



An Academy

Boughton Primary School

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Dear Parents and Carers

Re: National Framework for Penalty Notices for school absence

I am writing to inform you of some important changes the Government are introducing regarding school attendance and the issuing of penalty notices when children are absent from school.

A new National Framework for Penalty Notices is being introduced. The regulations will come into effect from 19th August 2024. The aim is to improve consistency in the use of penalty notices across England.

The national framework includes:

- A single consistent national threshold for when a penalty notice must be considered of 10 sessions (usually equivalent to 5 school days) for any unauthorised absence within a rolling 10 school week period. The 10 week period may span different terms or school years. For example, 2 sessions of unauthorised absence in the summer term and a further 8 within the autumn term.
- An increase to the rate of a penalty notices issued by the local authority (currently £60/£120) to £80 if paid within 21 days/£160 if paid within 28 days.
- If a second penalty notice is issued by the local authority to the same parent for the same child within a rolling 3 year period, the notice will be charged at the higher rate of £160 with no option for this second offence to be discharged at the lower rate of £80.
- A national limit of 2 penalty notices that can be issued to a parent for the same child within a rolling 3 year period, so at the 3rd (or subsequent) offence(s) another tool must be considered (such as prosecution or other attendance legal intervention).

West Northamptonshire Council is in the process of consulting with schools to develop a revised local code of conduct. The document will be published on West Northamptonshire Council's website following the consultation. We are in the process of amending our School's Attendance Policy in line with the new National Framework for Penalty Notices, and the new policy will be published on the school website in September.

We believe good attendance is essential to support every child in getting the most out of their education and we thank you for your continued support.

Yours sincerely,
Mary James
Head Teacher

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