



E P COLLIER
PRIMARY SCHOOL

Nurture Discover Achieve

Friday 20th September 2024

Dear Parents/Carers

I am writing to inform you of changes to national school attendance procedures, which came into effect from 19th August 2024.

A revised version of Working together to improve school attendance was published from the Department for Education in February 2024, with effect from 19th August 2024. There are a number of changes that will affect the way we work with families, including promoting a 'support first' approach in all aspects of addressing issues regarding children's attendance, modernising school attendance and admission registers, and a new National Framework for Penalty Notices to improve consistency of enforcement across the country.

Our local code of conduct has been updated here [BFFC Code of Conduct from 19th August 2024](#) to reflect the changes of the new National Framework for Penalty Notices. Significant changes to note are the increase to the fixed penalty notice amount:

- **£160 for the first penalty notice (per parent, per child) if paid within 28 days, reduced to £80 (per parent, per child) when paid within 21 days.**
- **A flat rate of £160 (per parent, per child) for a second penalty notice within a three-year period.**
- **The time frame in which they can be issued for has also been reduced. A fixed penalty notice may be considered if a pupil is absent without authorisation for 10 sessions (5 days) within 10 school weeks.**

It is important to notify school *every day* that your child is absent, providing a reason, and where appropriate evidence of medical appointments or prescribed medication.

Our priority to support all of our pupils to access school every day, we are passionate about our pupils' attendance and we know that attending school is the most effective way to improve their life chances and future opportunities.

Term time holiday requests **will not** be authorised unless very exceptional circumstances are met and reviewed by the Headteacher. The full guidance from the DFE can be found online:

Working together to improve school attendance - GOV.UK

Ross Road, Reading, RG1 8DZ
Tel: 0118 9375470 Email: admin@epcollier.reading.sch.uk
www.epcollier.reading.sch.uk

Ms Barnett is our school's named Attendance Champion, if your child is finding attending school difficult, is feeling anxious about attending school, or needs help to access their education speak to the school, please arrange a meeting with Ms Barnett to discuss reasonable adjustments and the support available for your child.

A copy of the updated Attendance Policy is available on the school website. If you have any questions, please do not hesitate to contact me or Ms Barnett at school.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Justine McMinn'.

Justine McMinn
Headteacher