



MEDINA PRIMARY SCHOOL

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Headteacher: Mr H Payne BEd
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Thursday 18th July 2024

Dear Parent/Carer

Please find attached the new Government guidelines regarding school attendance, which will come into effect from Monday 19th August 2024.

This is a National Framework that all authorities in England must adhere to. There is a significant change that I want to bring your attention to. In the past when a new academic year started the process of issuing penalty fines began again and parents started with a 'clean slate'.

From Monday 19th August 2024 the penalty notices will apply over a 3-year rolling period and for each 'offence' the penalty could increase, particularly for the third offence. I want parents to understand that this new framework for improving attendance has been brought about, not by Medina or indeed by Portsmouth City Council, directly from the Department of Education. Please note that these guidelines also apply for unauthorised absence due to illness or any other unauthorised absence – including lateness.

Medina will continue to call on Portsmouth's School Attendance Team (SAT) to support parents who are struggling to get their child into school on a regular basis. SAT may contact some parents early in September to discuss their child's attendance this year - please do engage with the team and take up the opportunity to meet and talk about the barriers you face in getting your child into school. SAT are available to support parents and hopefully get children attending regularly and thus avoiding any penalty fines.

If you have any questions, or require any support, regarding your child's attendance please email the address at the top of this letter.

Yours sincerely

H J Payne
Headteacher