ISSUING OF A PENALTY NOTICE

If a notice is required the parent will have a warning period of 15 days to provide any evidence they may wish to present to the school to argue why the notice should not be issued. It will be for the school to determine if the evidence is accepted, if the evidence supplied is unacceptable to the school then a penalty notice will be issued.

The 15 day warning period will not apply to holiday related unauthorised absences.

There are no limits to the number of formal warnings that can be issued.

THE COST OF A PENALTY NOTICE

The fine will be:

£60 if the payment is made within 28 days and,

£120 if paid after this but within 42 days of receipt.

If the Penalty Notice is not paid then the Local Authority is required to prosecute for the original offence, which is 'failure to ensure regular attendance at school' under section 444(1) of the Education Act 1996.

EDU266S

Support with School Attendance

Please remember that if there are reasons why your child is missing school then keep the school informed.

If your child is off school then speak to the school as early as possible on the first day of their absence.

Your child is expected to be in school for 190 days an academic year with 175 days off due to weekends, INSET days and school holidays.

WHO CAN YOU CALL

Further information on the issuing of Penalty Notices can be obtained from your child's school or from the Local Authority Education Welfare Service on 01639 763620 or e-mail ews@npt.gov.uk

Education Welfare Service

PENALTY NOTICES

Information for parents / carers & pupils

www.npt.gov.uk

Neath Port Talbot
Castell-nedd Port Talbot
County Borough Council Cyngor Bwrdeistref Sirol

Making a difference Gwahaniaeth er gwell

PENALTY NOTICES

Welsh Government has instructed all Local Authorities to implement Penalty Notices under the Education (Penalty Notice) (Wales) Regulations 2013. The Local Authority believes that any absence from school, for whatever reason, is detrimental to a child's long term life opportunities, so should be avoided if at all possible. A Penalty Notice is an alternative to prosecution with the aim of seeking to secure an improvement in the child's attendance at school.

Appealing against a Penalty Notice

There is no statutory right of appeal under the Regulations, but where a parent contests the issuing of a Penalty Notice they can contact the Education Welfare Service.

WHO WILL RECEIVE A PENALTY NOTICE?

A notice will be issued to each parent in respect of each child. Under section 576 of the Education Act 1996 a 'parent' means the person with parental responsibility and/or those responsible for the day-to-day care of the child irrespective of their relationship with the child.

WHY SHOULD MY CHILD ATTEND SCHOOL EVERY DAY

100% attendance	0 days learning missed	Best chance of success!
95% attendance	2 weeks of learning missed	Poor attendance will impact on learning.
90% attendance	4 weeks of learning missed	
85% attendance	5 ½ weeks of learning missed	Very poor attendance a significant impact on learning.
80% attendance	At least 7 ½ weeks of learning missed.	You are at risk of prosecution.

A PENALTY NOTICE MAY BE ISSUED:

When a pupil has a minimum of 10 sessions or five school days lost due to unauthorised absence during the current term and bringing the pupil's overall attendance to below 90% in the school year to date.

10 sessions or 5 school days are lost due to holidays in term-time if the absence takes the whole school attendance to below 90% in the current school year to date.

10 sessions of persistent lateness after the register has closed in a term bringing the attendance to below 90% in the current school year to date.

A combination of the above.