



Information for parents on Penalty Notice Regulations 2024 and Statutory Guidance

Guidance Notes for Schools:

- The following information is provided to support communicating changes to parents.
- The information can be included in a newsletter or as a standalone letter.
- The following information reflects national legislation and guidance. Additional information may become available from Local Authorities regarding local Procedures.
- There are Highlighted areas where you can add your school name/details

There is new legislation that comes into force from the 19th of August that will impact how Local Authorities and Schools issue Penalty Notices (fines) for unauthorised absences.

“The Education (Penalty Notices) (England) (Amendment) Regulations 2024”

Please note that this is one piece of new legislation and there are several other pieces of legislation and statutory guidance that schools and Local Authorities must follow. Central to the statutory guidance for schools is the premise that schools should identify when a pupil’s attendance is becoming a concern and then work alongside parents and pupils to remove any barriers to attendance.

This is called a **“support first model”** At Kingsbury Primary school we will notify you if you’re a child’s attendance is a concern and start a conversation with you to understand the reasons why and if we can offer any support.

The Education (Penalty Notices) (England) (Amendment) Regulations 2024 mean that:

- Schools must consider whether a penalty notice (fine) is appropriate in each individual case where one of their pupils reaches the national threshold of 10 unauthorised absences in a rolling 10 week period.
- Penalty Notices will be issued per parent per child.
- Penalty Notices have increased and there is a new national escalation procedure.

The first penalty notice issued to a parent will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

If the threshold is met a 2nd time in three years and a 2nd Penalty notice is issued to the same parent in relation to the same child – this will a flat rate of £160 if paid within 28 days.

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 should be taken instead. This will often include considering prosecution

Granting leave of Absence

All schools can grant a leave of absence when a pupil needs to be absent from school with permission. These circumstances are:

- **Taking part in a regulated performance or employment abroad:** in line with a license issued by a local authority or Justice of the Peace or a body of persons approval.
- **Attending an interview:** for entry into another educational institution or for future employment where requested in advance by a parent the pupil normally lives with.
- **Attending a Medical or Dental Appointment**
- **Exceptional circumstances.** It must be requested in advance by a parent who the pupil normally lives with. Schools are then expected to consider each application individually considering the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school. **Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional Circumstance**

Kingsbury Primary School procedures for applying for a leave of absence can be found <https://www.kingsburyyps.co.uk/policies/> Forms for application are at the office.

Karen Hanson is the School Attendance Champion and can be contacted via the school office or admin 3596 email for any feedback on school policy and approach.