



NATIONAL FRAMEWORK FOR PENALTY NOTICES

EFFECTIVE 19TH AUGUST 2024

The following changes will be in effect from 19th August for all fines issued after that date.

It's never been more important to get your absences authorised moving into September 24 term.

Penalty Notice Fines are issued **Per Parent, Per Child**

Example: 3 siblings absent during term time would result in 3 fines for **each parent**

Section 576 of the Education Act 1996 defines "parent" as: • All natural (biological) parents, whether they are married or not. • Any person who, although not a natural parent, has parental responsibility for a child or young person. • Any person who, although not a natural parent, has care of a child or young person.

Penalty Notice Fines will be issued for unauthorised term time leave of **5 consecutive days** or **10 sessions** (5 days) of unauthorised absence in a 10-week period.

FIRST OFFENCE

The first time a penalty notice is issued for term time leave or irregular attendance the amount will be:

Paid within 21 days : £80 per parent, per child

Paid within 28 days: £160 per parent, per child

SECOND OFFENCE

(within 3 years)

The first time a penalty notice is issued for term time leave or irregular attendance the amount will be:

Paid within 28 days: £160 per parent, per child

THIRD OFFENCE

(and any further offences within 3 years)

The case will be considered for legal action. This can result in a criminal record and fines up to £2,500 per parent, per child.

! Ensure absences are authorised

! Record everything in writing

! Stay in touch with school

! Speak to your GP

If your CYP cannot attend school because of unmet needs and/or emotionally based school avoidance –

- Ensure absence is authorised
- Apply for an EHC needs assessment
- Request alternative provision under Section 19