



# PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE HAVE CHANGED

The following changes came into effect on the 19<sup>th</sup> August 2024 for Penalty Notice Fines issued by the Local Authority for unauthorised absences and leave of absence from school.

## 1

### FIRST OFFENCE

The first time a Penalty Notice is issued for term time leave of absence or any other unauthorised absence the amount will be:  
£80 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 if paid within 28 days of being issued.

## 2

### SECOND OFFENCE

The second time a Penalty Notice is issued for term time leave of absence or any other unauthorised absence will be:  
£160 per parent, per child to be paid within 28 days. No reduced rate will be offered.

## 3

### THIRD AND OTHER OFFENCES THAT OCCUR WITHIN A 3 YEAR PERIOD

The third time a term time leave of absence or any other unauthorised absence occurs, the local authority will consider other enforcement options available to them.

This could include a fine of up to £2500 per parent, per child and would be dealt with by the magistrates court.

Penalty Notice fines will be considered when there have been 10 sessions (5 school days) of unauthorised absence over a ten week period.

### What can you do to avoid this?

Take holidays out of term time and try to use training days to make things more affordable. Always contact school when your child is absent to avoid unauthorised absences being recorded.

**The Attendance Team** are here to help. If you require any support, or wish to discuss your child's attendance, you can contact us on 0113 323 0010.