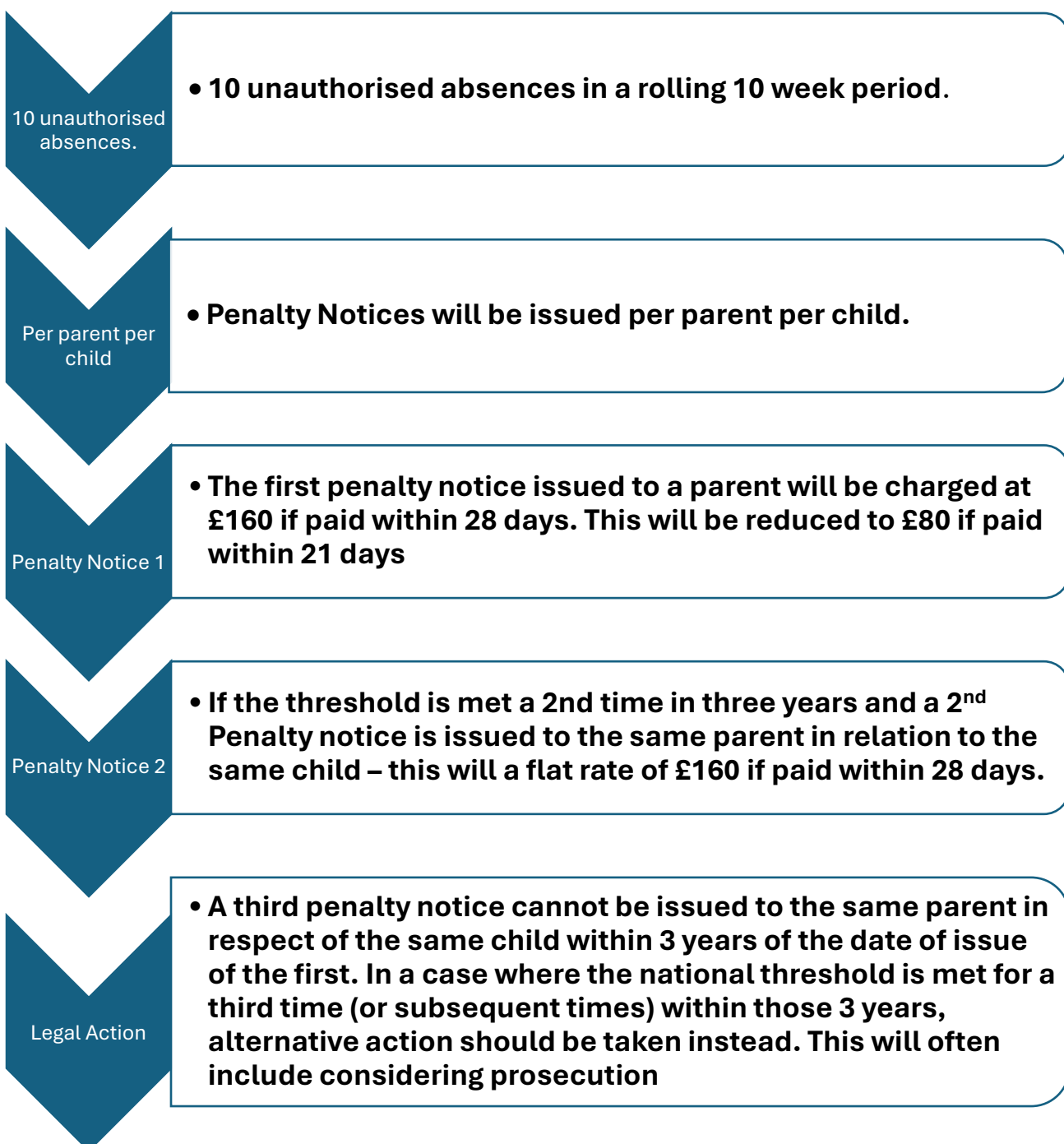


Information for parents on Penalty Notice Regulations 2024 and Statutory Guidance

There is new legislation that comes into force from 19th August, that will impact how Local Authorities and schools issue Penalty Notices (fines) for unauthorised absences.

“The Education (Penalty Notices) (England) (Amendment) Regulations 2024”



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- Schools must consider whether a penalty notice (fine) is appropriate in each individual case where one of their pupils reaches the national threshold of 10 unauthorised absences in a rolling 10 week period.

If the threshold is met a 2nd time in three years and a 2nd penalty notice is issued to the same parent in relation to the same child – this will be a flat rate of £160 if paid within 28 days.

- Penalty Notices will be issued per parent per child.

Granting leave of absence

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution

All schools can grant a leave of absence when a pupil needs to be absent from school with permission. These circumstances are:

- **Taking part in a regulated performance or employment abroad:** in line with a license issued by a local authority or justice of the peace or a body of persons approval.
- **Attending an interview:** for entry into another educational institution or for future employment were requested in advance by a parent the pupil normally lives with.
- **Attending a medical or dental appointment**
- **Exceptional circumstances.** It must be requested in advance by a parent who the pupil normally lives with. Schools are expected to consider each application individually considering the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school. **Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance**

Curdworth Primary School procedures for applying for a leave of absence can be found via our website [Curdworth Primary School](#) – Parents / Attendance

Mrs Kang is the School Attendance Champion and can be contacted at enquiry@curdworth.warwickshire.sch.uk for any feedback on school policy and approach.