



Penalty Notice Fines for School Attendance have changed

REMINDER

Dear Parent/carers,

September 2025

We wanted to remind you of penalty notice fines for school attendance.

With the introduction of the new National Framework for Penalty Notices in August 2024, ALL schools will be required to consider a fine when a child has missed 5 days or more for unauthorised reasons.

If you have any questions, please contact a member of the Welfare Team or Senior Leadership Team at the school.

Thank you
Warm regards,

Birchfield Welfare Team

5 consecutive days of term time leave:

- Penalty notice fines will be issued for term time leave of 5 or more consecutive days.
- Teacher training days are school days and can be included in the absence days where there was intent to be absent for term time leave.

10 session (5 days) of unauthorised absence in a 10 week period:

- Penalty notice fines will be considered when there are 10 sessions (5 days) of unauthorised absence in the most recent 10 school week period.

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 if paid within 28 days, reduced to £80 per parent, per child if paid within 21 days.

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 if paid within 28 days

Third Offence or any Further Offence (within 3 years):

The third time an offence is committed for term time leave or irregular attendance a penalty notice **will not** be issued, and the case will be presented straight to the Magistrates Court. Magistrate's fines can be up to £2500 per parent, per child.

Cases found guilty in Magistrates Court can show on the parent's future DBS certificate due to "failure to safeguard a child's education."

ATTENDANCE

WHAT THE NEW RULES MEAN FOR ME

1

I'm a single parent of one child and we want to go on holiday for a week.

Your holiday will not be authorised and you must talk to the school before you book anything.
Because your child will miss 5 school days you will be given a penalty notice fine.
The fine is £160 but if you pay it in 21 days it will be reduced to £80.

£160



2

FOR EVERY CHILD A PENALTY IS GIVEN.



+ £160 + £160 + £160 + £160

4 children & 1 parent = £640

Reduced to £320 if paid in 21 days

IRREGULAR ATTENDANCE

10 IN 10

5

If your child is absent for 10 or more sessions in 10 weeks and their absences are unauthorised. The school will consider prosecution.

1 Day = **2** Sessions

3

FOR A FAMILY OF TWO PARENTS



+ £160 + £160 + £160 + £160

4 children & 2 parents = £1280

Reduced to £640 if paid in 21 days



If in any period of not more than 3 years, your child has a 2nd and 3rd leave of absence or pattern of irregular attendance...

4

2ND TIME

2 parents and
1 child = £320
2 children = 640
3 children = 960
4 children = 1280

No discount for early payment



3RD TIME

A penalty notice fine will not be given. Instead, your case will be taken to court.

A magistrate can fine each parent £2500 for each child

1 parent & 4 children = £10,000
2 parents & 4 children = £20,000