

## **Information to Parents about Fixed Penalty Notices**

### **What is a Fixed Penalty Notice?**

The Anti-Social Behaviour Act 2003 introduced legislation that made provision for a Local Authority to issue Fixed Penalty Notices. These notices require a fine to be paid by parents of pupils who have unauthorised absence from school.

A separate Penalty Notice will be issued to **Each** parent for **Each** child who has unauthorised absence.

### **In what circumstances will Fixed Penalty Notices be issued?**

A Fixed Penalty Notice will be issued in three situations:

If a holiday is taken during term time without the authorisation of the Head Teacher.

If a pupil has unauthorised absence from school and their parent/carer fails to co-operate with the Education Welfare Officer to improve this situation.

If a pupil has unauthorised absence from school and this does not improve following a warning letter.

### **What are the Penalties?**

If a Fixed Penalty Notice is issued the penalty is £60 when the payment is made within 21 days or £120 when the payment is made after 21 days but prior to 28 days.

Failure to pay within 28 days will result in a summons to appear before the Magistrates Court on the grounds that you have failed to secure your child's regular attendance at school?

### **Why has the government introduce this legislation?**

The message of this new legislation is that it is really very important that every child attends school for as many of the 380 half day sessions of the school year as possible. It is the responsibility of parents to ensure that their children do not take unnecessary time off school.

### **What must I do?**

You should get in touch with the Education Welfare Officer as soon as possible, to discuss the reason for your child's absence from school. This will avoid the risk of a Fixed Penalty Notice being issued to you.

### **Can I get help if my child is not attending school regularly?**

The Education Welfare Officers support schools, parents and pupils so that high levels of attendance can be achieved. The Education Welfare Officer can be contacted through your school, or by ringing (01302) 736504. Every school in Doncaster is supporting the message that school attendance is a high priority. We hope that parents will help us to ensure that all Doncaster children achieve the very highest levels of attendance at school.