



The Skylark Federation

Plumpton Primary School

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Tuesday 10th September 2024

Attendance & Withdrawal from Learning

Dear Parents and Carers,

I am writing to inform you of some important updates regarding *Withdrawal from Learning Applications* for term-time absences, following the government's introduction of a National Framework for Penalty Notices. Attached to this letter is the revised East Sussex *Withdrawal from Learning Form* which includes new penalty notice guidance:

- A first penalty notice of £160 now applies per parent/carer per child, reduced to £80 if paid within 21 days.
- If a second penalty notice is issued within 3 years, this is at a flat rate of £160 if paid within 28 days.
- On the third occasion within those 3 years when the threshold is met, alternative action will be taken. This could include prosecution of legal intervention.

In all cases, a minimum of 10 sessions in total (5 school days) of absence must have been accrued before a penalty notice is requested. The absences will be consecutive, but weekends, Bank Holidays, INSETs, etc. do not interrupt a period of absence and therefore it will remain consecutive.

Unless it is exceptional circumstances, Plumpton Primary School is unable to authorise any withdrawal from learning requests.

I appreciate your continued support as we work together to improve overall attendance at Plumpton Primary School.

Yours faithfully,

Mr. J Hughes
Head of School

