



15th October 2024

Dear Parents

Re: National Framework for Penalty Notices for school absence

I am taking this opportunity to write to inform you of some important changes the Government have introduced regarding school attendance and the issuing of penalty notices when children are absent from school.

A new National Framework for Penalty Notices has been introduced and the regulations came into effect from the 19th of August 2024. The aim is to improve consistency in the use of penalty notices across England.

The national framework includes:

- A single consistent national threshold for when a penalty notice must be considered of 10 sessions (usually equivalent to 5 school days) for any unauthorised absence within a rolling 10 school week period. The 10 week period may span different terms or school years. For example, 2 sessions of unauthorised absence in the summer term and a further 8 within the autumn term.
- An increase to the rate of a penalty notice from £120 to £160 if paid within 28 days and £60 to £80 if paid within 21 days. If a second penalty notice is issued to the same parent for the same child within a rolling 3 year period, the notice will be charged at the higher rate of £160 with no option for this second offence to be discharged at the lower rate of £80.
- A national limit of 2 penalty notices that can be issued to a parent for the same child within a rolling 3 year period, so at the 3rd (or subsequent) offence(s) a prosecution will be considered.

I have included here a link to our school attendance policy:

[attendance-policy-sept-2024.pdf \(primarysite-prod-sorted.s3.amazonaws.com\)](https://primarysite-prod-sorted.s3.amazonaws.com/attendance-policy-sept-2024.pdf)

Obviously good attendance is essential to support your child in getting the most out of their education and we thank you for your continued support.

Yours sincerely
Rebecca Richards

