



Fixed Penalty Notices for irregular attendance at school

Important information for parents and carers

Penalty Notice Changes

With the introduction of the new National Framework for Penalty Notices issued by DfE the following will come into force for absences that start after 19th August 2024. This is nationwide and also across borders if you move school or house. Leave of absence during term time is only allowed in exceptional circumstances communicated in advance with evidence provided as soon as possible to the Headteacher.

Changes are shown below

First Offence

The first time a penalty notice is issued for unauthorised term time leave or irregular attendance the amount will be £80 per parent per child paid within 21 days. Increased to £160 per parent per child if paid within 28 days.

Second Offence

Within 3 years of the first offence the second time a penalty notice is issued for unauthorised term time leave or irregular attendance will be £160 per parent per child paid within 28 days. No reduction for early payment.

Third Offence onwards

Within a 3-year period:

The third time an offence is committed for unauthorised term time leave or irregular attendance a penalty notice will not be issued, and the case will be presented straight to the Magistrates' Court. Fines can be up to £2,500 per parent, per child. Cases found to be guilty can show as a criminal record and also on the parent's future DBS certificates due to failure to safeguard a child's education.

Please Note:

- Penalty notices will be considered for any 10 sessions of unauthorised absence in 10 school weeks.
- 5 Consecutive days of term time leave can trigger a Penalty Notice.
- Please ensure you communicate with your child's school.