

## The cost of a Penalty Notice

If a notice is to be issued the parent will have 15 days to provide any evidence they may wish to present to the school to support their reasons why the notice should not be issued.

It will be for the school to determine if the evidence is accepted.

There are no limits to the number of formal warnings that can be issued.

If a Penalty Notice is issued then the fine will be:

**£60 in the first instance to be paid in 28 days, which may rise to:**

**£120 if not paid promptly, to be paid within 42 days of receipt of notice.**

If the Penalty Notice is not paid then the Local Authority will consider prosecution for the original offence, which is 'failure to ensure regular attendance at school' under section 444(A) of the Education Act 1996.

## Support with School Attendance

Please remember that if there are reasons why your child is missing school then keep the school informed.

If your child is off school then speak to the school as early as possible on the first day of their absence.

**Your child is expected to be in school for 190 days an academic year with 175 days off due to weekends, INSET days and school holidays.**



### Who can you call?

Further information on the issuing of Penalty Notices can be obtained from your child's school or from the **Local Authority Education Welfare Service** on 01639 763620 Email: [EWS@npt.gov.uk](mailto:EWS@npt.gov.uk)

Further information about Penalty Notices is available at: **[www.npt.gov.uk](http://www.npt.gov.uk)**

## Education Welfare Service

# PENALTY NOTICE

**For unauthorised absences from school.**

INFORMATION FOR PARENT/CARERS &  
PUPILS



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## Penalty Notices

Welsh Government have instructed all local authorities to implement Penalty Notices under the (Penalty Notice) (Wales) Regulations 2013.

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.

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

## Appealing against a Penalty Notice

There is no statutory right of appeal under the Regulations, but where a parent contests the issuing of a Penalty Notice they can contact the Education Welfare Service.

## Who can request a Penalty Notice?

Request to issue a FPN can be made by Headteacher, their nominated deputy, Police and Neath Port Talbot Education Welfare Service

## Who will receive a Penalty Notice?

A notice will be issued to each parent in respect of each child.

Under section 576 of the Education Act 1996 a 'parent' means the person with parental responsibility and/or those responsible for the day-to-day care of the child irrespective of their relationship with the child.

## Why should my child attend every day?

### 100% attendance

0 days learning missed

***Best chance of SUCCESS!***

### 95% attendance

2 weeks of learning missed

***Poor attendance will impact on learning***

### 90% attendance

4 weeks of learning missed

***Poor attendance will impact on learning***

### 85% attendance

5 1/2 weeks of learning missed

***Very poor attendance has a significant impact on learning. You are at risk of prosecution.***

### 80% attendance

7 1/2 weeks of learning missed

***Very poor attendance has a significant impact on learning. You are at risk of prosecution.***

## A penalty notice may be issued:

**When a pupil has a minimum of 10 sessions or five school days lost due to unauthorised absences during the current term and bringing the overall school attendance to below 90% in the school year to date.**

**10 sessions or 5 school days are lost due to holidays in term-time if the absence takes the whole school attendance to below 90% in the current school year to date.**

**10 sessions of persistent lateness after the register has closed in a term bringing the attendance to below 90% in the current school year to date, or a combination of the above.**

