



5th July 2024

Dear Parent/Carer,

I am writing to inform you that there are new Department for Education regulations coming into effect from 19th August 2024 which affect penalty notices issued for unauthorised absence from school.

The 'National Threshold', when it is appropriate to consider issuing a penalty notice, is 10 sessions (10 half days) of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the summer term and a further 8 within the autumn term).

From autumn term 2024, only 2 penalty notices will be issued to the same parent in respect of the same child within a 3 year rolling period and any second notice within that period is charged at a higher rate:

1. The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
2. A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
3. 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 will be taken instead, which will often include considering prosecution.

If you would like any further information regarding these changes, full details can be found here:

[Working together to improve school attendance \(Gov.uk\)](#)

Yours sincerely,

Mrs J Hastings
Headteacher

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Academies in The Good Shepherd Trust

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