

## **FIXED PENALTY NOTICES IMPORTANT INFORMATION FOR PARENTS**



### **What is a Fixed Penalty Notice?**

The Anti-Social Behaviour Act 2003 introduced legislation that made provision for a Local Authority to issue Fixed Penalty Notices. These notices require a fine to be paid by parents of pupils who have unauthorised absence from school.

A separate Penalty Notice will be issued to each parent for each child who has unauthorised absence.

### **In what circumstances will Fixed Penalty Notices be issued?**

Trafford will issue Penalty Notices for failing to secure regular attendance when unauthorised absence accounts for more than 10% of possible attendances. (i.e. attendance is less than 90% due to unauthorised absence). For unauthorised absences in the autumn term, Head teachers should continue to work with the Education Welfare Service and make them aware if they would like a Penalty Notice to be issued, but this will only be issued at the point that the pupil cannot achieve 90% attendance for the year and taking into account any improvement in attendance since the issue of the Penalty Notice.

### **What are the Penalties?**

If a Fixed Penalty Notice is issued the penalty is £60 when the payment is made within 21 days and £120 when the payment is made after 21 days but prior to 28 days. Failure to pay within 28 days will result in a summons to appear before the Magistrates Court on the grounds that you have failed to secure your child's regular attendance at school.

### **Why has the government introduced this legislation?**

The message of this new legislation is that it is really very important that every child attends school for as many of the 380 half day sessions of the school year as possible. It is the responsibility of parents to ensure that their children do not take unnecessary time off school.

### **What must I do?**

You should get in touch with the Education Welfare Officer as soon as possible, to discuss the reason for your child's absence from school. This may avoid the risk of a Fixed Penalty Notice being issued to you.

### **Can I get help if my child is not attending school regularly?**

The Education Welfare Officers support schools, parents and pupils so that high levels of attendance can be achieved. The Education Welfare Officer can be contacted through school.

Every school in Trafford is supporting the message that school attendance is a high priority. We hope that parents will help us to ensure that all children at Templemoor achieve the very highest levels of attendance at school.