



Dear Parents/Carers,

We are writing to you to make you aware of the changes to the guidance 'Working together to improve school attendance' by the Department for Education.

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued after 19th August 2024.

- **Penalty Notice Fines** will now 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.
- **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).** The third time an offence is committed for term time leave or irregular attendance a penalty notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrate's fines can be up to £2500 per parent, per child. Cases found guilty in Magistrate's Court can show on the parent's future DBS certificate, due to 'failure to safeguard a child's education'.

5 consecutive days of term time leave – unauthorised

Penalty Notice Fines will be issued for term time leave of 5 or more consecutive days. INSET training days are school days and can be included in the 5 or more consecutive days where there was intent to be absent for term time leave.

10 sessions of unauthorised absence in a 10-week period

Penalty Notice Fines will be considered when there have been 10 sessions of unauthorised absence in a 10-week period.

We also want to make you aware that schools will no longer be able to authorise any leave of absence requests from 19th August 2024 unless the leave is under the category of religious observation.

We look forward to working together to ensure your child is in school every day and able to access all our excellent learning opportunities throughout the year.

Small steps... Big footprints...

