



# Penalty Notices for School Attendance

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

## FIRST OFFENCE

The first Penalty Notice issued for Term Time Leave of Absence or Irregular Attendance, the amount of the fine will be £160 per parent, per child if paid within 28 days and reduced to £80 per parent, per child if paid with 21 days

## SECOND OFFENCE

For the second Penalty Notice (within three years of the first offence) issued for Term Time Leave of Absence or Irregular Attendance, the amount of the fine will be £160 per parent, per child if paid within 28 days. No reduced rate will be offered

## THIRD OFFENCE AND SUBSEQUENT OFFENCES

The third time an offence is committed for Term Time Leave of Absence or Irregular Attendance, a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. If found guilty there could be up to a maximum fine of £2,500 or a term of imprisonment not exceeding 3 months.

**PLEASE ENSURE YOU  
COMMUNICATE WITH YOUR  
CHILD'S SCHOOL**

In law only the headteacher of a school can authorise a child's absence. A pupil's attendance forms part of their official school record.

Parents do not have an automatic right to remove their child from school during term time for the purpose of a leave of absence and are strongly advised not to do so.

Headteachers are unable to authorise leave of absence during term time unless they are satisfied that there are exceptional circumstances.

The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. 'Unavoidable' implies that an event could not reasonably be scheduled at another time.

### **10 sessions in 10 weeks**

Penalty Notices will be considered for any 10 sessions of unauthorised absence in 10 weeks.

5 consecutive days of term time absence can trigger a Penalty Notice.

Do not forget that Penalty Notices are issued Per Parent. Per Child.  
i.e. Two siblings absent would result in each parent receiving 2 fines. This could amount to £640