

Attendance Update - Sept 2024

KEY INFORMATION

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued after 19th August 2024.

PER PARENT, PER CHILD

Penalty Notice Fines will be issued to each parent, for each child that was absent.

For example: 2 siblings absent for unauthorised term-time leave would result in 2 separate fines for each parent.

FIRST OFFENCE

The first time a Penalty Notice is issued for term-time leave or irregular attendance, the amount will be:

£160 per parent, per child if paid within 28 days. This will be reduced to £80 if paid within 21 days.

THRESHOLDS

The threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session.

This can be met with any combination of unauthorised absence (e.g. **4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks**). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks).

The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term)

SECOND OFFENCE

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.

THIRD AND SUBSEQUENCE OFFENCES

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first.

In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution.

Prosecution can affect a parent's future DBS record.

LOCAL AUTHORITY DO NOT ACCEPT THE FOLLOWING AS EXCEPTIONAL CIRCUMSTANCES

- Work does not allow parents to take holidays during the school holiday period
- Child/ren needs a holiday at quieter times due to needs
- The holiday was gifted and paid for and times were not under our control
- Child/ren has/have good or 100% attendance

Schools are expected to carry out home visits where a holiday is suspected.