26th April 2024

Dear Parent/Carer,

IMPORTANT UPDATE ON PENALTY NOTICE FRAMEWORK FROM 19th AUGUST 2024

The amount of a penalty notice will increase for all penalty notices issued from 19th August 2024.

The criteria for the issue of a penalty notice will be 10 sessions of unauthorised absence in a 10-week period.

In a 3-year rolling period there will be a 2 penalty notice limit to the same parent for the same child.

* The first penalty notice issued in respect of the pupil will be charged at £160, reduced to £80 if paid within 21 days.
* The second penalty notice issued to the same parent in respect of the same pupil will be charged at a flat rate of £160 if paid within 28 days.
* A third penalty notice will not be issued to the same parent for the same child in this rolling 3-year period and an alternative legal sanction will be given, this may include prosecution in the magistrate court.

If you have already applied for leave of absence that will take place after 19th August 2024 the penalty notice will be charged as above.

Part payments and payment schemes are not in operation for penalty notices, you must pay the full amount within the timescale set out above.

You can continue to apply for leave of absence in term time, you must inform the head teacher at the school of the circumstances for the leave of absence detailing any exceptional circumstances.

The head teacher will decide based on the information you provide in your request whether the leave of absence will be authorised and will write and tell you the decision.

Applications for leave of absence can be obtained from the school office or our website www.hartburn.org.uk. Once completed please arrange for requests to be sent in good time wherever possible.

The local authority code of conduct for the issue of penalty notices will be updated prior to 19th August and will be available on Stockton-on-Tees Council website, a link will be added to the school website.

Yours sincerely,

Mrs Park

Head teacher