

CMOE (Children on part-time or reduced timetables and/or attending an alternative provision)

Please ensure any end of year review forms, end of plan forms or new notifications are uploaded via Gateway as soon as possible. [CMOE procedures](#)

Fixed Penalty Notices

National Threshold: Under the new framework, all schools must consider issuing a fine when a child has missed 10 or more sessions (equivalent to 5 days) for unauthorised reasons. Within a rolling period of 10 school weeks. Sessions do not have to be consecutive.

Ealing's Fines Protocol has been reviewed and will be published over the summer. The protocol will outline Ealing's expectations for whether a penalty notice is the best available improvement tool that is most likely to change behaviour and improve attendance for the family and where not appropriate, what support should be considered.

Fine Amount: Starting from August 19 2024, the fine for unauthorised school absences across the country will be:
£80 if paid within 21 days
£160 if paid within 28 days

Repeat Offences: If a parent receives a second fine for the same child within any three-year period, it will be charged at the higher rate of £160. Parents can receive a maximum of two fines per parent, per child within this period.

In September, please prioritise fines requests for leave taken before 19 August. These will be issued at the current rate (£120) and should be submitted **no later than October half term**. Where leave is taken both sides of the summer holiday, fines will be issued at the current rate.

Information for parents. You may want to add this to your website or end of year newsletter. [Fines for parents for taking children out of school: What you need to know – The Education Hub \(blog.gov.uk\)](#)

Changes to Gateway

From September referral forms for Attendance/CME/CMOE will be embedded in Gateway. 'Leavers' will also be reported via Gateway, removing the requirement for 'Leavers and Joiners' returns.

There will be some changes to the way that fixed penalty notices are requested in Gateway in line with Ealing's revised fines protocol. Full Gateway guidance will be published in September.

Toolkits

Toolkits for attendance, CME and CMOE will be updated over the summer and available on egfl from 1 September.

Notice to Improve Letters

These are a change in the LA attendance escalation process and will replace our final warning letter. Further information will be provided in September and covered in the first network meeting for the new academic year.

Code Changes

Code changes for September are listed in the revised [Working Together to Improve School Attendance \(from 19 August\)](#)

Management Information Systems

New codes should be included in the update for SIMS before the end of the academic year (summer release). Non SIMS schools, please contact your MIS provider.

Attendance Network Meetings

[Wednesday 10 July 2.00pm \(end of term\)](#)

[Wednesday 11 September 2.00pm \(new academic year\)](#)

[Wednesday 18 July 2.00pm \(repeat new academic year\)](#)

School Attendance Team