acting Head Teacher**  
**Miss F Mawson**

Dear Parents/ Carers

I would like to start by thanking you all for your continued support in improving attendance in our school. Your support, commitment and communication is instrumental in making the changes needed.

I am writing to you because the Department for Education (DfE) has introduced some new guidance for schools and local authorities in relation to attendance which came into effect from August 2024. This letter explains the processes for you.

### **Support First**

The importance of regular attendance at school cannot be stressed enough. We will contact you to support you with your child's attendance. By working together, we can remove barriers where your child is struggling to attend school and step in early to prevent patterns of absence from developing. Together, we may be able to identify other underlying issues that are making your child reluctant to attend school and be able to help you and your child. For this to be successful, we need you to work with us.

**Mrs Hubbard** is our Family Liaison Officer. She has a wealth of experience working with families to support improved attendance.

**Mrs Hempstock** is our Pastoral Manager. She has a wealth of experience in supporting not only pupils, but also families.

### **National Framework for Penalty Notices**

Where there is evidence that a parent/carer is not fulfilling their parental responsibility to ensure that their child receives a suitable full-time education, then the school and the Local Authority will take further action. This can be in the form of formal interventions, a penalty notice or prosecution.

The threshold for when a school should refer to the Local Authority is 10 sessions (5 school days) of unauthorised absence in a rolling period of 10 school weeks.

Throughout the period, we will offer support to help families to improve attendance. However, at this stage the framework states that the school must refer the case to the Local Authority. Please be aware that Penalty Notice Fines will be issued to each parent, for each child that was absent. For example: if 3 siblings are absent, it would result in each parent receiving 3 separate fines.

**First offence:** The first time a Penalty Notice is issued it carries a fine of £80 per parent, per child if paid within 21 days, or £160 per parent, per child if paid within 28 days.

**Second offence:** (within 3 years) The second time a Penalty Notice is issued it carries a fine of £160 per parent, per child if paid within 28 days

**Third offence:** and any further offences (within 3 years) This will be a Court Magistrates' fine. This can be up to £2500 per parent, per child. Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate, due to failure to safeguard a child's education.



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### **Term Time Holidays**

Children should not be taken out of school during term time unless it is unavoidable. The school is required to only approve leave if there are exceptional circumstances. If a request for leave is denied and your child is absent for 5 days or more then the school is expected to refer the case to the Local Authority who will issue a penalty notice with no requirement for a formal warning to be issued.

Further information will be sent to you over the next few weeks in relation to our school attendance overview, what to do if your child is sick and when they can return to school.

Thank you for your continued support.

Yours sincerely,

Miss Francesca Mawson  
Acting Headteacher