



# Kingsway Junior School

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Headteacher – Ms J Beale

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Deputy Headteacher – Mrs A Akers

**“Developing confident, enthusiastic and happy learners”**

Friday 12<sup>th</sup> July 2024

Re: DfE Changes in Attendance – Letter to Parents/Carers regarding changes to Penalty Notices

Dear Parents/Carers

Please see attached a letter from the Local Authority Attendance Officer regarding changes in the law relating to unauthorised absence from school that take effect from the 19th August 2024.

Please note that any planned absence from school can only be authorised by the headteacher and only if the absence is requested at least 20 days before the proposed absence. Only the headteacher is able to authorise absence in these cases.

Please also note that if a student arrives to school after the register is closed, 9.30am, this has to be recorded as an unauthorised absence. Failure to provide a reason for any absence is also to be recorded as unauthorised. Please see the school website for details on how you can contact the school office to inform them of any absence, which must be done on a daily basis.

If there are any genuine issues that are affecting attendance to school, please ensure that you contact Mrs Akers – Deputy Headteacher who will work with you and your child to provide support to try and improve any attendance issues.

Yours sincerely

Ms Beale  
Headteacher