



July 2024

Dear Parents/Carers,

IMPORTANT CHANGES TO THE LAW REGARDING PENALTY NOTICES FOR UNAUTHORISED ABSENCE (INCLUDING HOLIDAYS IN TERM TIME) FROM SCHOOL

We need to bring to your attention that a new National Framework for Penalty Notices for school absence, including unauthorised holiday absence, is being introduced following changes to the law. These new Government regulations will come into effect from the 19th of August 2024.

What are the changes?

1. There will be a new national threshold of 10 unauthorised sessions for any reason (equivalent to 5 school days) within a rolling 10 school week period;
2. The first time this threshold is met, a penalty notice will be issued. The amount of the fine will be £80 (currently £60) per parent, per child if paid within 21 days. If the fine is not paid by the first 21 days, it will rise to £160 (currently £120) if paid within 28 days of being issued. Any non-payment of the Penalty Notice may be referred to the Magistrates Court;
3. If within three years, the threshold is met for a second time, the fine will automatically be triggered at the higher rate of £160 per parent, per child. There will be no option to pay the lower rate of £80;
4. If the threshold is met for a third time in a 3-year rolling period, a Penalty Notice will not be issued. Instead, the case will be presented straight to the Magistrates Court under s.444 of the Education Act (1996) where fines of up to £2500 per parent, per child can be ordered.

Further information on how the new rules may affect you can be found by visiting <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

The school information section of our website also provides full details of the 2024/2025 term time dates. These are also available below:

	School Opens	School Closes
AUTUMN TERM 1	3rd September 2024	24th October 2024
AUTUMN TERM 2	4th November 2024	19th December 2024
SPRING TERM 1	6th January 2025	14th February 2025
SPRING TERM 2	25th February 2025	4th April 2025
SUMMER TERM 1	22nd April 2025	23rd May 2025
SUMMER TERM 2	2nd June 2025	22nd July 2025

Yours sincerely

Sharmila Desai
 Deputy Head and Attendance Officer