

From 19th August 2024, the new National Framework for issuing Penalty Notices will apply

National Threshold

There will be a single consistent national threshold for when a Penalty Notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 days) of unauthorised 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 over different terms and school years.

Penalty Notice Fines will continue to be issued per parent per child.

For example: 2 parents with 3 children would receive a total of 6 Penalty Notices

1

First Offence

The first time a Penalty Notice is issued for a term time holiday or irregular School Attendance, the Penalty Notice will be charged at:

£160 per parent per child paid within 28 days.

Reduced to £80 per parent per child if paid within 21 days.

(Unpaid Penalty Notices after 28 days may result in a prosecution)

2

Second Offence

(within 3 years of the First 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 notice, the second Penalty Notice will be charged at:

£160 per parent per child paid within 28 days.

(Unpaid Penalty Notices after 28 days may result in a prosecution)

3

Third Offence and any further Offences (within 3 years of the First Offence)

The third time that an offence is committed for either a term time holiday and/or irregular attendance, a Penalty Notice will not be issued. The case may be proceeded straight to prosecution under the Single Justice Procedure.

If found guilty of the offence of 'failure to secure their child's regular attendance at a school' the Magistrates can impose a fine up to £1,000 and you may have a criminal record.

If your child moves to a new school/new Local Authority, information regarding the number of previous offences within the last 3 years at their old school will be shared, so the process continues regardless of a change of setting.