



9th January 2025

Dear Parents,

The UK Government expects schools to promote good attendance and reduce absence. To support this, changes were made nationally to the school attendance policy in August 2024 which included increases to Fixed Penalty Notices. Eagle School Governors decided at the time that school absence would be reviewed before the school would implement these, particularly as the school receives no funds from fines.

During the autumn terms of this academic year, pupils cumulatively were absent from school for 124 sessions (62 days) for unauthorised absence which were predominately holidays taken in term time. These represent lost learning which can have a detrimental impact on their education and attainment.

Following review, and in response to the significant amount of unauthorised absence from school to date, the purpose of this letter is to inform you that School Governors have now decided that Eagle School will implement Fixed Penalty Notices for unauthorised absence of pupils in school time. This implementation will apply from the beginning of the next academic year (4th September 2025).

The Department of Education National Framework sets out the criteria where a Fixed Penalty Notice can be applied and the levels of fines/ legal intervention issued to parents. A summary of these is included for your information at Annex A to this letter.

The school's Attendance policy can be found on the policies page of the school's website (eagleprimary.org.uk) or can be accessed using this [link](#).

Please be assured that we will continue to work closely with families to support attendance. We understand that there may be times when absence is unavoidable, but we aspire for all pupils to be in school so that they can benefit from their learning and achieve their potential.

Kind Regards

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Headteacher

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Helping parents to understand the changes to fines for term time holidays

With the introduction of the new National Framework for Penalty notices, the following changes will come into force for Penalty Notice Fines issued for unauthorised absence recorded by schools after 19th August 2024.

Who may be fined?

Penalty Notice Fines are issued to each parent who allows their child to be absent from school.

For example: 3 siblings absent for term time leave, would result in each parent who allowed the holiday receiving 3 separate fines.

National Threshold

There will be a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period.

These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence, including the U code (late after registers have closed).

For example: a 5-day holiday would meet the national threshold.

The 10-school week period can span different terms or school years.

First Offence

The first time a Penalty Notice is issued for unauthorised absence the fine amount will be:
£80 per parent, per child if paid within 21 days.
Increasing to £160 if paid between days 22-28.

Second Offence

The second time a Penalty Notice is issued for unauthorised absence the fine amount will be:
£160 per parent, per child, payable within 28 days.

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed a Penalty Notice will not be issued and local authorities will need to consider other available measures to address the absence concerns. This may mean that cases are presented before a Magistrate's Court. Prosecution can result in criminal records and fines of up to £2,500.

Cases found guilty in the Magistrate's Court can show on the parent's future DBS certificate due to "failure to safeguard a child's education".