

## PENALTY NOTICES

With the introduction of the new National Framework for penalty notices, the following changes will come into force for Penalty Notice fines issued for unauthorised absence that occurs after **19<sup>th</sup> August 2024**

### PER PARENT, PER CHILD

Penalty Notice fines will be issued to each parent, for each child who was absent.

For example: 3 siblings absent for term time learning leave will result in **each** parent receiving 3 **separate** fines

## FIRST OFFENCE

The first time a Penalty Notice is issued for Term Time Learning Leave or irregular attendance the amount will be:

£160 per parent, per child when 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 Learning Leave or irregular attendance the amount will be:

£160 per parent, per child when paid within 28 days.

**There is NO option to pay at £80 level**

## THIRD OFFENCE & ANY FURTHER OFFENCES (WITHIN 3 YEARS)

The third time an offence is committed for Term Time Learning Leave or irregular attendance a Penalty Notice will not be issued. The case will proceed to the Magistrates' court. Magistrates' fines can be up to £2,500 per parent, per child.

Cases found guilty in a Magistrates' Court can show on the parents future DBS certificate and may impact on job applications and travel abroad.

## 5 CONSECUTIVE DAYS of TERM TIME LEARNING LEAVE

Penalty Notice fines will be issued for term time learning leave of 5 or more consecutive days and for fewer days where this has happened before.

## 10 SESSIONS of UNAUTHORISED ABSENCE IN A 10-WEEK PERIOD

Penalty Notice fines will be considered when there have been 10 sessions of **absence in a 10-week period**

Sessions equal to AM & PM

## COURT PROSECUTIONS

Penalty Notices will not automatically be issued. Parents are advised that where the Local Authority considers that a Penalty Notice is not appropriate due to the level of concern about a child's absence, prosecution action may be taken.

**BY LAW, ALL PENALTY NOTICE PAYMENTS GO TO THE LOCAL AUTHORITY AND NOT TO SCHOOLS**

## PAYMENT OF PENALTY NOTICES

The payment must be paid directly to the local authority. If the penalty is not paid by the end of the 28 day period.

There is no right of appeal by parents against a penalty notice.

Further guidance is available on the Gov.uk website.

[Fines for parents for taking children out of school: What you need to know – The Education Hub \(blog.gov.uk\)](#)



# Penalty Notices

A Guide for  
Parents and Carers