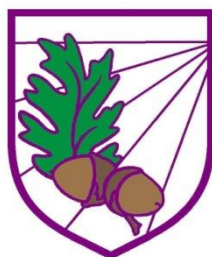


# Oak View Primary and Nursery School

Woods Avenue,  
Hatfield,  
Herts.  
AL10 8NW



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e-mail: [admin@oakview.herts.sch.uk](mailto:admin@oakview.herts.sch.uk)

17<sup>th</sup> October 2024

Dear Parent / Carer

## Important - New Statutory Attendance Information

On 19th August 2024 the new national framework for penalty notices for absence came into force. To be in line with this from 1<sup>st</sup> September 2024 Hertfordshire County Council updated their policy and procedures.

Oak View MUST work within these guidelines and follow the new regulations set by both the Government and Hertfordshire County Council. **Please ensure you are aware of the changes, especially to the number of unauthorised sessions required for a penalty notice to be considered.** We are also putting into place a new procedure to request absence from school. An Application for Leave of Absence form from School during term time will now be required to be completed (further information below).

## Penalty Notices

There is a single consistent national threshold for when a penalty notice must be considered by all schools in England this is if a pupil has :

- **10 sessions (usually equivalent to 5 school days) of unauthorised absence** within a rolling 10 school week period.
- These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. (G code - Unauthorised Family Holiday, O code – Unauthorised absence, U code – Unauthorised late after 9.20am Registration closed)
- For example, a 5-day unauthorised leave of absence would meet the national threshold.
- The 10-school week period can span different terms or school years.

## First Offence

The first time a Penalty Notice is issued for unauthorised absence, the fine amount will be: £80 per parent, per child if paid within 21 days.

If not paid within 21 days, the fine will increase to £160 per parent, per child, payable between the 22nd and 28th day.

Please go to the link below or read the attachment from Hertfordshire County Council to inform parents about the new thresholds and penalty fines

[Statutory Attendance Support Team - Penalty Notice Fines - Sept 2024](#)

Please be aware that all old guidance relating to Penalty Notices no longer applies. **There is no longer a Penalty Notice Warning Letter sent to Parents/Carers.**

The school has updated its Attendance Policy, which you can find by clicking on the link below:

[Oak View - Attendance Policy 2024](#)



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**Application for Leave of Absence form from School – Form attached**

All Parents/Carers requesting any absence from school (not for when a child is unwell) are now required to complete an Application for Leave of Absence form. Please see information and form attached below. You can complete the attached form and send via email to [admin@oakview.herts.sch.uk](mailto:admin@oakview.herts.sch.uk) for my attention or go to the school office to request a paper copy.

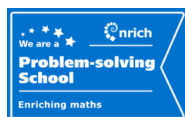
**Please note:** A leave of absence must not be granted unless there are exceptional circumstances and must be requested in advance. A need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance

We appreciate that you may have further questions regarding the attendance policies in school, and the penalty notice changes. Please do not hesitate to contact a member of the Attendance Team at Oak View, Mr Richardson, Ms Stuart or Mrs Scott.

Kind regards



Mr N Richardson  
Headteacher



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