



Monksmoor Park CE Primary School

Headteacher: Mrs Katie Towers

2nd September 2024

Dear Parent/Carer

Re: National Framework for Penalty Notices for school absence

I am taking this opportunity to write 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 came into effect from the 19th of 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 notice from £120 to £160 if paid within 28 days and £60 to £80 if paid within 21 days. If a second penalty notice is issued 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 another attendance legal interventions).

West Northamptonshire Council has revised the local code of conduct. The document will be published on West Northamptonshire Council's website.

We have amended our School's Attendance Policy in line with the new National Framework for Penalty Notices, [a copy can be found on our website.](#)



Croxden Way, Daventry, Northamptonshire NN11 2PD
Tel: 01327 493112
Website: www.monksmoorceprimary.co.uk



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

If you have any queries please contact the school. We thank you for your continued co-operation.

Yours sincerely

Katie Towers
Headteacher