



## Helping Parents understand Penalty Notice Fines for School Attendance

From 19 August 2024, there is a National Framework for Penalty Notice Fines being issued for unauthorised absences recorded by schools

### National Threshold

A single consistent national threshold for when a Penalty Notice must be considered by **ALL** schools in England, this is:

- 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period
- These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence
- **For example:** a 5-day unauthorised leave of absence would meet the national threshold
- The 10-school week period can span different terms or school years

### Who may be fined?

- Penalty Notice Fines are issued to each parent who allows their child to be absent without authorisation from school
- **For example:** 3 siblings absent for unauthorised leave during term-time would result in each parent receiving 3 separate fines

### First Offence

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

- **£160 per parent, per child** - payable within 28 days
- **If paid within 21 days, the fine will decrease to £80 per parent, per child**

### Second Offence (within 3 years)

The second time a Penalty Notice is issued for unauthorised absence, a reduced rate is not available. The amount therefore will be:

- **£160 per parent, per child** – payable within 28 days

### Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed, a Penalty Notice **WILL NOT** be issued, and the case will be presented straight to the Magistrate's Court.

- Prosecution can result in criminal records and **fines of up to £2,500**
- Cases found guilty in a Magistrates Court can show on the parent's future DBS certificate (Disclosure and Barring Service) due to a **'failure to safeguard a child's education'**

**Theale C of E Primary School**  
**Application for Leave of Absence from School during term time**



Dear Headteacher,

I would like to request permission for leave of absence for my child, a pupil registered at your school, for the reasons detailed below (*further information can be attached if required*).

<b>Pupil's full name</b>	
<b>Pupil's Date of Birth</b>	
<b>Year Group</b>	
<b>Class / Registration</b>	
<b>Pupil's full address and postcode</b>	

<b>First date of absence</b>	
<b>Last date of absence</b>	
<b>Date of return to school</b>	
<b>Number of school days absent</b>	

Please be aware, as per our school's attendance policy and the West Berkshire Code of Conduct relating to school attendance, the law requires parents to seek permission from the Head Teacher to take their child out of school during term time. The law states permission can only be granted if:

1. An application has been made in advance by the parent the child normally lives with

**AND**

2. There are exceptional circumstances.

Please also note that if on the rare occasion circumstances are deemed exceptional by the Head Teacher, the duration your child is permitted to be away from school may only be determined by the Head Teacher.

**Reason for request including why you believe these circumstances to be exceptional**  
 (Further details may be attached to this form)

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**If you have a child/ren at another school/s, please detail their name/s and which school/s they attend below**  
**Pupil's name, name of school and school telephone number:**


<b>Full name of person making request</b> (requests must be made by a parent who the pupil normally lives with)	
<b>Relationship to child</b>	
<b>Full address and postcode</b> (if different from child's above)	
<b>Signature</b>	
<b>Date</b>	