

**Important Update**  
**Changes to Education-related Penalty Notices**  
**Information for Parents**

You may be aware that the Department for Education has recently announced national changes to fixed penalty notices issued for unauthorised absence in term time.

**These changes will come into effect on 19<sup>th</sup> August 2024**

The changes to be aware of are:

- Penalty notices issued for offences that take place after 19<sup>th</sup> August 2024 will be charged at a new rate of £160 per parent per child. This can be paid at £80 if paid within 21 days.
- A second penalty notice issued to the same parent, for the same child, within a rolling 3-year period will be issued at the rate of £160 to be paid within 28 days, with no option for a discounted rate.
- The threshold at which a penalty notice **must** be considered is set at 10 sessions (equivalent to 5 days) of unauthorised absence within a rolling 10-school week period<sup>1</sup>. This may include absences as a result of arriving late after the register closes. The 10 school weeks may span different terms or school years.
- A maximum of 2 penalty notices may be issued to a parent for the same child within a rolling 3-year period, so at the 3<sup>rd</sup> (or subsequent) offence(s) another course of action will need to be considered (such as prosecution or one of the other attendance legal interventions).
- Only penalty notices issued for absences taking place after 19<sup>th</sup> August 2024 will count towards the above thresholds.

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<sup>1</sup> A school week is any week in which a school meets at least once.