



4th September 2025

Dear Parents and Carers,

Following my recent letter about the importance of good school attendance, I am writing to update you on changes to national guidance around Fixed Penalty Notices (FPNs) for unauthorised absence.

From **19 August 2024**, the Government introduced a new **National Framework for Penalty Notices** which applies to all schools across the country. This framework is designed to make sure there is a consistent and fair approach to tackling persistent absence.

What does this mean for parents?

- Schools are now required to **consider issuing a Fixed Penalty Notice** when a child has missed **10 or more sessions** (5 full days or 10 half days) of school for unauthorised reasons within **10 school weeks**.
- Every school day has two sessions: a morning and an afternoon.

How will this work in practice?

In most cases, both the school and the Local Authority will try to support you first, so that your child's attendance improves. We know that sometimes families face difficulties, and we are committed to working with you to find solutions.

However, if support is not effective, or if a child is taken out of school for an unauthorised term-time holiday, parents may receive a Fixed Penalty Notice. These notices are an **alternative to prosecution**, but still carry a financial penalty.

The new national rules are:

- **First FPN in a 3-year period:** £160 per parent, per child (reduced to £80 if paid within 21 days).
- **Second FPN in a 3-year period:** £160 per parent, per child (to be paid within 28 days, no reduction).
- **Third occasion within 3 years:** No FPN will be issued. Instead, the Council will use other legal tools, which may include prosecution.

Please be aware that the National Framework also sets out that a maximum of **two FPNs per parent, per child** can be issued within a rolling three-year period.

Working together

As I said in my previous letter, our priority is always to support families and to help every child to attend school regularly. Good attendance is vital for your child's learning, friendships, and future opportunities. At the same time, the law requires us to take formal action where absence levels are high or where term-time holidays are taken without authorisation.

If you are facing challenges that may affect your child's attendance, please do get in touch with us early so we can help. We are here to work with you.

Thank you for your continued support in making sure your child is in school every day and on time.

Yours sincerely,

Rachael Skelton
Headteacher

