

# School attendance and absence

This is the latest government guidance. [School attendance and absence: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/school-attendance-and-absence/overview)

Please see below our summary



## A penalty notice is a type of financial penalty you must pay!

From 19th August 2024 you will be issued a Penalty Notice if your child has a total of 10 sessions of unauthorised absence which equates to 5 school days.

Penalty Notices are issued to each parent, per child. Legal proceeding may be taken against parent/carer if payment of the Penalty Notice is not made within 28 days.



## First Offence

When a Penalty Notice is issued per parent, per child, you must pay:

- £80 if paid by parent/carer within 21 days
- £160 if paid by parent/carer after 21 days but within 28 days.



## Second Offence within 3 years

Second penalty notice within 3 years will result in £160 per parent per child which will need to be paid within 28 days.



## Any other offence within 3 years

Legal proceedings may be taken against you if:  
Your child has any further unauthorised absences within 3 years, which may also result in you being referred to the LA Attendance Officer to monitor your child's attendance.