

Further information

If you have concerns about your child's attendance, you should initially discuss these with the school.

If you would like further information about Penalty Notices please contact your Locality Support Team; Staffordshire County Council, Contact Centre-0300 1118000 will be able to provide the telephone number.

A copy of Staffordshire County Council's Code of Conduct for Penalty Notices is available upon request from your Locality Support Team.

Further information is also available on the Department of Education website at:

www.education.gov.uk/schools/pupilsupport/behaviour/attendance/f00221879/advice-on-school-attendance

If you would like this information in large print, Braille, Audio tape/disc, British Sign Language or any other language please call Tel 01785 278965.



Penalty Notices

Information for Parents/Carers

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.



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.

Penalty Notices

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.