



Dear Parents/Carers,

CHANGES TO SCHOOL ATTENDANCE
ENFIELD COUNCIL PENALTY NOTICE
SUMMARY LETTER

I am writing to make you aware that from 19th August 2024, the Penalty fines issued by Enfield Council for unauthorised holiday absence will increase.

The first Penalty Notice issued will be charged at £160 per parent, per child, if paid within 28 days. This will be reduced to £80 per parent, per child if paid within 21 days.

The Education Welfare Department will issue Penalty Notices on behalf of the London Borough of Enfield.

Penalty Notices are issued for unauthorised leave of absence of **5 or more school days, which is 10 sessions**. For every holiday absence request for 5 days or more, a **Penalty Notice Warning Letter** will be issued. All schools are instructed to send this letter to parents by the Education Welfare Department

Enfield Council, working together with Enfield Welfare Department, states that regular attendance at school is a legal requirement.

All pupils are expected to have an attendance rate in excess of 95% unless there are exceptional circumstances. Good school attendance is essential to improving children's education and future. It also helps build a child's confidence.

There will also be the same increase to the Penalty Notice fine if a child misses 20 sessions without a prior explanation. This equals 10 school days.

All pupils' attendance is monitored by school and the Education Welfare Department on a regular basis. Pupils' with an attendance rate below 90% will be placed on a persistent absence report.

Yours sincerely,

Jude Statham

Mrs J. Statham
Head of School