



# ST ALPHEGE CE INFANT SCHOOL

Executive Head: Mrs Liz Thomas-Friend, Head of School: Mrs Jacqui Spinks,  
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October 2024

## New DfE statutory attendance guidance

The Department for Education has introduced new statutory guidance aimed at reducing term-time holidays and unauthorised absences, and supporting families whose children are struggling to attend.

The DfE states that: '*Improving attendance is everyone's business*', and it is important that we work together in partnership with you to improve the attendance of all children.

If you are concerned about your child's attendance, then please contact Mrs Spinks or Ms Strike so that barriers to attendance can be understood, and appropriate support can be put in place to support you, your family, and your child.

The new DfE guidance has meant that our in-school systems have needed to adapt. Any child with 10 or more unauthorised absences within a ten-week period, may receive a 'Notice to Improve' notification sent via email on behalf of the school and issued by the local authority (LA). Please note that each day of absence is recorded as two sessions (morning and afternoon). Unauthorised absences include:

- Unauthorised absence (where there is no reasonable circumstance for the absence taking place)
- Arriving late after the register has closed.
- or a combination of these with holidays taken during term time

### Term Time Holiday Requests

The DfE have taken a firm stance on all requests for term time holiday. Any holiday-related absence taken that includes 10 sessions, may result in a Penalty Notice.

The penalty amount has increased to £160 (reduced to £80 if paid within 21 days for the first offence). If a parent receives a second penalty notice within a three-year period, the fine is £160 and there is no option to pay the fine at a reduced rate. In the event of three or more periods of unauthorised absence within a three-year period, a penalty notice will not be issued, but **a referral will be made to Kent PRU and Attendance Service Courts Team** who will consider the case for prosecution.



Kent & Medway  
**Music Hub**  
Lead School



SUPPORTING  
CONNECTING  
INFLUENCING



**National Nurturing**  
School Award  
2024



**Artsmark**  
Platinum Award  
Awarded by Arts  
Council England

St Alphege Values

Koinonia

Forgiveness

Trust

Kindness

Love

Joy

Parents with parental responsibility, and adults residing with the child, including for example, stepparents, may be fined, and a penalty notice will be issued for every child who is absent.

Please note that Headteachers are not permitted to approve term-time holidays except in genuinely exceptional circumstances. We will always consider each application for a leave of absence individually before making our decision, but will have to abide by the guidance laid out by the government.

The new policy states that all schools must consider issuing Penalty Notices if the criteria is met. This is a national statutory process and will be followed by all English state funded schools.

Our revised school attendance policy in line with these requirements can be found on our school website: [Attendance Policy](#)

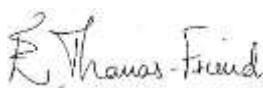
The primary goal of these measures is to ensure that children do not miss out on their education. Attending school is a crucial part of your child's learning journey, and frequent absences can significantly hinder their progress. Thank you for your continued cooperation in supporting your child's education.

Many thanks for your continued support.

With kind regards,



Jacqui Spinks



Liz Thomas-Friend