

## Changes to Absence Related Penalty Notices – September 2025



### Key Information for Parents

*This information should be read in conjunction with the school's attendance policy.*

#### **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 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.

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

Term time leave can be requested for exceptional circumstances. Requests must be made in writing 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.