



Thursday 11th July 2024

Dear Parent/Carer

Re: Fixed Penalty Notices

With the introduction of the new national framework for the issuing of Fixed Penalty Notice on Monday 19th August, there are significant changes in the way that Fixed Penalty notices are to be issued and an increase in the charges associated with them. These are nationwide changes implemented for consistency across all Local Authorities. Term time absence will now only be granted in exceptional circumstances and must be communicated to the Headteacher in advance and evidence for the request must be provided.

Fixed Penalty Notices will be issued to parents/carers with parental responsibility for unauthorised term time absence or irregular attendance to include lateness to school. The fines will be as follows:

First Offence

- £160 per parent with parental responsibility per child
- Reduced to £80 per parent with parental responsibility per child if paid within 21 days

Second Offence (if within 3 years of the first offence)

- £160 per parent with parental responsibility per child
- No reduction for early payment

If further term time absence is taken or attendance is irregular within 3 years of the first offence, a Fixed Penalty Notice will not be issued. The case will be presented directly to the Magistrates Court and may result in additional fines. Cases found to be guilty in the Magistrates Court will show as a criminal record.

Fixed Penalty Notices will be considered if there are 10 sessions of unauthorised absence within a rolling period of 10 weeks or 5 consecutive days of absence. The 10 week rolling period can span terms and/or academic years.

A **Notice to Improve** is an opportunity for parents to engage with support offered and improve attendance before a Fixed Penalty Notice is issued. If the national threshold has been met and parents have not engaged in the support offered or the support has not worked, a Notice to Improve will be sent to parents giving them a final chance to improve their child's attendance. If there is no improvement in attendance following the issuing of this notice, a Fixed Penalty Notice may then be issued either during the designated period or at the end of the time period.

A Notice to Improve may not be issued or be deemed appropriate in cases where it would have a behavioural impact or because the parent has already received one for a similar offence.

If you have any queries regarding any of the above, please do not hesitate to contact me.

Kind regards
Ms Cottington
Attendance Officer