

KEY ATTENDANCE UPDATES FOR 2025-26



Penalty Notices Fines for school unauthorised absence and lateness is changing. All money received is collected by the local authority and used to fund the service. **School receives none of this money.** The school attendance data is automatically shared with the local authority and the Department for Education.

Effective from 19th August 2024

ONE

01

FIRST OCCURENCE

The **first time a Penalty Notice** is issued for the **term time leave or irregular attendance or lateness** (after registers close) 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.

TWO

02

SECOND OCCURENCE (WITHIN 3 YEARS)

The **second time** a Penalty Notice is issued for **term time leave or irregular attendance or lateness** (after the registers close) the amount will be:

£160 per parent per child if paid within 28 days

No reduction rate will be offered.

THREE

03

THIRD OCCURENCE AND ANY FURTHER OFFENCE

The **third time** an offence is committed for **term time leave or irregular attendance or lateness** (after registers close) **a Penalty Notice will not be issued** and the case will be presented straight to the **Magistrates' court** which can be up to:

£2,500 per parent, per child.

Case found guilty in Magistrates' court can show on a **DBS certificate for a parent**, due to the failure in **safeguarding a child's education.**

10 SESSIONS (5 DAYS) OF UNAUTHORISED ABSENCE IN A 10-WEEK PERIOD

A Penalty Notice Fine will be considered when there has been **10 sessions of unauthorised absence (including lateness** after registers are closed) in a **rolling 10 week period.** This can span different terms and academic years.