



Dear Parents,

Please see new guidance for penalty notices:

Penalty Notice Fines for School Attendance

With the introduction of the new National Framework for Penalty Notices, the following changes came into force for Penalty Notice Fines on **19th August 2024**.

Per Parent, Per Child

Penalty Notice Fines will be issued to each parent, for each child that was absent.

For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

5 consecutive days of term time leave

Penalty Notice Fines will be issued for Term time leave of 5 or more consecutive days.

10 Sessions of unauthorised absence in a 10-week period

**(AM mark = 1 session & PM mark = 1 session)
(1 school day = 2 sessions)**

Penalty notice fines will be considered when there have been 10 sessions of unauthorised absence in a 10-week period which may span different terms or school years. Absences may also include lates after the register closes.

First Offence

The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:

£160 per parent, per child paid within 28 days.

Reduced to £80 per parent, per child if paid within 21 days.

Second Offence (within 3 years)

The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:

£160 per parent, per child paid within 28 days.

Third Offence and Any Further Offences (within 3 years)

A maximum of 2 penalty notices may be issued to a parent for the same child within a rolling 3-year period. The third time an offence, or subsequent offences are committed for Term Time leave or Irregular Attendance, another course of action will need to be considered such as prosecution or one of the other attendance legal interventions.

Prosecution may result in a fine of up to £2500. Cases found guilty in Magistrates' Court can show on a parent's future DBS certificate.

Please Note: The DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.



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