



Beeston Primary School

Town Street, Leeds, LS11 8PN

"Engage, Enjoy, Enrich, Excel"

26/02/2025

Dear Parents/Carers,

We are writing to remind you about the new Penalty Notice Framework for holidays taken during term time, which came into effect on 19 August 2024. This framework aims to ensure consistency across all schools in England regarding unauthorised absences.

Key Points of the New Framework:

National Threshold: A Penalty Notice will be considered when a child has 10 sessions (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 a combination of any type of unauthorised absence.

First Offence: The first time a Penalty Notice is issued, the fine will be £80 per parent, per child if paid within 21 days. If not paid within 21 days, the fine will increase to £160 per parent, per child, payable between the 22nd and 28th day.

Second Offence (within 3 years): The second time a Penalty Notice is issued, the amount will be £160 per parent, per child, payable within 28 days.

Third Offence and Further Offences (within 3 years): For the third offence, a Penalty Notice will not be issued, and the case will be presented straight to the Magistrate's Court. Prosecution can result in fines of up to £2,500 per parent, per child.

Leave of Absence (Holidays): Penalty Notices are issued by the local authority for leave of absence in term time for 5 or more days. This can be consecutive or non-consecutive. School do not receive any income from these penalty notices.

We understand that there may be exceptional circumstances that require your child to be absent from school. In such cases, we encourage you to discuss this with us in advance so that we can provide the necessary support and guidance.

Our primary goal is to ensure that every child receives the best possible education and achieves their full potential. Regular attendance is crucial for your child's academic success and overall well-being.

Thank you for your understanding and cooperation.

Yours sincerely

Mrs S Knowles

Pastoral Leader/ Designated Safeguarding Lead