

Park Hall

Junior and Infant Academies

Executive Head Teacher: Mrs G Healy

Head of School - Junior Academy: Mrs L Amos

Head of School - Infant Academy: Mrs S Hand

17th September 2025

Dear Parent/Carer

Important Information about Penalty Notices

School attendance is an important part of your child's academic and social journey.

The Department of Education has made it law that schools will not grant any leave except in exceptional circumstances.

There is a national threshold for issuing penalty notices, which is set at 10 missed sessions. This is equal to 5 schools days, within a rolling period of 10 school weeks.

It is important for parent(s)/carer(s) to be aware that we meet weekly with the local authority, and they oversee all unauthorised leave.

The local authority will be issuing penalty notices for unauthorised absence going forward. Please note that this will begin from September 2025.

Currently, each parent will be fined £80 for each child. This rises to £160 per parent per child if the fine is not paid within 21 days.

Please note, that each parents will get up to 2 fines for the same child in a 3 year period. The second fine in a 3 year period will automatically be £160 per parent per child. If this is not paid within 28 days, parents may be taken to court.

If children are off school 3 or more times within a 3 year period, parents will not be fined, but may be taken to court.

The Government website states that if you are taken to court, you could get a fine of up to £2,500, a community order or a jail sentence up to 3 months. The court could also give you a parenting order.

For more information, please visit:

<https://www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance>
and
<https://go.walsall.gov.uk/schools-and-learning/school-attendance-and-absence>

Please remember it is vitally important that any absences from school are evidenced.

Attendance during one school year	Number of days missed	Number of weeks missed	Number of sessions missed	Number of lessons missed
100%	0	0	0	0
98%	4	0.8	8	20
95%	9	2	18	45
90%	19	4	38	100

Please note authorised absence will still affect your child's overall attendance.

Is my child too ill to come to school?

We know that children get poorly; please let us know if your child is too unwell for school. We can give your child an 'I' for illness instead of 'O' for unauthorised.

Please note, 'I' can only be given, if your child's overall attendance is over 95% and/or evidence is provided of the illness, such as a photo of your child's temperature, or medication being given to treat your child.

If your child has an emergency medical appointment, please send a copy of the appointment letter to the school. Routine medical appointments should be kept outside normal school hours, where possible.

Coughs/cold/sore throat:

It is fine to send your child to school with a cough and cold.

Cold sores:

There is no need to keep your child off school if they have a cold sore.

Sickness and /or Diarrhoea:

Children need to remain off school for 48 hours after the last time they were sick from a bug or had diarrhoea.

Tired:

Please send your child to school, we will look after them for you.

Chicken pox:

Please keep your child off until all the spots have crusted over. This is usually about 5 days after the first spots appear.

Head lice:

No need to keep your child off school; however, the head lice do need to be treated and scalp and hair checked after treatment to ensure all head lice and eggs are gone.

High temperature 38c or more:

Please keep your child off school until their temperature returns to normal, 'around' 36c/37c.

For more information and other conditions, please see NHS page:

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>