

**FIXED PENALTY NOTICES
IMPORTANT INFORMATION
FOR PARENTS**

April 2015

Please read this information carefully as it tells you how much you may have to pay if you receive a Penalty Notice.

Circumstances where a Penalty Notice may be issued:

- A Penalty Notice can only be issued in cases of unauthorised absence.
- There will be no restriction on the number of times a parent may receive a formal warning of a possible Penalty Notice.

In cases where there is more than one poorly-attending pupil in a family, Penalty Notices may be issued for more than one child.

Penalty Notices may be considered appropriate if one of the following criteria are met:

- 20 sessions (10 school days) lost due to unauthorised absence during the last 3

terms - regardless of academic year. These absences **do not need to be consecutive days.**

- Unauthorised absences of 10 sessions (5 school days) due to a leave of absence (including holiday) in term time and not agreed by the Headteacher.
- Persistent late arrival at school

Who May Issue a Penalty Notice?

- Local Authority - Local Support Team (Education Welfare Officer)
- Headteacher can request the Local Support Team to issue a penalty notice.
- A Police officer may request a Local Support Team to issue a penalty notice.

Payment of Penalty Notices:

- Payment of a Penalty Notice within 21 days is £60 per child and per Parent or legal Guardian. (A family with 2 children could therefore be issued a Penalty Notice for £240)
- Payment of a Penalty Notice after 21 days but within 28 days is £120 per child and per Parent or legal Guardian. (A family with 2 children could therefore be issued a Penalty Notice for £480)
- Please note the County Council retains all revenue from Penalty Notices to cover collection or prosecution costs in the event of non-payment - the school do not receive ANY money

- Payment will not be accepted in part or by instalments

Non-payment of Penalty Notices:

Non-payment of a Penalty Notice will result in the withdrawal of the Penalty Notice and will trigger the fast-track prosecution process under the provisions of section 444(1), of the Education Act 1996.

