



Coulston Church of England Primary School  
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Head Teacher: Mr Paul Garratty B.Ed (Hons); MA

Dear Parents & Carers,

3<sup>rd</sup> September 2024

### Term Time Holiday Fines & Attendance Policy Changes

With effect from the 1<sup>st</sup> September, the Department for Education has instructed schools and local authorities to increase the fine payable by parents for unauthorised term time holiday. The fine will now be £80 per parent per child if paid within 21 days, increasing to £160 if paid within 28 days. If a parent receives a second fine for the same child within a 3-year period, this amount increases to £160. Fines per parent will be capped to two fines within any 3-year period. Once this limit has been reached, other actions like parenting orders or prosecution will be considered. If you are prosecuted and attend court because your child has not been attending school, you could be fined up to £2,500.

### Coulston C of E Attendance Policy Changes

The school attendance policy is currently being updated and will be uploaded to the school website shortly. In the meantime, please see below a summary of the changes:

- **Punctuality:** Children are expected to be in the school playground, ready to enter their classes and begin learning at 8.55am. The morning register will now close at **9.25am (formerly 9:30am)**. Any children arriving after this time will receive a "U" code which is classified as an unauthorised absence. Children arriving between 8.55am and 9.25am will receive a late mark - "L".
- **Appointments:** All appointments must now be evidenced in order to be marked as an authorised absence. This includes medical appointments, counselling and therapy appointments, private assessments, entrance exams and school tours, dance and music exams etc. Evidence can be provided by way of a photocopy or screenshot of an appointment letter, email or text; a doctor's letter; a hospital discharge form; a copy of a prescription or a prescription label etc. Any appointments which have not been evidenced will be marked as unauthorised.
- **Absence:** Parents and Carers must notify the school of a child's absence by 9.25am on each day of the absence by telephone or email. Where notification has not been received by this time, the school will contact the Parent/Carer asking them to report the absence. If a response is still not received by 10am, the absence will be marked as unauthorised.

If you have any concern about your child's attendance, please speak to either your child's class teacher, Mrs Lambe or myself.

Thank you for your support.

Yours faithfully,

Mr. P Garratty

Head Teacher

