

Fixed Penalty Notice Information

Penalties for unauthorised absence		
Timeline	One child	Two children
Paid within 21 days	£60 per parent	£60 per child = £120 per parent
After 21 days and before 28 days	£120 per parent	£120 per child = £240 per parent
After 28 days	The parents will receive a summons to appear before the Magistrates' Court on the grounds the parents have failed to secure their child's regular attendance	The parents will receive a summons to appear before the Magistrates' Court on the grounds the parents have failed to secure their children's regular attendance

(NB: Definition of Parent: natural parent OR person who has responsibility for the care of a child).

Penalty Notices may be considered appropriate in the following circumstances:

- At least 10 sessions (5 school days) lost due to unauthorised absence in any 2 consecutive half terms,
- Unauthorised absences of at least 10 sessions (5 school days) due to holidays in term time or delayed return from extended holidays
- **Persistent late arrival at school**, i.e. after the register has closed, in any 2 consecutive half terms. "Persistent" means at least 10 instances of late

(Please refer to the Attendance Policy on our website)