

From 19th August 2024, the new National Framework for issuing Penalty notices will apply.

National Threshold

There will be a single consistent national threshold for when a Penalty Notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 days) of unauthorised absence within a rolling 10 school week period.

These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence.

The 10-school week period can span over different terms and school years.

Penalty Notice Fines will continue to be issued per parent per child.

For example: 2 parents with 3 children would receive a total of 6 Penalty Notice Fines

Please note: For parents that are separated/ divorced each parent receives the Penalty Notice.

First Occurrence

The first time a Penalty Notice fine is issued for a term time holiday or intermittent school attendance* the penalty notice charge will be:

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

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

(Unpaid Penalty Notices after 28 days may result in a prosecution)

Second Occurrence

(Within 3 years of the first occurrence)

Where it is deemed appropriate to issue a second Penalty Notice to the same parent for the same pupil within 3 years of the first Penalty Notice will be charged at:

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

(Unpaid Penalty Notices after 28 days may result in a prosecution)

Third occurrence and any further occurrences

(Within 3 years of the first occurrence)

The third time that an occurrence is committed for either term time holiday and/or intermittent attendance, a Penalty Notice will not be issued, the case may be proceeded straight to prosecution under the single justice procedure.

If found guilty of the occurrence, 'failure to secure their child's regular attendance at a school', the magistrates can impose a fine up to £1000 and you will have a criminal record.

PLEASE NOTE: If you take and leave of absence **PRIOR** to 19th August 2024 the Penalty Notice will be at the old rate of £60/£120. Any leave of absence taken from 1st September will be charged at the new rates above.

*The school and local authority would have identified concerns in patterns of attendance and held meetings to support improvement. An attendance action plan would be in place.