

**16<sup>th</sup> April 2024**

## **Changes to Penalty Notice Fines**

You may already be aware of the changes to Penalty Notice Fines that will come into force from 19<sup>th</sup> August 2024. Please see the reverse of this letter for details of these changes.

These changes have been introduced in line with the new National Framework for Penalty Notices. Currently, Local Authorities can decide when to issue fines to parents, meaning the process varies from council to council. The new framework will ensure that all councils have the same rules in place for when they need to consider a fine.

**Steel City Schools Partnership, along with schools and academies across the country, will come into line and implement the new changes from 19<sup>th</sup> August 2024.**

### **Points of clarification:**

- 10 sessions of unauthorised absence equates to 5 days (a morning or an afternoon being a session)
- Penalties for subsequent holidays will come into effect after 19<sup>th</sup> August 2024. For example, if a holiday is taken in September 2024, this will count as the first holiday under the new framework.
- Inset training days can be included in the 5 or more consecutive days where there was intent to be absent for term time leave.
- Schools request Penalty Notice Fines from the Local Authority, who will then issue fines to parents. **Schools do not issue fines or receive money from fines.**
- Only the Headteacher can decide whether a request constitutes exceptional circumstances and will therefore be authorised. These occasions are rare and would require supporting evidence.

For safeguarding reasons, it is important that families inform school of their intention to take their child out of school during term time. If schools suspect that children are on holiday and parents have not informed school, a home visit will be made (even on occasions where illness has been reported). Schools may ask for evidence to the contrary where a holiday is suspected and the school has not been notified.

If you have any queries relating to fines or the new framework, you can email Sheffield City Council on [Sheffieldinclusion&attendance@sheffield.gov.uk](mailto:Sheffieldinclusion&attendance@sheffield.gov.uk)

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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 19<sup>th</sup> 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. Inset training days are school days and can be included in the 5 or more consecutive days where there was intent to be absent for term time leave.

### 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 Magistrates' 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'.

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