



Attendance Matters

Every student. Every day.



Local Authority Penalty Notice Fines for School Attendance

New legislation effective from 19th August 2024

10 half day sessions of unauthorised absence in a 10-week period

A referral to the Local Authority can be made when there has been 10 half day sessions (5 days) of unauthorised absence in a 10-week period. Parents/carers may be issued with a Penalty Notice Fine.

Per Parent, Per Child

Penalty Notice Fines will be issued to both parents/carers for each child absent
Example: 2 siblings with unauthorised absence may result in both parents/carers receiving a Penalty Notice each, for each child

First Offence

- Penalty Notice is issued for unauthorised term time leave of absence or persistently poor attendance. The fine cost will be:
- £160 per parent/carer, per child, paid within 28 days.
- Fine reduced to £80 per parent/carer, per child if paid within 21 days.



Second Offence

(within 3yrs from date of first Penalty Notice issued)

- Second time a Penalty Notice is issued for term time leave or persistent absence the amount will be:
- £160 per parent/carer, per child
- Paid within 28 days



Third Offence

(within 3yrs from date of first Penalty Notice issued)

- Third time offence for term time leave or persistent absence, as Penalty Notice is not issued; instead the case is presented to the Magistrates' Court where there could be a fine of up to £2500 per parent/carer, per child.
- **This is a criminal offence and you could end up with a criminal record.**

Mrs D Tennet – Senior Attendance Champion/Assistant Head (Pastoral)

Mrs K Doyle – Attendance Officer