



Penalty Notices for Unauthorised Absences

2024
updates:
what you
need to
know

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for unauthorised absences that occur after 19th August 2024.

Fines
will be
issued
for:

5 consecutive days of Term Time Leave

Penalty Notice fines will be issued for term time leave of 5 or more consecutive days *(or for fewer days where this has happened before)*.

10 sessions of Unauthorised Absence in a 10 week period

Penalty Notice fines will be considered where there have been 10 sessions of absence in a 10 week period.

Fines
will be
issued
to:

Each parent/carer - for each child

Penalty Notice fines will be issued to each parent/carer, for each child who was absent.

For example: 3 siblings absent for term time leave will result in each parent/carer 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/carer, per child when paid within 28 days.

(reduced to £80 per parent/carer, 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/carer, per child when paid within 28 days.

(no option to pay at £80 level)

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. the case will proceed to the Magistrates' court.

Magistrate's fines can be up to £2,500 per parent/carer, per child.

Please refer to our Attendance and Punctuality Policy and speak with the school if you are thinking of taking your child out of school during term time. You will need to make a written request to take your child out of school and any leave of absence will need to be agreed by the Deputy Headteacher before it is given.