

IF I GET A PENALTY NOTICE & DON'T PAY, WHAT HAPPENS?

You have up to 28 days from receipt to pay the Penalty Notice in full. If full payment is not received within this time the local authority is required under the Act to commence proceedings in the Magistrates Court for the original offence of unauthorised absence by your child.

If proven, this can result in fines of up to £1,000 and/or a range of disposals such as Parenting Orders or Community Sentences. If found guilty the parent will have a criminal record.

CAN I BE PROSECUTED IF I PAY THE PENALTY NOTICE BUT MY CHILD IS STILL MISSING SCHOOL?

Not for the period included in the Penalty Notice, payment discharges your liability in this respect. However, it may be the case that a prosecution might be considered for further periods of unauthorised absence not covered by the Penalty Notice, depending upon the circumstances. If this is an issue, it is vital that you work closely with your child's school and support agencies such as the Education Welfare Service.

CAN I GET HELP IF MY CHILD IS NOT ATTENDING REGULARLY?

Yes, your child's school and the Education Welfare Service will give you advice and support if you need help with your child's attendance. It is very important that you speak with the school or with the Education Welfare Service at the earliest opportunity if you have any worries at all about securing your child's attendance.

WHY ATTEND EVERY DAY?

Good school attendance gives your child the opportunity of success and helps develop skills for life. Your child should attend school every day unless there is an unavoidable cause such as illness. Missing school damages a pupil's learning and their grades (research shows that missing 17 days of school often leads to a drop in GCSE grades), disrupts routines and can make pupils vulnerable to crime. Pupils should never miss school for reasons like shopping, birthdays or to wait in for a repair person.

Missing school seriously affects life opportunities

WHY ARE PENALTY NOTICES ISSUED?

Parents/carers commit an offence if a child doesn't attend school regularly and the absence is not agreed by the school (i.e. the absence is **unauthorised**). In some cases unauthorised absence may result in prosecution under Section 444 of the Education Act 1996. The Anti Social Behaviour Act 2003 introduced Penalty Notices as an alternative to prosecution. A Penalty Notice does not require a court appearance, but still aims to improve

HOW MUCH IS A PENALTY NOTICE?

£60 if payment is made within 21 days.

£120 if paid after this but within 28 days.

Per parent, per child

IMPORTANT LEGAL DOCUMENT

If English is not your first language or you do not fully understand this document, you need to ask someone to explain the contents to you.

گرنجی

اگر انگریزی زبان نہیں سمجھ سکتے تو آپ یا والدین کو اس کا مطلب سمجھانے کے لیے کسی کو مدد کرنے کی ضرورت ہے۔

नव्वली

ਜੇ ਅੰਗਰੇਜ਼ੀ ਭਾਸ਼ਾ ਨੂੰ ਸਮਝਣ ਵਿੱਚ ਕੋਈ ਸਮੱਸਿਆ ਹੈ ਤਾਂ ਇਸ ਦਾ ਅর্থ ਸਮਝਾਉਣ ਲਈ ਕਿਸੇ ਨੂੰ ਮਦਦ ਕਰਨ ਦੀ ਜ਼ਰੂਰਤ ਹੈ।

গুরুত্বপূর্ণ আইনি নথি

যদি আপনি এই নথিটি পড়তে বা বুঝতে সক্ষম হবেন না তবে এই নথিটি বুঝতে সাহায্য করার জন্য অন্য কারো কাছ থেকে সাহায্য নেওয়া উচিত।

MUHIIMI WAZAAAO SHARCIVEED

Hadiidka af Ingiriisiska umusan ahayn luqadnada koolbanaad ama aaduu ee birtanda u fahmiin warqadahaan, waxaad u baahnaa inay in raaxa ad wacyiisato inuu waxa waraqadahaan ku yaalla inuu shaaraxo.

اہم معلومات

قانونی دستاویز

اگر انگریزی آپ کی ماہری زبان نہیں ہے یا آپ اس دستاویز کو سمجھ نہیں سکتے ہیں تو آپ کسی شخص سے کہیں کہ وہ اس کے مندرجات آپ پر واضح کرتے۔

E RËNDËSISHME DOKUMENTI LGJORE

Nëse anglishtja nuk është gjuhë tuaj amtare, ose këtë dokument nuk e kuptoni plotësisht, duhet t'i kërkoni dikujt që t'ju shpjegojë përmbajtjen.

IMPORTANTE DOCUMENTO JURIDICO

Se o inglês não é o seu primeiro idioma ou não compreende bem este documento, precisa de pedir a alguém para lhe explicar o conteúdo.

WAŻNE DOKUMENT O TREŚCI PRAWNEJ

Osoby, dla których angielski nie jest językiem ojczystym lub które nie rozumieją w pełni tego dokumentu powinny poprosić kogoś o wyjaśnienie mu jego treści.

गुरुत्वपूर्ण कर्णों दस्तावेज

अगर अंग्रेजी आपकी पहली भाषा नहीं है या आप इस दस्तावेज को पूरी तरह से समझ नहीं पा रहे हैं तो आपको किसी से इसका विवरण-वस्तु समझाने के लिए पूछना होगा।

重要的

法律文件

如果英文不是您的第一语言，或您不能完全理解本文件，您需要找人将内容解释给您。

QUAN TRONG TÀI LIỆU PHÁP LÝ

Nếu Anh ngữ không phải là ngôn ngữ chính của bạn hoặc nếu bạn không hiểu đầy đủ tài liệu này, bạn cần hỏi một ai đó để giải thích nội dung cho bạn.

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SCHOOL ATTENDANCE: WHAT PARENTS & CARERS NEED TO KNOW

SCHOOL ATTENDANCE: EVERY DAY COUNTS SUPPORT YOUR CHILD TO ACHIEVE THEIR BEST

Education Welfare Service

Penalty Notice Coordinator: 0117 3521439

EWS general office: : 0117 3521438

Email: educationpenaltynotices@bristol.gov.uk

Address: Education Welfare Service

Education Welfare (PV)

PO Box 3176, Bristol, BS3 9FS

WHEN WILL THEY BE USED?

When the school agrees for your child to miss school in advance or accepts your explanation, absence is 'authorised'. All other absence is 'unauthorised'.

Penalty Notices may be used where absence is unauthorised, for example when:

- a parent has taken their child on holiday during term without authorisation; especially when this means pupils miss exams, i.e. SATs and GCSEs.
- enquiries at school after a truancy sweep show the pupil's absence at that time as unauthorised.
- pupils are regularly late for school after the register has closed.
- a pupil has 8 or more unauthorised absences within the previous 10 week period.

WHAT SHOULD I DO IF MY CHILD IS TRUANTING?

If your child is truanting you can:

- talk to them - try to find out why.
- meet with a member of school staff to discuss the situation and look for solutions.
- contact the Education Welfare Service for advice and guidance (contact numbers overleaf)
- try to understand what is happening for your child and help them resolve the problem.

Education is key to their future success so it's important to solve issues as quickly as possible.

WHY AM I BEING SENT THIS LEAFLET?

This leaflet is being sent to parents/carers so they are aware of the need for their child to attend regularly and on time to achieve their best.

It is important parents and carers understand their responsibilities and the consequences of their child having unauthorised absence from school.

WHAT SHOULD I DO IF MY CHILD IS OFF SCHOOL?

Telephone the school as early as possible on the first morning of their absence to give the reason.

Make routine dentist and doctor appointments after school or during school holidays. If you have to make an appointment during school time, help your child to be at school for most of the day and let the school know about the appointment.

You may be asked for a medical certificate or appointment card if your child is regularly absent due to illness or dental/medical appointments.

WHAT IF I WANT TO GO ON HOLIDAY?

Holidays in term time are not normally authorised. In exceptional circumstances ask permission from the Head Teacher and check the school policy.