



Tuesday 2nd July 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. The Council and school believe good attendance is essential to support your child in getting the most out of their education.

A new National Framework for Penalty Notices is being introduced. The regulations will come 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 notices 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) a prosecution will be considered.

The local authority is in the process of consulting with schools and partner agencies to develop a revised local code of conduct. The document will be published on Coventry City Council's website from 19th August 2024.

We thank you for your continued support.

Yours sincerely,

S. Sanghera.

Mrs. S. Sanghera

Principal