



ATTENDANCE

**THE FOLLOWING CHANGES COME INTO FORCE
FROM 19TH AUGUST 2024.**

A Request of Absence form must be completed for any leave of absence.

10 SESSIONS (5 DAYS) UNAUTHORISED ATTENDANCE IN A TEN WEEK PERIOD

A single consistent national threshold for when a penalty notice must be considered when 10 sessions (5 days) of any unauthorised attendance within a rolling 10 week school period. The ten week period may span different terms or school years.

PENALTY FINE 1

An increase in the rate of a penalty fine of £160 if paid within 28 days and £80 if paid within 21 days.

PENALTY FINE 2

If a second penalty notice is issued to the same parent for the same child within a rolling three-year period, the notice will be charged at the higher rate of £160 with no option for this second offence to be discharged at the lower rate of £80.

FURTHER PENALTIES

A national limit of two penalty notices can be issued to a parent for the same child within a rolling three-year period.

If a parent commits a third offence in a three-year rolling period, the local authority will consider options available to improve attendance, including prosecution.

In accordance with the Education (Penalty Notices) (England) (Amendment) Regulations 2024.