



Dream big. Love God. Live well.

11th May 2026

Term Time Absences

Dear Parents/Carers,

We have noticed that we are now getting requests for term time absences from between now and the start of the new school year in September 2026.

Please be aware that you MUST contact us to let us know if you are planning to take your child/ren out of school during term time. This means we do not have to report your child/ren, as missing.

We look at each individual request, however, if we do not authorise the absence, parents/carers may be issued with a fine. The information about this is attached to this letter.

We would like to remind you that the end of this school year and the beginning of the next school year are very important times in school. Therefore your child/ren will be at a disadvantage if they are absent during these times.

Please try to avoid any planned term time absences, as they are likely to result in a Penalty Notice (fine) which is £160 per parent, per child. This is reduced to £80 per parent, per child if paid in 21 days of receipt of the fine.

Thank you for your support with attendance. If you have any questions, please ask.

Yours sincerely,

Mrs L Henry
Attendance Officer



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PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE IS CHANGING

1

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 if paid within 28 days
Reduced to £80 per parent, per child if paid within 21 days.

2

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 to be paid within 28 days. No reduced rate will be offered.

The following changes will come into force for Penalty Notice Fines issued after **19th August 2024**.

3

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 Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child. Cases found guilty in Magistrates' Court can show on a Parents future DBS certificate, due to failure to safeguard a child's education'.

10 SESSIONS (5 DAYS) 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.

Please follow the link for the Publication that will start from 19th August 2024.
www.gov.uk/government/publications/working-together-to-improve-school-attendance