



**Cloughwood Academy**  
Stones Manor Lane  
Hartford  
Northwich  
Cheshire  
CW8 1NU

**Chief Executive Officer: Miss M Duval**  
**Headteacher: Mr R Newton**  
**Deputy Headteacher: Miss S Howarth**  
**Chair of Governors: Mrs H Madeley**

Tel: 01606 537690

e-mail: [admin@cloughwood.com](mailto:admin@cloughwood.com)

24th July 2024

Dear Parents and Carers,

From August 19th 2024, the Government have introduced a new 'National Framework for Penalty Notices'.

There are significant changes that parents need to be aware of:

- If your child has 10 sessions of unauthorised absence in a 10-school week rolling period, you may be issued with a Penalty Notice. These 10 sessions may include any unauthorised absence, including leave in term time and do not have to be consecutive.
- Penalty Notices are increasing to £160 from September 2024. This can be reduced to £80 but only for the first Penalty Notice issued, if paid within 21 days – this reduction does not apply to any subsequent Penalty Notice.
- Any 2nd Penalty Notice, to the same parent for the same child, issued within three years of the date of the first Penalty Notice will be charged at a flat rate of £160
- A third Penalty Notice will not be issued within a three-year rolling period, to the same parent for the unauthorised absence of the same child, – alternative action or legal measures will be utilised for subsequent offences.

Parents should always apply to the Headteacher for any request for leave in term time by completing the exceptional circumstances leave of absence request form available from the school office. (DfE guidance states schools should not authorise leave retrospectively so any leave in term time taken without a request being submitted will be unauthorised absence). We have attached a leaflet outlining the main changes.

Yours Faithfully,

Mr Robert Newton  
Headteacher

Company Trustee Directors: C Duncan, K Harden, C Henfry, H Madeley, J Pennington, G Shaw, J Swaffield, J Szostek,

