



5<sup>th</sup> July 2024

Dear Parents and Carers,

### **Department for Education - Changes to issuing penalty notices for leave in term time**

Whilst we are aware that the majority of our parents and carers work with us to ensure their children have good attendance, we need to make you aware of some important changes that could affect you if you choose to take your child out of school during term time or to not send you child to school when they are able to attend.

In February 2024, the Department for Education published Working Together to Improve School Attendance. Within this document, it lays out the changes to issuing penalty notices that come into effect on **19th August 2024**. We have summarized these changes below.

#### **Per Parent, Per Child**

Penalty Notice Fines will now be issued to each parent, for each child that was absent. For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

#### **5 consecutive days of term time leave**

Penalty Notice Fines will be issued for Term Time Leave of 5 or more consecutive days. Inset training days are school days and can be included in the 5 or more consecutive days where there was intent to be absent for term time leave.

#### **10 sessions of unauthorised absence in a 10-week period**

A penalty notice fine will be considered when 10 sessions of unauthorised absence in a 10-week period has occurred. Please make sure that you make first day of absence contact with us to explain any absences for your child.

#### **First Offence**

The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:

- £80 per parent if paid within 21 days. • Increasing to £160 if paid between 22-28 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, per child paid within 28 days. • There will be no offer of a reduction.

### **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, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child.

Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate, due to 'failure to safeguard a child's education'.

### **New two penalty notice limit in a three-year period**

The three-year rolling period starts for parents when the first penalty notice is issued to them after the 19th August 2024.

We understand that, financially, times are very tough for many families and so we wanted to make you aware of the changes being made by the government to combat holidays being taken in term time and low attendance generally. As you can see, the fines applied from August of this year will be far more substantial than in recent years.

More information can be found at:

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

Attendance is key to learning and there are proven links between excellent attendance, academic success and prosperity in later life. We would also like to take this opportunity to remind you of the NHS guidance with regards to absence from school

[https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/?utm\\_medium=email&utm\\_source=govdelivery](https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/?utm_medium=email&utm_source=govdelivery)

As a school, we will not authorise absence for illness which falls outside the guidance printed above.

Yours sincerely

*S Pedley*

Sarah Pedley  
Head Teacher



**Who may be fined?**

Penalty Notice fines are issued to each parent who allows their child to be absent from school.  
For example: three siblings absent for term time leave would result in each parent who allowed the holiday receiving three separate fines.

**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 five school days) of unauthorised absence within a rolling 10 school week period.

For example: a 5 day holiday would meet the national threshold.

The 10 school week can span different terms or school years.

**First Offence**

The first time a Penalty Notice is issued for an unauthorised term time holiday or absence, the fine amount will be:

£80 per parent, per child if paid within 21 days.

Increasing to £160 if paid between days 22-28.

**Second offence (within three years)**

The second time a penalty notice is issued for unauthorised absence, the amount will be:

£160 per parent (who allowed the holiday) per child, payable within 28 days.

**Third offence and any further offences (within three years)**

The third time an offence is committed, a penalty notice will not be issued and Local Authorities will need to consider other available measures to address the absence concerns. This may mean that cases are presented before a Magistrates' Court. Prosecution can result in criminal records and fines of up to £2500.

Cases found guilty in the Magistrates' Court can show on the parent/carer's future DBS certificate due to "failure to safeguard a child's education".

