

27th June 2024



Barr Beacon School
www.barrbeaconschool.co.uk

Dear Parent/Carer

Department for Education's new attendance and punctuality regulations

I hope this letter finds you well. We are writing to inform you of important changes in attendance regulations as per the new Department for Education (DFE) guidance, effective from the beginning of the upcoming academic year. The guidance can be found here: <https://shorturl.at/4Y2UI>

Two very important changes include regulations around issuing fixed penalty notices for regular unauthorised absences and punctuality to school.

These changes are national and apply to all schools, including Barr Beacon School. It is crucial that you are fully aware of these new policies, as they directly impact our pupils and families.

Unauthorised Absences and Penalty Notices

A fixed penalty notice can be issued if a pupil accrues 10 sessions of unauthorised absence within a window of 10 school weeks (A school day contains two sessions, morning and afternoon). This can be any combination of unauthorised absences. The 10-week period can span different terms or even different school years.

Penalty Notice Limits and Legal Intervention

A maximum of two penalty notices can be issued within a three-year period. If a third penalty notice is necessary within the same three-year period, legal intervention will take place.

Penalty Notice Charges

First penalty notices are charged at £160 per parent, per child. This amount is reduced to £80 if paid within 21 days. Second penalty notices are charged at a flat rate of £180 per parent, per child.

Punctuality and Its Impact

If a child is not registered before 9.10am it must be marked as an unauthorised absence for the morning session. Repeated lateness after 9.10am can therefore very quickly lead to penalty notices being issued, something we would like our families to avoid.



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We understand that changes to attendance regulations can cause concern, but it is important to stress that these are national changes mandated by the DFE, not initiatives specific to Barr Beacon School. We are committed to working with you to ensure the best educational outcomes for your children and to support their regular and punctual attendance. Please contact us at the earliest opportunity if you require and support or guidance in relation to your child's attendance or punctuality.

Should you have any questions or require further clarification regarding these changes, please contact us at postbox@barrbeaconschool.co.uk.

Thank you for your continued support in ensuring your child's attendance and punctuality, which are vital to their development and success.

Yours sincerely,



Mrs K Hibbs
Headteacher



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