

Thursday, 29 May 2025

Dear Parents/Carer

We wrote last week detailing your child's attendance for this academic year. We would like to update all families of the new guidelines surrounding Local Authorities issuing penalty notices to parent/carers. The School will not be implementing these new powers until September 2025.

In brief:

- The national threshold for considering a penalty notice is 10 sessions [five days, 10 half days or a combination] of unauthorised absence in a rolling period of 10 school weeks.
- Every time a student arrives later than the end of registration [09:10] they are automatically coded absent for the morning session
- Each parent who is liable for the student's attendance can be issued with a penalty notice
- The payment must be made directly to the Local Authority. If the payment has not been made after 28 days, the Local Authority can decide whether to prosecute or withdraw the notice.
- If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.
- If a **second** penalty notice is issued to the same parent in respect of the same student, the parent must pay £160 if paid within 28 days.

Heston Community School remains committed to working with parents to encourage strong attendance. However, we felt it important to make parents/carers aware of the national attendance threshold to support our families to achieve the best outcomes for their children.

Yours sincerely

M. O'Hagan.

M O'Hagan
Deputy Headteacher

With the introduction of the new National Framework for Penalty Notices, the following changes have come into force for Penalty Notice Fines issued.

Per Parent, Per Child
Penalty Notice Fines will now be issued to each parent, for each absent child.
For example: 3 siblings absent for term time leave would result in each parent receiving 3 separate fines.

5 consecutive days of term time leave
Penalty Notice Fines will be issued for Term Time Leave of 5 or more consecutive days. Inset training days are school days and can be included in the 5 or more consecutive days where there was intent to be absent for term time leave.

10 sessions [5 days] of unauthorised absence in a 10-week period
Penalty Notice Fines will be considered when there have been 10 sessions of unauthorised absence in a 10-week period.

First Offence

The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:
£160 per parent, per child paid within 28 days.
Reduced to £80 per parent, per child if paid within 21 days.

Second Offence [within 3 years]

The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:
£160 per parent, per child paid within 28 days.

Third Offence and Any Further Offences [within 3 years]

The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to **£2500 per parent, per child**.

Cases found guilty in **Magistrates' Court** can show on the parent's future DBS certificate, due to 'failure to safeguard a child's education'.

Headteacher
Ranjit Berdesha BSc (Hons)

Heston Road
Heston
Hounslow TW5 0QR

T 020 8572 1931
E info@hestoncs.org
W www.hestoncommunityschool.co.uk