

PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE ARE CHANGING !

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force on 19 August 2024.

Penalty Notices will be issued for

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 rolling 10 week period: A Penalty Notices may be considered when there have been 10 sessions of unauthorised absences in a 10 week period. However we retain the discretion to issue a Penalty Notice before the threshold is met. For example, where parent/carer are deliberately avoiding the national threshold by taking several term time holidays below the above thresholds.

Per Parent/Per Child

Penalty Notice fines will continue to be issued per parent per child. 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 school attendance the fine will be charged at: £160 per parent, per child if paid within 28 days of the issue, reducing to £80 per parent, per child if paid within 21 days.

(Unpaid penalty notices may result in a parental prosecution)

Second Offence 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, for either term time leave or irregular attendance the second penalty notice will be charged at:

£160 if paid within 28 days. (Unpaid penalty notices may result in a parental prosecution)

Third Offence On the third time that an offence is committed within 3 years of the first penalty notice for either a term time leave or irregular attendance a penalty notice will not be issued. The case may proceed to Parental Prosecution under the Single Justice Procedure. If found guilty of the offence of 'Failure to send a child to school' the Magistrates can impose a fine up to £1000.

Evidence required by school for the Local Authority to issue

(create and send in PDF only no other formats will be accepted)

- * Complete the PN form
- * Registration certificate showing the child's name and 10 sessions of either G, O and U codes
- * Notification to parent/carer prior to taking leave of absence that it will be unauthorised
- * Reason to believe letter if parent/carer known to have taken leave of absence
- * Evidence to show that school has communicated to parent/carer the attendance policy for unauthorised

ACOOS Business Support will triage the request

If the correct evidence/documentation is not provided, the PN will be rejected or withdrawn. Please go to your 'Submitted forms' section and go to 'Forms requesting further information' then upload the correct documentation for it to be processed.