

Advanced notice of important changes to Fixed Penalty Notice fines with effect from 19 August 2024

Dear Parent/Carer.

All schools within HCAT will work with both children and families to support regular attendance, as we strongly believe that good attendance not only supports good educational outcomes, but also underpins resilience, cohesion, and positive mental health.

To improve school attendance and reduce lost learning, the Government has introduced a National Framework for Penalty Notices issued for unauthorised absences in term time, which will come into effect on 19th August 2024.

To ensure you are fully aware of the impending changes, please take the time to read the following information. If you have any queries, please do not hesitate to contact your child's school attendance team who will be more than happy to answer any of your questions, or alternatively, access the Trust's Attendance policy by clicking [here](#)

Your faithfully,

Estelle Macdonald

CEO – Hull Collaborative Academy Trust

National Threshold when it is appropriate to issue a penalty notice

Penalty Notice Fines will be issued for term time leave of **five or more consecutive days**.

Penalty Notice Fines will also be considered when there have been **10 sessions (5 days) of unauthorised absence in a 10-week period**. Please note that the 10-week period can span over different terms or school year (e.g. 2 sessions of unauthorised absence in the summer term and a further 8 within the autumn term).

Penalty Notices

A penalty notice can be issued to each parent/carer liable for the offence or offences regardless of which parent/carer applied for the leave of absence.

If there is more than one child, each parent/carer will receive a Penalty Notice for each child of compulsory school age who has had an unauthorised absence.

For example, a fine for a parent/carer with two children will result in receiving two invoices for each child.

There is no right of appeal by parents/carers against a penalty notice.

First Offence

The first Penalty Notice issued to a parent for term time leave or irregular attendance will be charged at **£160 per parent, per child, if paid within 28 days**. However, this will be reduced to **£80 if paid within 21 days**.

Second Offence

The second time a penalty notice is issued for term time leave or irregular attendance will be charged at a flat rate of **£160 if paid within 28 days**.

Third offence – Prosecution

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the first offence. In these circumstances, the case will be directed to the Magistrate's Court, who will determine the level of sanction under the section 444 (1) of the Education act 1996.

**Good school attendance is key to academic success and your
child's future.**