



“Building Skills for Life • Meithrin Sgiliau Bywyd”
Head teacher/Prif Athro Mrs Karen Jenkins

5th March 2015

Dear Parent/carer

RE: Penalty Charge Notices

As you are all aware, the Welsh Assembly has asked all local authorities in Wales to introduce a policy of fixed penalty notices for parents whose children fall below the expected minimum level of attendance and Powys County Council's cabinet has agreed to adopt the code of conduct set out by ERW (Education Through Regional Working – the syndicate of local authorities of which Powys is one) with effect from February 27, 2015.

At Llangynidr CP School, the Governing Body has adopted the attendance policy – as all schools in Powys are now required to do – and this policy will take effect from Monday, March 9, 2015.

The local authority and the ERW consortium believe 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. Reducing absence from school is a key priority, both nationally and locally.

A Penalty Charge Notice is an alternative to prosecution with the aim of seeking to secure an improvement in the pupil's attendance. A Penalty Charge Notice is requested by the school, the police or from within the local authority's Education Inclusion Service in relation to unauthorised non-attendance at school for children of compulsory school age.

If a notice has been requested, the parent/carer will receive a warning letter which gives the parent 15 days to provide evidence to the local authority that the unauthorised absences are justified and that the register should be amended – however, if the unauthorised absences are due to taking a holiday in school time then a warning will not be issued. Please note that there is no limit to the number of formal warnings which can be issued. A leaflet explaining when a fixed penalty is requested is attached to this letter.

When a Penalty Charge Notice is issued by Powys County Council, payment of £60 will be due in the first instance, which will rise to £120 if not paid promptly. If the penalty is not paid then the local authority will consider issuing prosecution proceedings against parent(s) for the original offence, which is ‘failure to ensure regular attendance at school of the registered pupil’ under Section 444 (1) or (1A) of the Education Act 1996.



www.llangynidr.powys.sch.uk
Church Close, Llangynidr, Powys NP8 1NY
Tel 01874 730681 Fax 01874 731192
email office@llangynidr.powys.sch.uk



The school policy will be available on the website or from the office from Friday, March 6, and the website also includes an explanation of the introduction of Fixed Penalty Notices for regular non-attendance at school.

Please remember that if there are reasons why your child is missing school then you can seek support and guidance from staff, so please ask before the non-attendance becomes an issue. Please contact me at school if you have any questions/queries.

Regards

Mrs K Jenkins



www.llangynidr.powys.sch.uk
Church Close, Llangynidr, Powys NP8 1NY
Tel 01874 730681 Fax 01874 731192
email office@llangynidr.powys.sch.uk

