



Monday 3rd June 2024

Dear Parent/Carer,

With **effect** from **19th August 2024** there is a new **Government National Framework for Penalty Notices** (Non-Attendance fines).

The new National Framework states:

- A penalty notice must be considered for 10 sessions/5 school days of unauthorised absence within a rolling 10 school week period.
- A requirement that when the national threshold is met, schools make an assessment on a case-by-case basis whether a penalty notice can and should be issued.
- An increase to the rate of a penalty notice from £120 to £160 if paid within 28 days, and £60 to £80 if paid within 21 days.
- With any second penalty notice issued to the same parent for the same child within a rolling **3 year** period being charged at a higher rate of £160 with no option for this second offence to be discharged at the lower rate of £80.
- A national limit of 2 penalty notices that can be issued to a parent for the same child within a rolling **3 year** period, so at the 3rd (or subsequent) offence(s) another tool will need to be considered - **such as prosecution or one of the other attendance legal interventions.**
- PER PARENT/PER CHILD Penalty Notice Fines will continue to be issued per parent per child. For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines. The Penalty Notice will usually be issued to the parent or parents with day to day responsibility for the pupil's attendance or the parent or parents who have allowed the absence (regardless of which parent has applied for a leave of absence).
- *Please be aware that any unauthorised term time absence for holidays **or** irregular attendance can be used together within the 10 week period. Previously, the Penalty Notice Fines were issued either for holidays **or** irregular attendance.*

It is Waterton Academy Trust's (WAT) policy to apply penalty notices for unauthorised holidays and irregular unauthorised attendance. Each school follows the WAT Attendance Policy.

Waterton Academy Trust and West End Academy will update you with further information as soon as we are informed. If you have any questions, please contact the school office.

Kind regards,

Mr C Johnson
Headteacher

Mandy Sherrard
Waterton Academy Trust Education Welfare Officer

