

DOTHILL PRIMARY SCHOOL

Severn Drive, Wellington, Telford, Shropshire, TF1 3JB
Telephone 01952 386870



Head Teacher: Mrs J Thomas

Dear Parent/Carer

Important Update - Changes to Education-related Penalty Notices

Information for Parents

The Government, School and the Local Authorities are working together to improve attendance. Parents and Carers must also work together with schools to promote high attendance.

You may be aware that the Department for Education has recently announced national changes to penalty notices issued for unauthorised absence in term time. These changes came into effect on 19th August 2024.

The changes to be aware of are:

- Penalty notices issued for offences that take place after 19 August 2024 will be charged at a new rate of £160 per parent per child. This can be paid at £80 if paid within 21 days.
- Any second penalty notice issued to the same parent for the same child within a rolling 3-year period will be issued at the rate of £160 to be paid within 28 days with no option for a discounted rate.
- The threshold at which a penalty notice **must** be considered is set at 10 sessions (equivalent to 5 days) of unauthorised absence within a rolling 10-school week period. This may include absences as a result of arriving late after the register closes. The 10 school weeks may span different terms or school years.
- A maximum of 2 penalty notices may be issued to a parent for the same child within a rolling 3-year period, so at the 3rd (or subsequent) offence(s) another course of action will need to be considered (such as prosecution).
- Only penalty notices issued for absences taking place after 19 August 2024 will count towards the above thresholds.

Please do not hesitate to contact me should you have any queries regarding this matter.

Yours faithfully

Nikki Harvey

Deputy Head Teacher



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Penalty Notice Fines for School Attendance are Changing

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued after 19th August 2024.

Per Parent, Per Child

Penalty Notice Fines will now be issued to each parent, for each child that was absent.

For Example: 3 siblings absent for term time leave would result in each parent receiving 3 separate fines.

5 Consecutive days of Term Time Leave

Penalty notice fines will be issued for Term Time Leave of 5 or more consecutive days.

10 Sessions of unauthorised absence in a 10- week period

Penalty notice fines will be considered when there has been 10 sessions of unauthorised absence in a 10 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 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 paid within 28 days

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 and the case will be presented straight to the Magistrate's court. Magistrates 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.

Local Authority DO NOT accept the following as exceptional circumstances:

- My work do not allow me to take holidays during the school summer holiday period, even if they provide a letter
- My child needs a holiday at quieter times due to needs
- Our holiday has been gifted and paid for and did not have a choice of dates
- My child has good or 100% attendance
- I will report my child being poorly - schools are expected to carry out home visits, if a holiday is suspected, school will report to the local authority for a penalty notice fine



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