



WOLVERHAMPTON CITY COUNCIL  
Woden Avenue, Wednesfield, Wolverhampton WV11 1PW  
Telephone: (01902) 556350 Email: office@wodensfield.org  
Headteacher: Mrs. S. Walker

**Date: 19<sup>th</sup> July 2024**

Dear Parents and Guardians,

**Re: Unauthorised Absences during Term Time**

I am writing to inform you about the recent changes announced by the Department for Education (DfE) regarding unauthorised absences during term time. These changes will come into effect on 19 August 2024.

**Key Changes to Note:**

- **New Penalty Rates:** From 19 August 2024, penalty notices for unauthorised absences will be charged at £160 per parent per child. If paid within 21 days, the amount will be reduced to £80.
- **Second Offence Penalty:** If a second penalty notice is issued for the same child within a 3-year period, the charge will be £160, with no discount, to be paid within 28 days.
- **Threshold for Penalty Notices:** A penalty notice will be considered if there are 10 sessions (equivalent to 5 days) of unauthorised absence within a rolling 10-school week period. This includes late arrivals after the register closes. The 10 school weeks may span different terms or school years.
- **Limit on Penalty Notices:** A maximum of 2 penalty notices can be issued to a parent for the same child within a 3-year period. Any further offences may lead to prosecution or other legal interventions.

**Examples for Clarity:**

1. **Absences Before 19 August 2024:** If an unauthorised absence occurs before 19 August 2024, the penalty notice will follow the existing rules and rates (£60/£120). These absences will not count towards the new escalation rules. For instance, a parent taking a child out of school for 10 sessions in July 2024 will receive a penalty notice under the old rules, even if the notice is issued in September.
2. **Absences After 19 August 2024:** For unauthorised absences occurring after 19 August 2024, the new rules and rates (£80/£160) will apply. These will count towards the new escalation rules. For example, a parent taking a child out of school for 5 days in September 2024 will be subject to the new regulations.

We hope this information helps clarify the new changes. Ensuring regular attendance is crucial for your child's education and development. For more details or if you have any questions, please via our school website [Attendance | Wodensfield Primary](#) or contact the school office.

Kind Regards

Mrs S. Walker  
Headteacher

