National Framework for Penalty Notices

Effective from the 19th August 2024

A Fixed Penalty Notice is an alternative to prosecution under s444, Education Act 1996. Enabling parents to discharge potential liability for conviction for failing to secure regular attendance during a specific period, by paying a penalty.

Five Consecutive days of term time leave, or more.
Penalty Notice Fines will be issue 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.

Unauthorised absence, irregular attendance.
Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10 week period.

Per Parent, Per Child
Penalty Notice Fines will be issued to each parent, for each child that was absent.

For example: Three siblings absent for term time leave (5 or more days consecutive absence), would result in each parent receiving 3 separate fines.

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 of issue.

Full payment is required, there are no part payments accepted and no repayment plan options available.

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.

There is no reduced early repayment offer for a second offence.

Full payment is required, there are no part payments accepted and no repayment plan options available.

Third Offence and Any Further Offences (within 3 years)
The third time [or any further subsequent times] an offence is committed for Term Time Leave or Irregular Attendance a Fixed Penalty Notice will not be issued. The case will be presented to the Magistrates Court.

Magistrates' fines can be up to £2500 per parent, per child.

Cases proven within court may show on the parent's future DBS Certificate, as this is a criminal conviction – 'failure to safeguard a child's education'.