



Brookburn Road  
Chorlton-cum-Hardy  
Manchester, M21 8EH  
T: 0161 881 8880

Email: [admin@brookburn.manchester.sch.uk](mailto:admin@brookburn.manchester.sch.uk)

Executive Headteacher – Jayne Kennedy

Head of School – Jennifer Holden



Friday 20<sup>th</sup> September 2024

Dear parents/carers,

At Brookburn, regular school attendance is essential for the educational progress and overall well-being of our pupils. This information outlines the support that we can offer to our families and also outlines the nationwide changes that came into force on 19<sup>th</sup> August 2024 in relation to the issuing of fines.

## Support First

The team at Brookburn understand that some pupils may face challenges that impact their attendance. Our school team are here to provide support and guidance to pupils and families in such situations. If you encounter any difficulties related to attendance, please do reach out to your child's class teacher in the first instance. Beth Owen, Deputy Headteacher and Attendance Lead is also available to support our families. Please email or telephone school.

Our parent's "Guide to Attendance" is attached with further details on our school's approaches to securing good attendance for children. This link will take you to the full policy on our school's website:

<https://brookburn.manchester.sch.uk/storage/2018/09/Pupil-attendance-policy-24-26.pdf>

## What happens if my child has a period of unauthorised absence?

One of the main changes from the Department for Education is how **sanctions for unauthorised absence are used**.

If you take an unauthorised holiday in term time the executive headteacher will request that Manchester City Council issue a fine (known as a fixed-penalty notice). If issued with a fine, you'll need to pay this directly to the local authority – £80 within 21 days, or £160 within 28 days.

The school monitors all other periods of unauthorised absence. The executive headteacher may request that Manchester City Council issue a fine, detailed as above, for unauthorised absence. In these circumstances, the decision whether to issue a fine will take into account whether a national threshold has been met – this is 10 sessions of unauthorised absence in a rolling period of 10 school weeks – as well as other factors.





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If there was a second period of unauthorised absence within a three-year period then a second penalty notice could be issued, and this would be at the higher rate of £160.

Further periods of absence within three years, could mean that you are taken to court with no option of a penalty notice.

These rules came into force across the country on 19<sup>th</sup> August 2024 as part of the Department for Education's drive to improve school attendance

**Term-time holidays** are not permitted during the school year. Absences due to term-time holidays are disruptive to learning and lead to missed opportunities in the classroom.

We recognise that there may be exceptional circumstances and in such rare cases, please submit a formal request to Jen Holden, Head of School well in advance. Each request will be considered on an individual basis.

If you have any questions or would like to discuss your child's attendance, please get in touch with Beth Owen by email or telephone and she will be happy to discuss them with you.

Thank you for your co-operation and commitment in ensuring your child is in school every day.

Yours sincerely,

Jayne Kennedy

Executive Headteacher

