



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



Dear Parent /Guardian,

Penalty Notices – Unauthorised Absence from School.

This letter alerts you to the introduction of Penalty notices for unauthorised absences from school, which will take effect from January 2015.

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, because missing school damages a pupil's attainment levels, disrupts school routines and can leave a pupil vulnerable to anti-social behaviour and youth crime.

A Penalty Notice is an alternative to prosecution with the aim of seeking to secure an improvement in the pupil's attendance.

A Penalty Notice can be requested by the Head teacher, Police or from within the Local Authority Education Welfare Service in relation to unauthorised non-attendance at school. If a reason for absence is provided by the parent/carer then it is up to the head-teacher to decide if they accept it and mark it appropriately. There is no limit to the number of formal warnings which can be issued

If a notice has been requested the parent/carer will receive a warning letter that gives them 15 days to provide evidence to the Local Authority that the unauthorised absences are justified and that the register should be amended. If the unauthorised absences are due to taking a holiday in school time then a warning will not be issued, but parents may be liable to a penalty notice.

If the school attendance does not improve then the **penalty notice will be issued. Payment of £60 will be due** in the first instance which may rise to £120 if not paid in full within 28 days. If the penalty is not paid then the Local Authority (LA) 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.

Please remember that if there are reasons why your child is missing school then you can seek support and guidance from staff at your child's school. Ask before the non-attendance becomes an issue.