

Croydon Improving School Attendance

Penalty Notice (PN) Consultation Document – July 2024 to October 2024

Penalty Notices for School Attendance Fines are Changing!

The London Borough of Croydon is adopting the DfE NATIONAL Code of Conduct for Penalty Notices from the 19th August 2024

From 19th August 2024 the New National Framework for Penalty Notices will come into effect for Penalty Notices issued after 19th August 2024

Who will receive a fine?

Fine are issued per parent, Per child.

A parent is defined as the person who has parental responsibility and lives with the child during school time regardless of who applied for the leave.

Types of Fines

Penalty Notices for Unauthorised Holiday:

5 consecutive days of unauthorised term time leave.

Penalty Notices following Notice to Improve:

10 sessions of unauthorised absence in a rolling 10-week period. These days do not have to be consecutive & can include a mixture of G, O & U codes & offers of not been engaged with.

How many fines can be issued?

Maximum of 2 penalty notices per child, per parent can be issued within a rolling 3-year period. Which can span school academic years and areas.

Where difficulties arise with school attendance, professionals should take a “support first” approach in line with the DfE’s ‘Working To improve school attendance guidance,’ only resorting to legal enforcement when necessary. The aim is that the need for legal enforcement is reduced taking a supportive approach to tackle the barriers to attendance and intervening early before absence becomes entrenched.

First Offence:

The first time a Penalty Notice is issued for term time leave or irregular attendance, the amount will be £160.00 per parent, per child paid within 28 days. Reduced to £80.00 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 £160.00 per parent, per child paid within 28 days.

Third offence & 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 Magistrate Court. This may result in a fine, Education supervision Order or Parent Order.

The main changes are as follows:

- 10 sessions of unauthorised absence in a rolling period of 10 school weeks. This period can span different terms / academic years / schools and out of area schools.
- Threshold for a PN can be a mixture of unauthorised holiday, unauthorised lateness and unauthorised absence
- 2 Penalty Notices per child limit over a three-year period.
- First PN £160.00 if paid within 28 days, £80.00 if paid in 21 days. Second Penalty Notice £160.00 per parent per child.
- Penalty Notices to be more effective, prioritise the support first approach, improve consistency, improve the deterrent effect of a Penalty Notice.

The consultation period will end on 12th October 2024. If you have any comments, please send these to Mark.Malcolm@croydon.gov.uk