



CHILDREN'S SERVICES

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Please ask for:
Name: Tim Browne
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15th July 2024

Dear Parent/Carer

Re: Changes to the National Framework for Penalty Notices for school absence

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

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

The national framework includes:

- A single consistent national level 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) another tool must be considered (such as prosecution or another attendance legal interventions).

As you know, good attendance is essential in supporting children to get the most out of their education and we would like to thank you for your continued support. However, if you have any questions, please speak to your school in the first instance.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Tim Browne', written over a horizontal line.

Tim Browne

Assistant Director Education, Inclusion & Additional Needs