



Dear parents and carers,

Fines for non-attendance at school

At Bankside we want every child to come to school ready to learn every day.

In August the government brought in new guidance for schools. This new guidance means that families will receive a fine if their child has 5 days of unauthorised absence in any 10 weeks of school.

It is important that you communicate with school by 8.30am if your child is going to be absent from school. You can call school on 0113 336 8383 or speak to the office or your child's teacher in the morning.

If school has not received a good reason for a child's absence from you, it will be recorded as an unauthorised absence. Please see below for more information about what will be accepted as an authorised absence.

Unauthorised absence is defined by:

- Being late after the registers have closed - 'U' code
- Staying at home to care for younger children or sick relatives
- Going shopping or having a haircut
- Where no explanation is offered by the parent or carer
- Where the school is not satisfied with an explanation offered
- Special occasions e.g. birthdays/ weddings
- Holidays/leave in term time
- Taking the rest of the day off before or after a medical appointment
- Translating for family members
- Visiting sick relatives
- Exceptional term time leave longer than agreed by the Headteacher



Authorised absence is defined as:

- Genuine illness
- Medical or dental appointment
- Bereavement – (Headteacher's discretion)
- Religious observance
- Approved leave in term time where there are exceptional circumstances, as agreed by the Headteacher.





Please speak to the attendance team as soon as possible if you are experiencing difficulties which impact on your child's attendance. We are here to listen and happy to help if we can.

Yours sincerely

Catherine Upton

Deputy Headteacher

Shamsur Rahman

Attendance Officer

National Penalty Notice Framework 2024		
First Offence	Second Offence	Third Offence (or any further offences within 3 years)
The first penalty notice will be issued at £160 per parent per child and must be paid within 28 days . This will be reduced to £80 if paid within 21 days.	The second penalty notice will be issued at £160 per parent per child and must be paid within 28 days . This will not be reduced.	A penalty notice will not be issued and the case will be considered for potential legal action . This can result in a criminal record and fines of up to £1000 plus costs.

