

Our Ref: SA/Admin/Letters/SLT/HAR/HOD  
Date: 18<sup>th</sup> July 2024



Dear parent/carer,

As I am sure you are aware, attendance is still a national focus for schools. At Ruskin Community High School, we continue to work with students, parents, carers and outside agencies to support students with coming into school.

There are changes to the fixed penalty notices that parents receive when their child/children miss time in school for unauthorised absences, including holidays. These have changed nationally and the local authority have created a one-page guide to explain this clearly to parents and carers. This guide can be seen on the following page. The fixed penalty amount is increasing and also absences are taken into consideration for a period of three years.

We always welcome communication from parents/carers and students in order to try to support with attendance. The school's aim for attendance in the next academic year is 95% and our expectation is that all student's attendance is at least 95%, but aiming for 100%. If your child's attendance drops below 95%, the school will make you aware of this and contact you to see if there is anything that we can do to support.

We do know that at times, illnesses cannot be helped and time does need to be taken off of school. Please do always contact us if your child is not able to attend school by calling the main office on 01270 560514 or leaving a message on Class Charts. This needs to happen on every day of absence. If there is no contact made, the absence is automatically classed as unauthorised.

I would also like to highlight the importance of your child to arriving in school on time. If your child arrives after registration, their morning mark will be classed as unauthorised and this contributes to the sessions for fixed penalty notices. All students should be in school ready for registration at 8.40am.

Please do not hesitate to contact the school if you have any concerns regarding your child's attendance.

Kind regards,

*C Harrison*

Mrs C Harrison  
Deputy Headteacher

**Ruskin Community High School**

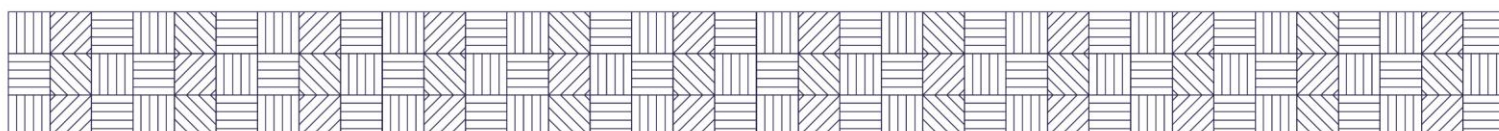
Ruskin Road, Crewe, Cheshire, CW2 7JT

**Headteacher:** Mr D Postlethwaite BSC (Hons). MA. NPQH.

**T:** 01270 560514 - **F:** 01270 650248

**E:** enquiries@ruskin.cheshire.sch.uk

[www.ruskinhighschool.co.uk](http://www.ruskinhighschool.co.uk)



## PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE ARE CHANGING !

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force on 19 August 2024.

### Penalty Notices will be issued for

**Term time leave:** Penalty Notice fines will be issued for term time leave of 5 or more consecutive days.

**10 Sessions of Unauthorised absence in a rolling 10 week period:** A Penalty Notices may be considered when there have been 10 sessions of unauthorised absences in a 10 week period.

However, we retain the discretion to issue a Penalty Notice before the threshold is met. For example, where parents are deliberately avoiding the national threshold by taking several term time holidays below the above thresholds.

### Per Parent/Per Child

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

### First Offence

The first time a Penalty Notice is issued for term time leave or irregular school attendance the fine will be charged at:

£160 per parent, per child if paid within 28 days of the issue, reducing to £80 per parent, per child if paid within 21 days.

(Unpaid penalty notices may result in a parental prosecution)

### Second Offence

Where it is deemed appropriate to issue a second penalty notice to the same parent for the same pupil within 3 years of the first penalty notice, for either term time leave or irregular attendance the second penalty notice will be charged at:

£160 if paid within 28 days. (Unpaid penalty notices may result in a parental prosecution)

### Third Offence

On the third time that an offence is committed within 3 years of the first penalty notice for either a term time leave or irregular attendance a penalty notice will not be issued. The case may proceed to Parental Prosecution under the Single Justice Procedure. If found guilty of the offence of 'Failure to send a child to school' the Magistrates can impose a fine up to £1000 or legal proceedings under Section 444 (1a) can include a fine of up to £2500.



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Community High School  
Learning Together. Achieving High Standards

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