

# Wood End Primary School

Whitton Avenue West, Northolt, UB5 4LB

Tel: 0208 422 6175

E-mail: [admin@woodendprimaryschool.com](mailto:admin@woodendprimaryschool.com)

[www.woodendprimaryschool.com](http://www.woodendprimaryschool.com)

Headteacher: Mr W Stainbank



## National Changes to Absence related Penalty Notices.

### Attendance

From the 19 August 2024 a new national framework for issuing attendance related penalty notices comes into force for primary and secondary schools. These are nationwide changes so they will apply to all schools. Below are some key points all parents should be aware of.

### Holidays during term time

Holidays during term time are not permitted and parents can be issued with a penalty fine if they choose to travel.

### Penalty Fines amount

From 19<sup>th</sup> August 2024, penalty fines will increase to £160 payable within 28 days reducing to £80 if paid within 21 days. Notices can be issued per parent, per child. For example if two siblings are absent, each parent can be fined per child.

### Request for term time absence

Exceptional leave can be requested by completing a form available from the school office. Requests must be made in writing and with evidence in advance so that the Headteacher can consider the application.

### Illness

If your child is ill for more than 3 days you may be asked for more information regarding illness and we may ask your child to come to school to be seen by our medical staff. Please let staff know if your child has any illness which could be passed onto others.

### 5 Days Absence

Five consecutive days of term time absence without a valid, evidenced reason can result in a penalty notice.

### Absence Monitoring

Termly meetings are held with the local authority and any children with attendance issues will be contacted to try and improve future attendance.

For more information about how we manage attendance at Wood End Primary School please read our Attendance policy available on our website.

[www.woodendprimaryschool.com](http://www.woodendprimaryschool.com)