

# Penalty Notice Fines for School Absence

Fines are issued in line with the National Framework for Penalty Notices. This poster explains when a fine can be issued for unauthorised absence. Fines issued for absence that happened from August 2024 count towards the escalation process.

## Per Parent, Per Child

Penalty Notice fines will be issued to each parent, for each child who was absent.

For example: 3 siblings absent for term time leave will result in **each** parent receiving 3 **separate** fines.

## First Offence

The first time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be:

£160 per parent, per child when paid within 28 days.

Reduced to £80 per parent, per child if paid within 21 days.

## Consecutive days of term time leave

Penalty Notice fines will be issued for:

- term time leave of 4 **or** 5 or more consecutive days - 4 days applies where the absence immediately *precedes, or is attached to, a school closure (e.g. school holidays / INSET / school closure etc.)* or **any** form of absence
- for fewer days where this has happened before

## 10 sessions (5 days) of unauthorised absence in a 10-week period

Fines will be considered when there have been 10 sessions of absence in a 10-week period.

## Second Offence (within 3 years)

The second time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be:

£160 per parent, per child when paid within 28 days. (No option to pay at £80 level)

## Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time Leave or irregular attendance a Penalty Notice will not be issued. The case will usually proceed to the Magistrates' court. Magistrate's fines can be up to £2,500 per parent, per child.

Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate and may impact on **job applications and travel abroad**.

**Court prosecutions:** Penalty Notices will not automatically be issued. Parents are advised that where the LA considers that a Penalty Notice is not appropriate due to the level of concern about a child's absence, prosecution action may be taken.

**By law, all Penalty Notice payments go to the local authority and not to schools.**