

FAQ’s

**If I have been issued with a penalty notice before the 19th August 2024, will this be counted if I am issued with another penalty notice from September onward?**

No, the new limits come into effect from the 19th August 2024.

**If I have already booked a holiday for next year, could I receive a penalty fine at the new higher rate?**

Yes, absence from school can only be agreed when the explanation of the leave of absence is considered as an exceptional circumstance by the Head Teacher.

**Who can be issued with a penalty notice?**

Each parent can receive a fine for each child who has had unauthorised absence from school. In education law, anyone who lives with a child and who has day to day care of the child is also considered to be a parent, whether they are the biological parent or not. This will include step-parents and partners.

**Do the new rules only apply to holidays during term time?**

No, it applies to all unauthorised absence from school including holidays. Unauthorised absence includes other absence that has not been agreed such as truancy, arriving late after the register has closed and failing to provide acceptable reasons for absence.

**How do I request for my child to have leave granted during term time?**

You must submit a Leave of Absence Request form to the Head Teacher before the proposed absence (a minimum of 15 days before the leave of absence is due to commence). Each request will be considered on its own merit, but where the leave of absence could be taken outside of the school term the absence will not be authorised. Do not assume that the absence will be granted until you have received confirmation from the school.

**Do the 10 sessions of unauthorised absence have to be taken all at the same time before a penalty fine is issued?**

No, a penalty fine can be issued for any combination of absences over a 10 week rolling period. They can be consecutive or non-consecutive and can span over two terms (including between academic years).

**What happens if I am issued with a penalty fine and I don’t pay it?**

Unauthorised absence from school is an offence under S444 of the Education Act 1996. A penalty fine is an opportunity for you to settle out of court. If you don’t take this opportunity, you can be prosecuted for the offence of failing to ensure your child’s regular attendance.

**What should I do if I am worried about my child’s attendance?**

Please contact us to arrange a meeting to discuss how we can support you to improve the situation.