



Dear Parents,

Regular and punctual attendance of pupils at school is a legal requirement. From the 19th August 2024 there is a new national framework for penalty notices. This is a requirement across the country and will be followed by all schools. Please see the changes below:

Per Parent, Per Child	First Offence
<p>Penalty Notice fines will now be issued to each parent, for each child that was absent. <u>For example:</u> 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.</p>	<p>The first time a Penalty Notice is issued for Term Time leave of irregular attendance the amount will be: £160 per parent, per child if paid within 28 days Reduced to £80 per parent, per child if paid within 21 days</p>

5 consecutive days of term time leave
<p>Penalty Notice Fines will be issued for Term Time leave of 5 or more consecutive days, inset training days are school days and can be included in the 5 or more consecutive days where there was intent to be absent for term time leave.</p> <p style="text-align: center;">10 sessions of unauthorised absence in a 10-week period</p> <p>Penalty Notice fines will be considered when there have been 10 sessions of unauthorised absence in a 10-week period</p>

Second Offence (Within 3 years)
<p>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</p>





CATHOLIC MULTI-ACADEMY TRUST

Part of
**OUR LADY
OF LOURDES**

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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. Magistrates' fines can be up to £2500 per parent, per child

Cases found guilty in Magistrates' Court can show on the parents future DBS certificate, due to a 'failure to safeguard a child's education'.

Payment of Penalty Notices:

It is important to note that these fines are paid directly to the council and not school.

- Failure to pay the fines may result in court action.
- The fine must be paid in full, there are **no** payment plans (paying in instalments),
- There is **no** process to appeal a fine it must be paid.

We appreciate that holidays are expensive out of term time but please note this guidance is national guidance and school has a legal responsibility to follow it.

Please take this new legislation into account when thinking about booking holidays during term time from September 2024.

Regards,

Amy Bradshaw
Education Welfare Officer

