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4<sup>th</sup> March 2024

Dear Parents / Carers

## **CODE OF CONDUCT ON THE ISSUE OF PENALTY NOTICES FOR SCHOOLS AND ACADEMIES**

There have been some changes to the issue of penalty notices across all our academies. This reflects the policy changes made by Barnsley MBC which may affect children attending schools and academies across the borough. The changes are as follows;

### **1. Penalty notices (PN's) can now be issued to both parents/carers with parental responsibility or day to day care.**

We will notify both parents/carers with parental responsibility or day to day care in order for a PN to be issued for either leave of absence or unauthorised absence.

- If you take a holiday in term time we will give you the opportunity to make an informed decision regarding the leave of absence and wait until the school holidays. If you proceed to take the holiday we may fine both parents/carers.
- If your child has poor attendance we will give both parents/carers an opportunity to improve attendance. This will be over a 4 week period. If improvements are not seen then we may fine both parents/carers.

In either of the above instances notifications sent to both parent/carers will be kept on record and made available to Education Welfare Service if the case is taken to court following the non-payment of a penalty notice.

### **2. More than one PN can be issued in a term.**

Due to the increase in cases where parents/carers are taking more than one leave of absence in a term we have made the decision to issue multiple PN's. In cases where other unauthorised absence is a factor alongside the leave of absence we will make a referral to our Education Welfare Service.

### **3. A PN will be issued if an excluded pupil is seen in a public place during the period of suspension.**

Our school exclusion paperwork informs parents/carers that you may receive a PN if your child is seen in a public place during the period of exclusion.

This action is supported by national guidance and is an attempt to improve overall attendance in schools across the country. The attendance in each of our academies is above national averages and we are proud of the children who attend regularly and enjoy their learning. However, we do have some children whose attendance is below 95% (and sometimes significantly below) and this needs to improve. Please try to avoid term time holidays and if you have an issue getting your child to school contact your school's head teacher to arrange support strategies to help with their attendance.

This change in policy across our academies will be introduced as from 8<sup>th</sup> April following the Easter holidays. Please note that monies raised from fining parents/carers does not go in to school budgets.

Yours sincerely

**Harry Wood**  
CEO