

## 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.**

<p style="text-align: center;"><b>First Offence</b></p> <p>The first time a penalty notice is issued for unauthorized absence the amount will be:</p> <p>£160 per parent, per child paid within 28 days.</p> <p>Reduced to £80 per parent, per child if paid within 21 days.</p>	<p style="text-align: center;"><b>Per parent*, Per child</b></p> <p>Penalty Notice Fines are issued to each parent*, for each child that was absent</p> <p><u>For example:</u> 3 siblings absent for term time leave would result in each parent receiving 3 separate fines.</p>
	<p style="text-align: center;"><b>*Parent</b></p> <ul style="list-style-type: none"> <li>- all natural or biological parents, whether married or not</li> <li>- Any person who has parental responsibility for a child</li> <li>- Any person who, although not a natural parent, has care of a child.</li> </ul>
<p style="text-align: center;"><b>Second Offence</b></p> <p style="text-align: center;">(Within 3 years)</p> <p>The second time a penalty notice is issued for the same child for unauthorized absence the amount will be:</p> <p>£160 per parent, per child paid within 28 days.</p>	

**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.