



Longford Primary Academy

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Penalty Notices - Information for Parents (Updated from Jan 2018)

Parents/carers have a legal duty to make sure their children go to school regularly. The local authority can issue Penalty Notices if a parent/carer fails to make sure their children attend school.

Penalty Notices are fines, only issued by post by the Locality Support Team, on behalf of the Local Authority, for a child's unauthorised absence from school.

Penalty Notices can be issued to each parent/carer liable for the attendance offence.

The penalty is £60 if paid within 21 days of receipt rising to £120 if paid after 21 days but within 28 days. The payment must be paid direct to the local authority. The parents can only be prosecuted if 28 days have expired and full payment has not been made.

There is no right of appeal by parents against a penalty notice. If the penalty is not paid in full by the end of the 28 day period, the local authority will prosecute for the original offence, unless there are grounds to withdraw the notice.

The Law about School Attendance

Any absence from school is a cause for concern. Only by attending every day will your child have the best chance to get the most from their education.

The head teacher at your child's school must decide if an absence is authorised or unauthorised.

- Authorised - Reasons agreed as appropriate by the head teacher.
- Unauthorised - Reasons not accepted as appropriate by the head teacher.

The Local Authority may take legal action against you, if you fail to make sure that your children go to school regularly and the absence has been recorded by school as unauthorised.

One option open to the Local Authority is to issue parents/ carers with a Penalty Notice, when there is unauthorised absence from school.

Staffordshire Local Authority - criteria for Penalty Notices (Implemented Jan 2018)

Penalty Notice for leave of absence (holiday) in term time

From 1 January 2018 any period of unauthorised leave may result in you as a parent receiving a penalty notice fine. Your head teacher will continue to be the only person able to authorise leave in term time, but this will apply only in exceptional circumstances. Any unauthorised absence will be referred by your head teacher to the local authority.



Penalty Notice for persistent lateness

If a pupil has 10 unauthorised late marks a penalty notice warning could be issued. These late marks do not have to be one after the other in order for the penalty notice to be issued. You are therefore encouraged where possible to ensure your child attends school on time. However, if your child is late you must inform the school of the reason(s) why, as they may be able to offer you some form of advice or support.

Period of time used to measure persistent absence and lateness

If your child has had 10 days unauthorised absence or is late 10 times over a twelve week period, you may receive a penalty warning notice and also potentially a fine.

These changes have been agreed with local head teachers and have been implemented to help promote and support good attendance to school. Further details and a copy of the revised Code of Conduct for issuing Penalty Notices can be obtained from the council's website www.staffordshire.gov.uk/education.

The vast majority of children and young people in Staffordshire have an excellent record of school attendance, and we recognise the efforts of so many parents to ensure their children attend school regularly.

The Local Authority will continue to take appropriate action for absences during term time when we are notified by head teachers, both to support them in their role and to ensure local children can continue to achieve the best possible outcomes from attending local schools.

Yours Sincerely



Mrs L Lawrence
Acting Principal



Mrs T Machin
Attendance Officer

