Penalty Notices for unauthorised absences are changing

What you need to know if your child is absent (unauthorised) during term time - valid from September 2024 onwards

Unauthorised absences will be monitored on a rolling 3-year basis (including between schools and different local authority areas).

Penalty Notices can be issued when there have been 10 unauthorised absences (1 school day = 2 sessions, 5 school days = 10 sessions). The threshold can be met with any combination of unauthorised absence within 10 school weeks. Penalty Notices are issued for any term-time or irregular absences that are unauthorised (for example, a 5-day term-time holiday) - whether these absences are taken consecutively or cumulatively over a period of 10 school weeks.

1st Penalty Notice

The first Penalty Notice is issued for term time absences or irregular absences, the amount will be:

- **£80** per parent, per child (if paid within 21 days)
- **£160** per parent, per child (if paid between 22 to 28 days)

No. of parents	No. of children	Fine amount up to 21 days	Fine amount after 21 days
1	1	£80	£160
1	2	£160	£320
2	3	£480	£960

2nd Penalty Notice

There is no opportunity to pay a reduced amount

The second time a Penalty Notice is issued for term time or irregular absences issued to the **same parent** for the **same child,** the amount will be:

- **£160** per parent, per child (if paid within 28 days)

No. of parents	No. of children	Fine amount up to 21 days	Fine amount up to 28 days
1	1	Not applicable	£160
1	2	Not applicable	£320
2	3	Not applicable	£960

Further offences

The third time an offence is committed for unauthorised term time or irregular absences **within 3 years** by the same parent for the same child (including those from other schools or Local Authorities) may result in an automatic request for **Prosecution.**

Education Act: 1996: It is your responsibility as the parent/carer to ensure your child's school attendance is on a regular basis and if you fail to do this without good cause, you are liable to prosecution. If found guilty of this offence you could be liable to, amongst other things, a fine of up to £2500 and/or a custodial sentence of up to 3 months.

Cases found guilty in a Magistrate's Court can show on a DBS certificate.