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Our School Rules: Try your best Be calm Be truthful Be safe Be kind
PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE ARE CHANGING!

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force on 19 August 2024.

Penalty Notices will be issued for

Term time leave: Penalty Notice fines will be issued for term time leave of 5 or more consecutive days.

10 Sessions of Unauthorised absence in a rolling 10 week period: A Penalty Notice may be considered when there have been 10 sessions of unauthorised absences in a 10 week period.

However, we retain the discretion to issue a Penalty Notice before the threshold is met. For example, where parents are deliberately avoiding the national threshold by taking several term time holidays below the above thresholds.

Per Parent/Per Child

Penalty Notice fines will continue to be issued per parent per child. For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

First Offence

The first time a Penalty Notice is issued for term time leave or irregular school attendance the fine will be charged at:

£160 per parent, per child if paid within 28 days of the issue, reducing to £80 per parent, per child if paid within 21 days.

(Unpaid Penalty Notices may result in a parental prosecution)

Second Offence

Where it is deemed appropriate to issue a second penalty notice to the same parent for the same pupil within **3 years** of the first penalty notice, for either term time leave or irregular attendance the second Penalty Notice will be charged at:

£160 if paid within 28 days. (Unpaid Penalty Notices may result in a parental prosecution)

Third Offence

On the third time that an offence is committed within 3 years of the first penalty notice for either a term time leave or irregular attendance a Penalty Notice will not be issued. The case may proceed to Parental Prosecution under the Single Justice Procedure. If found guilty of the offence of 'Failure to send a child to school' the Magistrates can impose a fine up to £1000 or legal proceedings under Section 444 (1a) can include a fine of up to £2500.

Please note:

If a parent/carer books a holiday now to take place after the 19th August 2024, they will be dealt with in line with when the actual unauthorised leave from school occurs, not the date of the booking.

New code of conduct for issuing penalty notices.

Staffordshire County Council will publish a new code of conduct for issuing penalty notices in August 2024 to coincide with the new regulations coming into force. This will contain the details of how the penalty notices will be issued and other uses of penalty to improve attendance.