

Headteacher: **Mr P. Quirk**

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Co-op Academy  
Failsworth

July 2024

Dear Parents and Carers

I am writing to you to update you about new rules concerning Education Penalty Notice fines which the government has introduced. The aim of the new rules is to reduce the number of days missed by children due to unauthorised absence, especially for unauthorised term time holidays.

These rules come into force on 19/8/2024 will therefore take effect from the start of the 2024-25 school year. They will apply only to offences taking place (and fines issued) from then onwards.

The new rules are:

- Per parent/carer, per child. Penalty notices will now be issued to each parent/carer, for each child that was absent.
- For the first fine issued for after the start of the 24-25 school year, the fine will increase to £160 per parent/carer per child if paid within 28 days, reduced to £80 per parent/carer per child if paid within 21 days.
- If a second fine for term time leave or irregular attendance is then issued to the same parent/carer for the same child within three years of the first fine, it will be for £160 per parent per child.
- Subsequent offences. No further fines can then be issued if two have already been issued to the same parent/carer for the same child within the previous three years (starting with the date of the first fine); instead, the parent will be prosecuted by the Local Authority in the Magistrates' Court. Magistrate's fines can be up to £2500 per parent, per child. This will also show on the parents/carers DBS certificate.

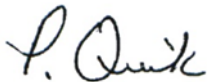
Education Penalty Notices are mainly issued to parents/carers who take their children out of school for term time holidays, weddings, family visits and other purposes. Parents/carers are reminded that schools are only able to authorise leave of absence if satisfied that there are exceptional circumstances.

This will rarely be the case for family holidays, given that 13 weeks of school holidays are available to families each year. We would therefore ask parents/carers to ensure that all holidays are arranged to take place in the school holidays.

From September, a fine must be considered if a child misses five consecutive days of school for unauthorised absence (Inset training days can be included where there was intent to be absent from term time leave). A fine will also be considered if a child misses 10 sessions (half days) of unauthorised absence in a rolling period of 10 school weeks. The threshold can be met with "any combination of unauthorised absence". For example, four sessions in term time plus six instances of arriving late and can also span" different terms or school years". It is important to note that your child arriving late to school will also be taken into account under this new fining rule.

As a school we want to work with you to ensure each child has good attendance so please let us know if you are concerned with your child's attendance

Yours sincerely

A handwritten signature in black ink, appearing to read 'P. Quirk'. The signature is written in a cursive style with a large initial 'P' and a distinct 'Q'.

P Quirk  
Headteacher