



Attendance Newsletter Autumn '24 - Issue 11

Cottenham Primary School

Changes to Attendance Coding and Penalty Notices

We are in the process of updating the CPS Attendance Policy with the latest changes which the government made to school attendance guidance.

Please read the following points carefully as they outline the main changes regarding the penalty notice referral process:

- If a pupil takes unauthorised term-time leave for 10 consecutive sessions or more (generally 5 days) they will be subject to a Penalty Notice. The fine for a penalty notice is £80 per child, per parent/carer, increasing to £160 if not paid after 21 days but within 28 days, for pupils who are of statutory school age.
- If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their child and this could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months per parent.
- For second offences of unauthorised term-time leave (10 consecutive sessions or more) within a three-year rolling period, the fine is a flat £160 per parent, per child.
- For the third offence in a three-year rolling period, the referral will be automatically considered for prosecution in relation to Section 444 Education Act 1996.

Our 'Request for Exceptional Leave of Absence During Term Time' form has been updated with the above details. Please give serious consideration to the above points before booking a term time holiday.



H.E.R.O. Certificates

Last half term, 225 children achieved their H.E.R.O. Certificate. These were given out at the start of the second half of the Autumn term. The H.E.R.O. certificates are awarded to children who have 100% attendance and no late marks during a half term period.

Absence Reporting

Please note that if your child is ill and not going to be in school you need to inform the School Office by 9 am at the latest every day they are not at school.



Every student. Every day.

Who looked after the SAM Bears last half term?

Week ending	EYFS	Yr 1/2/3	Yr 4/5/6
13/09/2024	RDM	1/2SR	4AV
20/09/2024	RMJ	1/2GT	4LW
27/09/2024	RMJ	1/2GT&1/2HR	5/6TJ
04/10/2024	RMJ	1/2SR	5/6LA
25/10/2024	RDM	1/2HR	4LW