



**Federation of Savile Town CE (C) & Thornhill Lees CE (VC)
I & N Schools
Attendance Guidance 2025**



With the introduction to the new National Framework for Penalty Notices, the following changes are now applicable.

Per parent, per child

Penalty Notices fines will now be issued to each parent, for each child that was absent.

For example, 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

Penalty Notices can be issued to any adult who has a duty of care and can therefore include stepparents or partners irrespective of whether they have parental responsibility or appear on the birth certificate.

For an unauthorised leave of absence (holiday) they will usually be issued to the adults involved in the absence.

For a pattern of poor attendance, they will usually be issued to both parents even if they do not reside together.

5 consecutive days of term time-time leave.

Penalty Notice fine will be issued 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. No warning will be issued prior to a penalty notice being issued in this respect.

10 sessions of unauthorised leave in a 10-week period.

Penalty notice fines will be considered when there have been 10 sessions of unauthorised absence in a 10-week period. A Notice to improve warning will be issued prior to any Penalty Notice issued in this respect and will be considered when there have been 8 sessions of unauthorised in a preceding 8-week period. This warning will give parents/carers 6 weeks to improve their child's school attendance.

First Offence

The first time a Penalty notice is issued for leave in term time or irregular unauthorised absence the amount will be:

£160 per parent, per child if paid within 28 days.

Reduced to £80 if paid within 21 days of issue.

Second Offence

The second time a Penalty Notice is issued for term time leave or irregular unauthorised absence the amount will be:

£160 per parent, per child if paid within 28 days.

There is no reduction for early payment.

Third offence and any further offences (within any 3 years)

The third time an offence is committed for term time leave or regular unauthorised absences by the same parent and the same child a Penalty Notice **will not** be issued, and the case will be presented straight to the Magistrates' Court. Under these circumstances each parent can receive a fine up to £1000 per child. Cases found guilty in the Magistrates' Court can on a parents future DBS certificate due to 'a failure to safeguard a child's right to education'.