Update on National Framework for Penalty Notices

We would like to inform you of a recent change to the National Framework for Penalty Notices, which has been implemented by the Government. As a school, we are required to follow these guidelines and have no discretion over their enforcement.

If your child is taken on holiday during term time, we are obligated to notify the Local Authority. The decision to issue a Penalty Notice (fine) rests solely with the Local Authority, not the school. Should a Penalty Notice be issued, please be aware that the fine comes directly from the Local Authority, and not from the school.

Per Parent, Per Child

Penalty Notice Fines will now be issued to each parent, for each child that was absent.

For example, 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

First Offence

The first time for a Penalty Notice is issued for Term Time Leave or Irregular Attendance. The amount will be £160 per parent, per child (if paid within 28 days).

Reduced to £80 per parent, per child if paid within 21 days.

Second Offence (within 3 years)

The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance. The amount will be £160 per parent, per child (paid within 28 days)

Fines per parent are capped to two fines within any three-year period.

Once this limit has been reached, other actions such as a Parenting Order or Prosecution will be considered. If you are Prosecuted and attend Court (due to non-attendance), then you could receive a fine of up to £2,500.

If you do need to request a leave of absence form, please use the online form on the school website which can be located by clicking on:

Parents & Children tab - Absence Request Form - click on **'this form'.**

This form will come directly to myself, and I will contact you.

trustattendance@ocmat.org.uk

Attendance

A warm welcome from

Mrs Amanda Adcock

Trust Attendance and Admin System Support Manager

Attendance Matters

At Dymchurch Primary School, we are dedicated to providing a complete and enriching educational experience for every child. To fully benefit from this, regular and punctual attendance is crucial. When students attend school consistently, they are more likely to settle in well, feel happy, and take full advantage of the opportunities available at Dymchurch.

As the Trust Attendance and Admin System Support Manager for OCMAT, my role is to ensure children attend school regularly and on time. If there are challenges with this, I am here to help identify the reasons and provide support.

I work closely with Miss. Lee, our Family Liaison Officer (FLO), to ensure your child's school journey is both positive and successful. Please do not hesitate to reach out if you have any concerns or require assistance. We are committed to making sure every child thrives at Dymchurch Primary School.

Illness

Although we strongly encourage full attendance, we understand that children may need to stay home if they are unwell. Sending a sick child to school is not beneficial for their wellbeing, their classmates, or the staff - especially if they have something contagious.

If your child is absent due to illness, please inform the school by 9am each day of their absence.

It is the responsibility of parents/carers to contact the school on the first day their child is unable to attend.

This is considered a safeguarding issue, ensuring that everyone is aware your child is safe. We appreciate your co-operation in helping us keep our school community healthy and informed.

Procedure

You can contact us in a variety of ways to report your child's absence.

Dymchurch Primary School has a dedicated absence line (Option 2) where you can call and leave a message.

01303 872377

When leaving a message, please clearly state your child's name, class, and the specific reason for their absence.

Please note that "unwell" cannot be accepted as a valid reason, so we kindly ask you to provide more detail.

Alternatively, you can leave a message via Arbor on the In-App section, or email the school office at **office@dymchurch.kent.sch.uk**.

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