

Statutory Attendance Procedures



BALMORAL
LEARNING TRUST

With the introduction of the National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued after 19th August 2024

Each parent will be issued a separate penalty notice.

For example, 2 parents and 3 children, each parent will receive 3 penalty notices for £160 each, with a family total of £960 in fines.

5 or more days of unauthorised absence.

This will include Term Time Leave fines, and Irregular Attendance. These 10 sessions could be made up of term time leave, unauthorised late marks, or unauthorised absence. Sessions refer to each half a school day.

Fine amount

The fine amount will be £160 per parent, per child paid within 28 days, reduced to £80 per parent, per child if paid within 21 days.

This will be considered your first offence.

The next time an offence occurs, within 3 years of the date the first penalty notice is issued, the fine amount will be £160 per parent, per child paid within 28 days, with no reduction.

This will be considered your second offence.

Third offence

The third time an offence occurs this will be presented to Magistrate's Court with **no** penalty notice issued.