



9<sup>th</sup> July 2024

Dear Parent/Carer,

I am writing to inform you that there are new Department for Education regulations coming into effect from 19<sup>th</sup> August 2024 which affect penalty notices issued for unauthorised absence from school.

The 'National Threshold', when it is appropriate to consider issuing a penalty notice, is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the summer term and a further 8 within the autumn term).

From autumn term 2024, only 2 penalty notices will be issued to the same parent in respect of the same child within a 3-year rolling period and any second notice within that period is charged at a higher rate:

1. The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
2. A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
3. A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action will be taken instead, which will often include considering prosecution.

If you would like any further information regarding these changes, full details can be found here:

[Working together to improve school attendance \(Gov.uk\)](#)

Kind regards,

Mr P Bailey

Headteacher.

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