

## Penalty Notices

The School is a strong supporter of the fixed penalty initiative and will provide whatever data/documentation is necessary to enable the Attendance Advisory Service to issue Fixed Penalty Notices whenever appropriate.

Regular and punctual attendance of pupils/academies is both a legal requirement and essential in order for students to maximise the opportunities available to them. The Attendance Advisory Service to Schools and Academies will continue to investigate cases of regular non-attendance from school and following appropriate casework, instigate action if applicable.

These penalty notices will require the recipient to pay a fine, currently £60 if paid within 21 days, or £120 if paid within 28 days.

The issuing of penalty notices is considered appropriate:

1. In cases of absence from school/academies when the pupil has been taken on a holiday that has not been approved by the school /academy and recorded as unauthorised absence and contributes to a total of at least 10 unauthorised absence sessions (5 days) during any given six week period. In such a case, each parent/carer with day to day care and responsibility may receive a separate Penalty Notice for each child taken out of school/academy.
2. Following a School Attendance Sweep (formerly known as Truancy Patrol), enquiries will be undertaken with the school/academy of all pupils stopped. In cases where the school/academy have recorded the absence of the pupil as unauthorised and when added to other unauthorised absences already recorded in the register, the total attendance amounts to 10 unauthorised sessions (5 days) then a Penalty Notice may be served on the parent.

In the early stages of casework an Attendance Advisory Practitioner might form the opinion that the serving of a Penalty Notice is appropriate, e.g. in cases where a parent continually fails to provide an explanation for their child's absence in accordance with the school procedures, and absence is recorded as unauthorised in the register of at least 10 sessions in any previous six week period.