

# GREYSBROOKE

## Primary School



Barnes Road, Shenstone, Lichfield, Staffs, WS14 0LT

Tel: 01543 480321

Email: [office@greysbrooke.staffs.sch.uk](mailto:office@greysbrooke.staffs.sch.uk)

[www.greysbrooke.staffs.sch.uk](http://www.greysbrooke.staffs.sch.uk)

Dear Parents

18<sup>th</sup> September 2024

In February 2024, the Department for Education published *Working together to improve School Attendance*. Within this document, in Chapter 6, it lays out the changes to issuing penalty notices.

The changes to the law are introduced through the Education (Penalty Notices) (England) (Amendment) Regulations 2024 and came into effect from 19 August 2024. This means that any unauthorised leave taken after this date will be dealt with under the new Regulations.

The changes to the regulations are significant and it is important that you understand them, so you can consider the consequences for yourselves before taking leave in term time.

### **New two penalty notice limit in a three-year period**

The three-year rolling period starts for parents when the first penalty notice is issued to them after the 19th August 2024.

The first Penalty Notices for leave in term time will increase to £160 per parent per child but can be reduced to £80 per parent per child if paid within 21 days. If a second penalty notice is issued within three years of the first penalty notice, then this will be at a fixed rate of £160 per parent per child, with no reduction for early payment. A third penalty notice **cannot** be issued within the three-year period; therefore, the county council will deal with any further unauthorised leave through prosecution in the Magistrates Court. If the parent is found guilty, the potential fine is up to £1000.

### **National threshold for issuing penalty notices.**

Parents may have heard about the new national threshold for issuing penalty notices which has been set at 10 sessions (5 school days) of unauthorised absence in a rolling period of 10 school weeks.

The period of 10 school weeks can span different terms or school years (eg 2 sessions of unauthorised absence in the Summer Term and a further 8 unauthorised absences within the Autumn Term).

# GREYSBROOKE

## Primary School



Barnes Road, Shenstone, Lichfield, Staffs, WS14 0LT

Tel: 01543 480321

Email: [office@greysbrooke.staffs.sch.uk](mailto:office@greysbrooke.staffs.sch.uk)

[www.greysbrooke.staffs.sch.uk](http://www.greysbrooke.staffs.sch.uk)

It is also important to note that unauthorised late arrivals could be included in this threshold.

If in an individual case the local authority believes a penalty notice would be appropriate, they retain the discretion to issue one before the threshold is met. For example - where parents are deliberately avoiding the national threshold by taking several term time holidays below threshold, or for repeated absence for birthdays or other family events.

### **Notice to Improve**

Where there are 10 sessions of late arrival in a rolling period of 10 school weeks the school may request the local authority to issue a Notice to Improve to a parent.

A Notice to Improve is a final opportunity for a parent to engage in support and improve attendance before a penalty notice is issued.

It is important for you to know that in the new regulations when a school becomes aware that the threshold has been met, we are expected in every case to consider whether to request the county council issue a penalty notice.

### **New code of conduct for issuing penalty notices.**

A new code of conduct for issuing penalty notices has been issued to coincide with the new regulations coming into force.

Details can be found on the link below:

<https://www.staffordshire.gov.uk/Education/Education-welfare/Documents/Penalty-Notice-Code-of-Conduct-July-24-FINAL.pdf>

Yours sincerely

Mrs E Ballinger  
Executive Headteacher