

APPENDIX 4

FURTHER ADVICE ON FINES FOR SCHOOL ATTENDANCE FROM 19th AUGUST 2024

With the introduction of a new national framework for Penalty Notices issued by Department for Education (DfE), the following changes will come into force for School Penalty Notice Fines issued after 19th August 2024

National Threshold

There will be a single consistent threshold for when a penalty notice must be considered by all school in England of 10 sessions (usually equivalent to 5 school days) of unauthorized 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 different terms or school years.

Please Note – The Department for Education 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.

First Offence

The first time a penalty notice is issued for unauthorized absence 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 the same child for unauthorized absence the amount will be:

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

Per parent*, Per child

Penalty Notice Fines are 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.

*Parent

- all natural or biological parents, whether married or not
- Any person who has parental responsibility for a child
 - Any person who, although not a natural parent, has care of a child.



Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed a Penalty Notice will not be issued and the case could be presented straight to the Magistrate's Court. Prosecution can result in Criminal Records and fines of up to £2500.