

Monday 1st September 2025

Dear Parent/Carer

At The Levett School, we are committed to providing high quality education and improving outcomes for all of our pupils. Regular school attendance is vital for all children, but especially so for those who have struggled to engage with education in their previous school placements, so they are able to maximise their learning and achievement.

At Levett School, in order for an attendance record to be deemed good, it must be 96% or above:

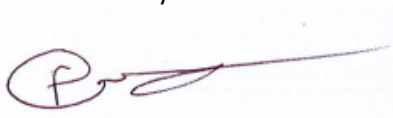
- 100% Excellent Attendance
- 96% Very Good Attendance
- 90% Good Attendance

If your child is off school, you must inform school on the first morning of their absence by 9:00am, giving the reason for the absence. It is appreciated that young people sometimes become unwell, but it is important to remain aware of your child's attendance levels as frequent absence can have a serious effect on both educational progress and a pupil's attitude towards school.

The Levett School is required to make you aware of the potential consequences of your child not attending school on a regular basis.

Doncaster Council will use legislation to enforce attendance at school where parents do not fulfil their duty to insure their children attend school regularly. This could mean a parent or carer enters into the Local Authority Enforcement Procedure which may lead to prosecution in the Magistrates Court. A parent or carer could receive a Parenting Order, a Community Order, a Curfew Order and/or a fine up to £2500. A parent or carer can also be issued with an Education Penalty Notice for any unauthorised absence under the Education Act 1996 Section 444 (1) or 444 (1a).

Yours Sincerely



Miss F Mooney
Office Manager

IMPORTANT UPDATES

ATTENDANCE PENALTY NOTICE



From Autumn term 2024, only 2 penalty notices can be issued to the same parent in respect of the same child within a 3 year rolling period and any second notice within that period is charged at a higher rate.

1ST PERIOD OF ABSENCE

10 sessions of unauthorised absence (5 days) taken within a rolling 10 week period will result in a Fixed Penalty Notice of £160 per parent per child (£80 if paid within 21 days).



3RD PERIOD OF ABSENCE

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken. This will often include considering prosecution, but may include other tools such as one of the other legal interventions.

2ND PERIOD OF ABSENCE

Second set of 10 sessions unauthorised within a rolling 10 week period, will result in a Fixed Penalty Notice of £180 per parent/per child, with no reduction offered



WHAT IS CLASSSED AS AN UNAUTHORISED ABSENCE

- Holidays taken without the approval of the schools Headteacher
 - Arrival after close of school registration (9.30am)
 - No show and no contact
 - Medical appointment absence without evidence
- (This list is not exhaustive and other absences may be classed as unauthorised)

