

School attendance update 2024/5

Dear parent/carer

We are writing to you because the Department for Education (DfE) have introduced some new rules for school attendance. They have also introduced a new national framework for penalty notice as well as changes in the law. These changes come into effect from the 19 August 2024 to all schools across the country.

### **National Framework for penalty notices**

A penalty notice will be issued after 5 school days 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 made up of any form of unauthorised absence including late after close of register and odd days of unauthorised absence which add up to 5 days within a 10-week period.

Education Penalty Notices are issued to parents of school age children. They can be issued to each parent or carer who is deemed liable for the child's absence from school. The new costs and process is outlined below:

**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 paid within 28 days. Reduced to £80 per parent, per child if paid within 21 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. (No 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. Cases found guilty in a magistrates' court, will show on a parent's future DBS future DBS certificate due to 'Failure to safeguard a child's education'.

**Term time holidays** Pupils should not be taken out of school during term time. If a request for leave is denied and the pupil is absent for 5 days or more then the LA will issue a penalty notice with no requirement for a formal warning to be issued. Penalty notices can also be issued where a pupil is absent for repeated incidents of unauthorised leave in term time that fall below the 5-day threshold.

Full details of all of the changes can be found by visiting the Government webpage:  
<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

Yours sincerely

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