

Allerton Grange School



Talbot Avenue
Leeds LS17 6SF
Headteacher: Mr M Roper

Tel: 0113 393 0304
Email: gadmin@allertongrange.com
www.allertongrange.com
Allerton Grange School
@Allerton_Grange

Road Safety Awareness

Be a considerate driver
Do not park on restricted areas on Talbot Avenue or Lidgett Lane
Be respectful of our local residents
Please use the turning circle paying attention to the speed limit
Obey speeding restrictions; they are there to protect our children
Look after the environment and switch off your engine, when stationary,
for cleaner air!

Our Ref: MRp/BMa/Attendance

June 2024

Dear Parent/Carer

I am writing to update you on changes to penalty notices issued for unauthorised absences that comes into effect from August 2024.

We remain committed to following and applying government guidance on attendance and, therefore, we do not support or authorise time taken out of school for holidays, given that all students have 13 weeks holiday a year. It is an expectation that all students attend school on time every day.

We value and appreciate the support from our parents, and we believe that this successful partnership creates the conditions for children to be successful at Allerton Grange. The Allerton Grange Attendance Policy (*available on the school website*) highlights the importance of parents' legal responsibility to ensure that their child(ren) attend school consistently.

Fixed penalty notice attendance fines are applied by the local authority for either term time holidays or students who have had 10 sessions (5 days) of unauthorised absence. The changes that are highlighted below will take place from the start of the 2024-25 academic year:

1. The 10 sessions (5 days) will be within 10 weeks rather than 12 weeks as it currently stands.
2. The 10 sessions unauthorised absence (aside of term time holidays) will still be part of the fast-track attendance monitoring scheme which allows for attendance improvement to take place before going to fine.

Fine costs:

1. For the first fine within a 3-year period, the cost will be £80 per parent, per child if paid within 21 days, and £160 per parent, per child if paid within 28 days. Following this, it would progress to a court hearing for non-payment.
2. For a second fine within a 3-year period, the cost would be £160 per parent, per child to be paid within 21 days.
3. Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action will be considered.

This is outlined in the example below:

Holiday 1 – would now be £80 per parent, per child within a 3-year period.

Holiday 2 – would now be £160 per parent, per child within a 3-year period.



Holiday 3 within 3 years – other action, for example, a parenting order or prosecution will be considered. In addition to this, the 3-year period runs across both primary and secondary schools and does not cease when a student changes school.

Exceptional Circumstances

The Department for Education allows a Headteacher discretion to consider an absence in term time under special circumstances. Very few requests fall into this category and parents are asked to submit their reasons in writing, along with satisfactory evidence, to avoid a penalty notice.

Religious Observance

Up to two days per year (not to be taken consecutively and are not accumulative) are granted for the purpose of religious observance (absence must be exclusively set apart for religious observance by the religious body to which the pupil's parents belong).

The link below is to the government website which outlines the changes in more detail.

<https://educationhub.blog.gov.uk/2024/02/29/fines-for-parents-for-taking-children-out-of-school-what-you-need-to-know/>

Please be aware that Allerton Grange does not receive monetary gain from the fixed penalty notice.

Yours sincerely

A handwritten signature in black ink, appearing to be 'MRP', with a horizontal line underneath.

Mr M Roper
Headteacher