



Attendance Service

Information for parents and carers

Penalty Notices Fines for Unauthorised Absence

The Department for Education new National framework

National framework threshold

A Penalty Notice must be considered by all schools in England when unauthorised absence has been taken during a 10-school week period. This can be due to a leave of absence during term time that has not been agreed by the school or a combination of 10 unauthorised sessions within a 10-week period whereby the school has issued a Notice to Improve letter, but further unauthorised absences have occurred during the monitoring period.

- 5 consecutive days (10 sessions) – one after the other.
- 10 non-consecutive sessions – not one after the other.
- The 10-school week period can go across different school terms or school years.

Per parent, per child

Penalty Notice fines will be issued to each parent, for each child that was absent without authorisation.

Example: 4 siblings absent during term time, will result in each parent receiving 4 separate fines.

First offence

The first time a Penalty Notice is issued for unauthorised absence the amount will be:

- £160 per parent, per child if paid within 28 calendar days.
- Discounted to £80 per parent, per child if paid within 21 calendar days.

Second offence

The second time a Penalty Notice is issued for unauthorised absence the amount will be:

- £160 per parent, per child if paid within 28 calendar days.
- No discount for paying within 21 calendar days.

Third and any further offences

The third time an offence is committed a Penalty Notice will not be issued.

- The case will instead be presented straight to the Magistrate's Court.
- Prosecution can result in a criminal record and fine of up to £2,500.
- Cases where the defendant is found guilty in Magistrate's Court can show on the parent's future DBS certificate, due to 'failure to safeguard a child's education'.

Please call or email us for more information

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**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**