

Ref: CS/SG

17 July 2024



To all Parents and Carers of Anglian Learning

Dear Parent / Carer

As we come to the end of another busy academic year, on behalf of our academies and staff, I would like to thank you for your ongoing commitment to working with us to ensure that your child has the best levels of attendance that they can. We know that children who have high attendance rates (96% or above) benefit socially, emotionally and academically and develop a stronger sense of belonging to their school communities.

Statutory Changes

We would like you to be aware that the Department for Education has made some statutory changes to legislation that will have an impact both on schools and families. These changes must be implemented by schools after 19 August 2024. A breakdown of the key changes is illustrated at the end of this letter. The changes in legislation will also be reflected in detail through a new academy attendance policy, that will be shared with you at the start of the new school year.

Alongside the legislation that has been updated, new guidance '[Working Together to Improve School Attendance](#)' has also been issued to schools. This builds on supportive approaches that are already well established and valued within Anglian Learning academies. These approaches recognise the importance of praising and acknowledging good attendance, as well as prioritising the need for families and schools to work closely together when attendance has become difficult - putting in place interventions and support when needed.

Staff across all our academies are committed to working with you to quickly identify any barriers to school attendance and to find solutions to help your child back into school without delay. We encourage you to speak to your child's class teacher as soon as possible if you are experiencing difficulties around school attendance as we know that early conversations and support are often the most effective.

If you have any questions about the changes illustrated below, please raise them with your school at the start of September via this email address admissions@bottishamprimary.org

In the meantime, I hope that you have an enjoyable summer.

Yours sincerely

Mrs C Saunders
Trust Director of Inclusion

Dynamic, empowered learners who thrive and lead in their communities: locally, nationally and globally.

Anglian Learning, Lode Road, Bottisham, CB25 9DL
+44 (0) 1223 340340 • www.anglianlearning.org
enquiries@anglianlearning.org

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**ARTS COUNCIL
ENGLAND**



How will the statutory changes to attendance legislation affect you and your child?

Changes to attendance codes: <table border="1"><thead><tr><th>Code</th></tr></thead><tbody><tr><td>/ \</td></tr><tr><td>B</td></tr><tr><td>C</td></tr></tbody></table>	Code	/ \	B	C	<p>Changes to codes mean you may see different marks on your child's attendance certificate.</p> <p>E.g. The H code for authorised term time leave (holiday) has been removed. Headteachers can no longer authorise term time leave unless there are exceptional circumstances.</p> <p>Headteachers may issue an attendance penalty notice if there are five or more days of unauthorised absence.</p>
Code					
/ \					
B					
C					

Mandatory sharing of attendance data: 	<p>Your child's attendance data will be shared with the Department for Education (DfE) and the Local Authority every day. This will be live data. This allows the DfE to provide schools with the tools to monitor and see improvement in attendance and will allow the Local Authority to provide advice, support and Early Help services.</p>
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New National Framework for Penalty Notices

The following changes apply to unauthorised attendance and irregular attendance after 19 August 2024

10 SESSIONS (5 DAYS) OF UNAUTHORISED ABSENCE IN A 10 WEEK PERIOD –
these do not have to be consecutive days, or within the same term

1st occurrence

The first time a penalty notice is issued for Term Time Leave or irregular attendance the amount will be: £160 per parent, per child if paid within 28 days.
(Reduced to £80 per parent, per child if paid within 21 days).

2nd occurrence (within 3 years)

The second time a penalty notice is issued for Term Time Leave or irregular attendance the amount will be: £160 per parent, per child to be paid within 28 days.
(No reduced rate will be offered).

3rd occurrence and any further occurrences (within 3 years)

The third time an offence is committed for Term Time Leave or irregular attendance, a penalty notice will not be issued and the case will be presented to the Magistrates Court.