

## Changes to absence related penalty notices

A new National framework for issuing attendance related penalty notices comes into force for primary and secondary schools from 19 August 2024.

The changes apply at a national level and parents should be aware that they will still be in force if your child moves to another school in another area.

### Key points

#### Holidays during Term time

Holidays during term time are not permitted and parents can be issued with a penalty fine if they choose to travel.

With 13 weeks of published school holidays spread across the year, parents should use those times to travel with their children.

#### 5 consecutive days absence

Five consecutive days of term time term absence without a valid reason can result in a penalty notice.

#### 10 missed sessions in 10 weeks

The school day is split into two sessions, morning and afternoon. Children are expected to attend both sessions every day. Parents can be issued with a penalty fine if their child is away from school for 10 sessions during a 10 week period. The sessions do not have to be consecutive.

A missed session can happen when:

- A child arrives at school after registration has closed, resulting in an unauthorised absence
- A child is absent from school for half the day to leave early for a holiday or because they have returned late from a holiday.

### **Penalty Fines will increase**

**From 19 August 2024, penalty fines will increase to £160 payable within 28 days reducing to £80 if paid within 21 days.**

**Notices can be issued per parent, per child.**

**For example, if two siblings are absent, each parent would receive two fines. This is a total of £640.**

### **Requests for term time absences**

**Term time leave can be requested for exceptional circumstances.**

**Requests must be made in writing by clicking the following link:**

** [Exceptional Leave During Term Time](#) and with evidence before the first day of absence so there is adequate time for the Headteacher to review it.**

**Absences for reasons that are not exceptional will not be authorised and a penalty fine can be issued.**

**For more information about how we manage attendance at Belmont please visit the [attendance page](#) on our website**