



Chantlers Primary School  
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6th September 2024

Dear Parent/Carer

## **Important Update – Changes to Education-related Penalty Notices**

### **Information for Parents**

The Government, School and the Local Authorities Pupil Welfare Service are working together to improve attendance. Parents and Carers must also work together with schools to promote high attendance.

You may be aware that the Department for Education has recently announced national changes to penalty notices issued for unauthorised absence in term time. These changes came into effect on 19th August 2024.

The changes to be aware of are:

- Penalty notices issued for offences that take place after 19 August 2024 will be charged at a new rate of £160 per parent per child. This can be paid at £80 if paid within 21 days.
- Any second penalty notice issued to the same parent for the same child within a rolling 3-year period will be issued at the rate of £160 to be paid within 28 days with no option for a discounted rate.
- The threshold at which a penalty notice must be considered is set at 10 sessions (equivalent to 5 days) of unauthorised absence within a rolling 10-school week period. This may include absences as a result of arriving late after the register closes. The 10 school weeks may span different terms or school years.
- A maximum of 2 penalty notices may be issued to a parent for the same child within a rolling 3-year period, so at the 3rd (or subsequent) offence(s) another course of action will need to be considered (such as prosecution).
- Only penalty notices issued for absences taking place after 19 August 2024 will count towards the above thresholds.

Please do not hesitate to contact me should you have any queries regarding this matter.

Thank you.

P Barlow  
Headteacher

*This is a summary of the changes above.*

Penalty Notice Fines for School Attendance are changing

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued after 19th August 2024

### **Per Parent, Per Child**

Penalty Notice 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.

### **5 Consecutive days of Term Time Leave**

Penalty notice fines will be issued for Term Time Leave of 5 or more consecutive days.

#### **10 Sessions of unauthorised absence in a 10-week period**

Penalty notice fines will be considered when there has been 10 sessions of unauthorised absence in a 10 week period.

### **First Offence**

The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:

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

Reduced to £80 per parent per child if paid within 21 days

### **Second Offence (within 3 years)**

The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:

£ 160 per parent, per child paid within 28 days

### **Third Offence and Any Further Offences (within 3 years)**

The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrate's court. Magistrate's fines can be up to £2500 per parent, per child.

Cases found guilty in Magistrates court can show on the parent's future DBS certificate, due to failure to safeguard a child's education.

### **Local Authority DO NOT accept the following as exceptional circumstances:**

- My work does not allow me to take holidays during the school summer holiday period, even if they provide a letter
- My child needs a holiday at quieter times due to needs
- Our holiday has been gifted and paid for and did not have a choice of dates My child has good or 100% attendance
- I will report my child being poorly - schools are expected to carry out home visits, if a holiday is suspected, school will report to the local authority for a penalty notice fine

## **Our Mission**

At Chantlers we believe good attendance is vital for a child to achieve their full potential. We do not authorise any holidays in term time.

We aim to promote good attendance by providing a safe and stimulating environment, where pastoral and academic achievement walk hand in hand. for all children.

As a team, we will work in partnership to support any barriers a child or family may have to enable them to access their education.

## **Parental home agreement**

Pupils, parents and school both have a legal duty for attendance. It is a legal requirement for every child to access regular education.

## **I need support with my child's attendance**

If you need support with your child's attendance, please reach out to a member of the attendance team or inform your child's class teacher.

## **Attendance Team**

Head Teacher – Mr P Barlow  
School Business Manager – Mrs J Windows  
Pastoral Manager – Mrs L Tracey  
Administration Assistants – Mrs A Murray

Telephone: 0161-761-1074

E-mail: [chantlers@bury.gov.uk](mailto:chantlers@bury.gov.uk)

*\*Please also refer to the full attendance policy that can be found on our school website\**  
[click here](#)

## **Parent Information**

### **School Attendance and Punctuality**

If your child arrives at school after registration closes at 8.45 am, your child will receive an unauthorised late mark - this affects your child's attendance.

You must accompany your child to sign in at the office when arriving late.

### **Absence**

If your child is going to be absent from school - you must contact the school office on 0161-761-1074 before 8.45 am, with the reason for absence. You can also leave a message on the school answering machine – we will pick this up.

### **Term time appointments**

Please ensure that the school has advance notice of any term time appointments e.g. Dental. Medical, GP etc. Please provide evidence of these appointments to the school office.

This way, we can make sure absences are authorised and recorded correctly.

## PA/risk of PA

We want to avoid children becoming 'persistently absent' (below 90%).

Interventions will be put in place when your child's attendance becomes 'at risk' of becoming PA. This may include parental attendance at meetings.

Being persistently absent may make you liable for fines or referral to the Local Authority.

## Fines / holidays

Under no circumstances will holidays in term-time be authorised by school.

Please see the two tables below which highlight the negative impact poor attendance has on your child's learning.

100% attendance	0 days missed	No learning missed!
97% attendance	5 days missed	A weeks learning missed
94% attendance	12 days missed	2 weeks and 2 days learning missed
90% attendance	19 days missed	3 weeks and 4 days learning missed
85 % attendance	30 days missed	6 weeks of learning missed
80% attendance	40 days missed	8 weeks of learning missed

Always on time!	No hours missed!	No learning missed!
5 minutes late each day	15 hours missed	3 days learning missed
10 minutes late every day	32 hours missed	6.5 days learning missed
20 minutes late each day	65 hours missed	13 days learning missed
30 minutes late each day	95 hours missed	19 days learning missed

## FAQ's

### What is PA?

PA stands for 'Persistently Absent'. This is when your child's attendance is below 90%

### What is risk of PA?

Risk of PA is when your child's attendance is at risk of dropping below 90% - we aim to offer early intervention before this stage.

### What is an EPN?

EPN stands for 'Education penalty notices. EPN's are issued for unauthorised absences, this includes term-time holidays.

### I'll just go on holiday and pay the fine?

EPN's have now been capped nationally at **TWO** fines within any 3-year period. After this, other action like a parenting order or prosecution has to be considered - this could mean a fine of up to £2500.

### What is an unauthorised absence?

A child being kept off school unnecessarily or without good reason. Term-time holidays is not a justified reason to take your child out of school.

### What happens if I keep my child off, and don't contact school?

School will call home to try and obtain a reason for absence - if no reason is provided school may carry out a visit to your home. This is to check on the welfare of you and your child.

