



St Andrew's
C of E Primary and Nursery School

17th July 2026

Important Update: School Attendance and Fixed Penalty Notices

Dear Families,

At the Full Governing Body meeting held on 17th June 2026, we reviewed our approach to school attendance in light of continuing concerns about pupil absence and its impact on learning and wellbeing.

Following guidance from the Department for Education, and in line with our local authority's code of conduct, the Governing Body has made the decision to introduce the issuing of **Fixed Penalty Notices (FPNs)** for unauthorised absences.

Why Are We Doing This?

Regular attendance is vital for your child's education and future. Missing school can have a significant negative effect on a child's academic progress, social development, and overall wellbeing. While we understand that illness and occasional family emergencies happen, persistent or unauthorised absence is a serious matter.

When Will Fines Be Issued?

Fixed Penalty Notices will be considered in the following circumstances:

- **Holidays in term time:** If a parent takes a child out of school for a holiday of 3 days or more without authorisation or has multiple holidays of any length within a year.
- **Persistent unauthorised absence:** When a pupil has 10 or more sessions (5 full school days) of unauthorised absence in a rolling 10-week period.
- **Failure to return from leave:** If a child does not return on the agreed date and the absence is not authorised.

A Fixed Penalty Notice:

Penalty notices are issued at £160 (per child, per parent) and must be paid within the statutory 28-day deadline.

Parents can only receive a maximum of two fines for an individual child's unauthorised absence over a three-year rolling period. A third offence would result in the matter being referred directly to the Magistrates court.

Penalty notices for a first offence are reduced to £80 if paid in full, within 21 days of issue.

Penalty notices for a second offence can only be paid at the full fine rate of £160 per parent per child.

Whilst school are required to enforce the fine for unauthorised absences, school do not receive any money from the fine, this goes to the Local Authority.

Our Approach and Support

Before issuing a fine, we will always seek to engage with families and offer support where appropriate. This includes:

- Early intervention and contact from the school.
- Meetings to discuss barriers to attendance.
- Involvement of external agencies if necessary.

We are committed to working with you to ensure your child attends school regularly and punctually.

If you have any questions or concerns about this policy or your child's attendance, please do not hesitate to contact the school office or speak with a member of the Senior Leadership Team.

Thank you for your continued support in helping us provide the best possible education for all our pupils.

Yours sincerely

Miles Newey
Chair of Governors