



School Attendance: Fixed Penalty Notice Fines

National Framework for Penalty Notices explained:

What is a Fixed Penalty Notice (FPN)?

A penalty notice is an alternative to prosecution which is intended to change behaviour and secure regular attendance. They are issued, per parent and per child, if a child of compulsory school age is not regularly attending the school they are registered at.

If repeated FPNs are being issued and they are not working to change attendance, they are unlikely to be the most appropriate tool. Therefore, from Aug 2024, only 2 penalty notices can be issued to the same parent in respect of the same child within a 3-year rolling period. Reasons for a FPN and details around the escalation process are explained within this information sheet. The law will be clear that where Penalty Notice threshold is met, the school must consider if an FPN is appropriate in each case.

Threshold for a Penalty Notice

The threshold is **10 sessions of unauthorised absence** in a **rolling period of 10 school weeks**.

A school day has 2 sessions: 1 morning and 1 afternoon session per day so 1 day of absence is 2 sessions. A school week means any week in which there is at least one school session.

The 10 sessions can be with any combination of unauthorised absence - they can be consecutive or not and 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.)

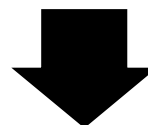
Therefore, an FPN could be issued in the following cases, for example:

- An unauthorised 5-day term time holiday
- 6 sessions of holiday plus 4 sessions of arriving late after the register closes, within 10 school weeks.

First Offence

The first time an FPN is issued for a term time leave of absence or irregular attendance, 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



Second Offence

The second time an FPN is issued for a term time leave of absence or irregular attendance to the same parent for the same child, the amount will be:

- £160 per parent, per child, if paid within 28 days
- There is no reduction in the amount



Third Offence

The third time an offence is committed for a term time leave of absence or irregular attendance by the same parent for the same child (including those in other Local Authorities) an FPN will NOT be issued but will be referred to the Education Welfare Service for prosecution which may result in fines of up to £2500 per parent, per child.

Cases found guilty in a Magistrates court can show on a parents future DBS certificate