



Attendance Matters

H.E.R.O – Here, Every day, Ready, On time

We would like to take this opportunity to remind you about the changes to Government Policy linked to school attendance.

Penalty Notice Fines have Changed

Penalty notices are issued to change behaviour and reduce the number of school days lost during term time, for the purpose of a holiday.

The penalty notice process is managed by the Education Safeguarding Team within the Local Authority. All requests for term time holidays/leave will be unauthorised and will result in a penalty notice. The Local Authority may decide to prosecute rather than issue a penalty notice depending on the number of days your child has missed or when they were last absent for the same reason.

Per Parent Per Child

Penalty notice fines are issued on a per parent per child basis. For example, a fine for a parent with 3 children will result in receiving 3 invoices of £160 each.

First Offence

The first time a Penalty Notice is issued for term time leave or irregular attendance the amount will be **£160 per parent per child paid within 28 days.**

This amount is reduced to **£80 per parent per child if paid within days.**

Second Offence

The second time a Penalty Notice is issued for term time leave or irregular attendance, the amount will be **£160 per parent per child paid within 28 days.**

Third Offence and any Further Offences (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 straight to the Magistrates Court. Magistrates fines can be **up to £2,500 per household, per child.** Cases found guilty in the Magistrates Court can show on the parent's future DBS certificate due to **'the failure to safeguard a child's education.'**



Five Consecutive Days of Term Time Leave

Penalty Notice Fines will be issued for term time leave of 5 or more consecutive days.
10 sessions (morning mark and afternoon mark) of unauthorised leave in a 10 week period.

Penalty Notice fines will be considered when there has been 10 sessions of unauthorised absence in a 10 week period.

Regular attendance is crucial for your child's development and education success. Each day at school is filled with learning opportunities that build the foundation for your child's future. Children who attend school regularly are more likely to achieve their full potential. Each lesson builds on the learning from the previous lesson. Frequent absences can disrupt this progression and make it more difficult for children to catch up.

We have recently updated our attendance awards to enable us to provide opportunities for every child to receive recognition for achieving good and outstanding attendance. Please see below.

We are here to support you and your child in achieving the best possible educational outcomes. If you have any concerns relating to your child's attendance, please do not hesitate to contact us on 01274 574544 or email at office@hortonparkacademy.co.uk.

We would like to thank you for your continued support and partnership in your child's education. Together, we can ensure that all children have the opportunity to exceed.

Our Attendance Awards

Extra Playtime 100% Sticker	Weekly	Classes with the highest percentage attendance will receive an extra playtime. Any child with 100% attendance for that week will receive a sticker.
Half Termly	Half Termly	Children who attend every day will receive a certificate and a treat. Child who attend 97%-99.9% will receive a certificate.
Termly H.E.R.O Awards	Termly	Children who attend every day and on time for a full term will receive a certificate, treat and a badge.
Annual H.E.R.O Awards	Annually	Children who achieve 100% attendance and are at school on time every day will receive a prize and a gold badge. Children who attend school 97%-99.9% will receive a certificate and a treat.