



Bandon Hill Primary School
Sandy Lane South,
South Wallington, Surrey, SM6 9QU
Telephone: 020 8647 5377
Email: office@bandonhillprimary.co.uk
www.bandonhill.sutton.sch.uk
Headteacher: Mr R Hopkins MEd NPQH



Wednesday 14th August 2024

Information About Department for Education Changes to Attendance from September 2024

Dear Parents and carers,

As we approach the start of the academic year, firstly I would like to thank you for your support and the contribution that both you have made to Bandon Hill's community this past year .

Whilst I'm sure that we are all enjoying a relaxing summer break, we do also have to start thinking ahead to September. The Department for Education (DfE) has introduced some significant changes to their guidance Working Together to Improve School Attendance, whilst the majority of these changes are primarily related to policies and procedures within schools and local authorities, there are several important changes that will impact on you, as parents.

Changes to the Close of Morning (AM) Registration

We currently take our AM register 08.45am and keep it open until 9.15am, children arriving before this time receive a late mark (L code), however, children who arrive after this time receive an unauthorised absence mark (U code). The DfE has now informed all schools that we can only keep our register open for a maximum of 30 minutes, therefore, if your child arrives after 9.15am, they will receive a U code.

Removal of the H Code - Authorised Holiday in Term Time

Previously, headteachers were able to authorise holidays in term time if there were exceptional circumstances, any pupil absence due to an authorised holiday would receive an H code in the register. The DfE has withdrawn the H code and has stated that ***“Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance”***, therefore, from September we will no longer be able to authorise any holidays in term time. Any holidays that are taken will be recorded with a G code - Unauthorised Holiday in Term Time and you will be liable for a penalty notice.

Changes to Penalty Notices for Non School Attendance

The most significant change for both schools and their families is the changes to penalty notices for non school attendance. I have outlined these changes below.





Bandon Hill Primary School
Sandy Lane South,
South Wallington, Surrey, SM6 9QU
Telephone: 020 8647 5377
Email: office@bandonhillprimary.co.uk
www.bandonhill.sutton.sch.uk
Headteacher: Mr R Hopkins MEd NPQH



Changes to Penalty Notices for Non School Attendance

The Department for Education (DfE) will introduce a new National Framework for Penalty Notices on 19 August 2024, this is explained in more detail in [Working Together to Improve School Attendance 2024](#).

Reasons for Penalty Notices/Prosecution

Term Time Leave of Absence

A school can apply to their local authority for a penalty notice if there are 5 or more days of either cumulative or consecutive absence due to term time leave.

Unauthorised Absence

A school may apply to their local authority for a penalty notice if there are 10 or more sessions of unauthorised absence in a 10 week period. These absences can be a combination of the following codes:

G - Term Time Leave of Absence

O - Unauthorised Absence - Failure to contact the school (unexplained absence) may result in an absence being recorded as unauthorised

U - Late After the Close of Registers

Who is Liable for a Penalty Notice/Prosecution

Penalty notices/prosecution are now issued/sought for each parent for each child (**per parent, per child**). Parent refers to anyone with parental responsibility and may include carers, step parents, grandparents or any other adult with parental responsibility.

For Example: If a family with three children take term time leave of absence, each parent would receive three penalty notices of £160 for each child. This would amount to £960 if paid within 28 days, reduced to £480 if paid within 21 days

First Offence

The first time a penalty notice is issued for term time leave of absence or unauthorised absences the amount has increased to:

£160 per parent, per child if paid within 28 days of being issued, this amount is reduced to £80 if paid within the first 21 days of being issued





Bandon Hill Primary School
Sandy Lane South,
South Wallington, Surrey, SM6 9QU
Telephone: 020 8647 5377
Email: office@bandonhillprimary.co.uk
www.bandonhill.sutton.sch.uk
Headteacher: Mr R Hopkins MEd NPQH



Second Offence

If a second penalty notice is issued for term time leave of absence or unauthorised absence within a three year period, there **will not** be a discount for early payment.

The penalty notice is payable at the full amount of £160 within 28 days of the date of being issued

Third Offence/Any Further Offences Within a Three Year Period

If there is a third instance of term time leave of absence or unauthorised absence, a penalty notice **will not** be issued.

Any further cases will be referred directly to Magistrates' Court for prosecution. Magistrates can impose a fine of up to £2500 per parent, per child.

If a parent is found guilty of an offence, this is recorded as a criminal offence and will show on any DBS (Disclosure and Barring Service) checks as "Failure to Safeguard a Child's Education"

Transition, In year Admissions and Cross Border Checks

All schools will have the ability to check for previous penalty notices/prosecutions issued within a three year period in their own local authority or any other local authority that the family has lived in at year 6 to 7 and 11 to 12 transition or for in year admissions.

Data Sharing with The DfE and Local Authority

From September, it will be mandatory for all schools to share live data with both the Department for Education and their local authority. Schools will also have termly targeted support meetings with their local authority, to discuss pupil attendance. If schools have authorised leave in term time, local authorities may ask to see proof of exceptional circumstances and in some cases, direct schools to apply for penalty notices to be issued.

To avoid any confusion when booking holidays, I have included the terms dates for the next academic year below, these are also available on the school website.

If you have any questions or concerns relating to any of these changes, please do not hesitate to contact me.

Kind regards,

Miss Hatchett
Attendance Lead





Bandon Hill Primary School
Sandy Lane South,
South Wallington, Surrey, SM6 9QU
Telephone: 020 8647 5377
Email: office@bandonhillprimary.co.uk
www.bandonhill.sutton.sch.uk
Headteacher: Mr R Hopkins MEd NPQH



Autumn Term 2024	
First Day	Last Day
Monday 2nd September 2024	Friday 18th October 2024 @3.15pm (Finish for October Half Term)
Monday 4th November 2024	Friday 20th December 2024 @1.00pm (Finish for Christmas)
Spring Term 2025	
First Day	Last Day
Tuesday 7th January 2025	Friday 14th February 2025 @3.15pm (Finish for February Half Term)
Monday 24th February 2025	Friday 4th April 2025 @1.00pm (Finish for Easter)
Summer Term 2025	
First Day	Last Day
Tuesday 22nd April 2025	Friday 23rd May 2025 @3.15pm (Finish for May half-term)
Monday 2nd June 2025	Tuesday 22nd July 2025 @1.00pm (Finish for Summer Holidays)

