

## IF I GET A PENALTY NOTICE & DON'T PAY, WHAT HAPPENS?

You have up to 28 days from receipt to pay the Penalty Notice in full. If full payment is not received within this time the local authority is required under the Act to commence proceedings in the Magistrates Court for the original offence of unauthorised absence by your child.

If proven, this can result in fines of up to £1,000 and/or a range of disposals such as Parenting Orders or Community Sentences. If found guilty the parent will have a criminal record.

## CAN I BE PROSECUTED IF I PAY THE PENALTY NOTICE BUT MY CHILD IS STILL MISSING SCHOOL?

Not for the period included in the Penalty Notice, payment discharges your liability in this respect. However, it may be the case that a prosecution might be considered for further periods of unauthorised absence not covered by the Penalty Notice, depending upon the circumstances. If this is an issue, it is vital that you work closely with your child's school and support agencies such as the Education Welfare Service.

## CAN I GET HELP IF MY CHILD IS NOT ATTENDING REGULARLY?

Yes, your child's school and the Education Welfare Service will give you advice and support if you need help with your child's attendance. It is very important that you speak with the school or with the Education Welfare Service at the earliest opportunity if you have any worries at all about securing your child's attendance.

### IMPORTANT LEGAL DOCUMENT

If English is not your first language or you do not fully understand this document, you need to ask someone to explain the contents to you.

#### گرنگه

#### پہنڱنامہ ی باسالی

تہ گہر ٿیڱڱلاری زمانی سہریکی تو دیہ یا دہنہراوی ہم ہلڱنامہ ٿیڱاگی، بیویستہ دارا لہ کسٿک دکہی تو روڊکر دہنہری نارچروکی ہم ہلڱنامہ.

#### ਜਰੂਰੀ

#### ਕਰਨੀ ਦਸਤਾਵੇਜ਼

ਜੇ ਅੰਗਰੇਜ਼ੀ ਤੁਹਾਡੀ ਮਾਤ-ਭਾਸ਼ਾ ਨਹੀਂ ਹੈ ਜਾਂ ਤੁਹਾਨੂੰ ਇਸ ਦਸਤਾਵੇਜ਼ ਦੀ ਸੰਪੂਰਨ ਸਮਝ ਨਹੀਂ ਲੱਗਦੀ, ਤਾਂ ਇਸ ਦੇ ਤੱਤਾਂ ਬਾਰੇ ਸਪਸ਼ਟੀਕਰਨ ਦੇਣ ਲਈ ਤੁਹਾਨੂੰ ਕਿਸੇ ਨੂੰ ਬੇਨਤੀ ਕਰਨ ਦੀ ਲੋੜ ਹੈ।

#### গুরুত্বপূর্ণ আইনী নথি

যদি ইংরেজী আপনার প্রথম ভাষা বা অন্য ভাষা না হয় অথবা আপনি যদি এই নথিটি পূর্ণাঙ্গ পুরি বুঝতে না পারেন তাহলে এটির বিষয়বস্তু আপনাকে ব্যাখ্যা করতে দাওয়া করা কঠোর অনুরোধ করুন।

#### MUHIIM WARAAQO SHARCIYEED

Haddii af Ingiriisku uusan ahayn luqaddaada koobaad ama aadan si buuxda u fahamin warqadahan, waxaad u baahantahay in ruux aad waydiisato inuu waxa waraaqahan ku yaalla kuu sharraxo.

#### اہم معلومات

#### قانونی دستاویز

اگر انگریزی آپ کی ماں کی زبان نہیں ہے یا آپ اس دستاویز کو مکمل طور پر نہیں سمجھتے تو آپ کسی شخص سے کہیں کہ وہ اس کے مندرجات آپ پر واضح کرے۔

#### E RËNDËSISHME DOKUMENT LIGJOR

Nëse anglishtja nuk është gjuha juaj amtare, ose këtë dokument nuk e kuptoni plotësisht, duhet t'i kërkonit dikujt që t'ju shpjegojë pëmbajtjen.

#### IMPORTANTE DOCUMENTO JURÍDICO

Se o inglês não é o seu primeiro idioma ou não compreende bem este documento, precisa de pedir a alguém para lhe explicar o conteúdo.

#### WAŻNE DOKUMENT O TREŚCI PRAWNEJ

Osoby, dla których angielski nie jest językiem ojczystym lub które nie rozumieją w pełni tego dokumentu powinny poprosić kogoś o wyjaśnienie im jego treści.

#### महत्वपूर्ण कानूनी दस्तावेज

अगर अंग्रेजी आपकी पहली भाषा नहीं है या आप इस दस्तावेज को पूरी तरह से समझ नहीं पा रहे हैं तो, आपको किसी से इसके विषय-वस्तु समझाने के लिए पूछना होगा।

#### 重要的

#### 法律文件

如果英文不是您的第一语言，或您不能完全理解本文件，您需要找人将内容解释给您听。

#### QUAN TRỌNG TÀI LIỆU PHÁP LÝ

Nếu Anh ngữ không phải là ngôn ngữ chính của bạn hoặc nếu bạn không hiểu đầy đủ tài liệu này, bạn cần hỏi một ai đó để giải thích nội dung cho bạn.

#### گرنگه

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**Bristol City Council  
Education Welfare Service**

**SCHOOL ATTENDANCE:  
WHAT PARENTS & CARERS  
NEED TO KNOW**

**SCHOOL ATTENDANCE:  
EVERY DAY COUNTS  
SUPPORT YOUR CHILD TO  
ACHIEVE THEIR BEST**

**Education Welfare Service**

**Penalty Notice Coordinator: 0117 3521439**

**EWS general office: : 0117 3521438**

**Email: educationpenaltynotices@bristol.gov.uk**

**Address: Education Welfare Service**

**Education Welfare (CH)**

**PO Box 3176, Bristol, BS3 9FS**

## WHY ATTEND EVERY DAY ?

Good school attendance gives your child the opportunity of success and helps develop skills for life. Your child should attend school every day unless there is an unavoidable cause such as illness.

Missing school damages a pupil's learning and their grades (research shows that missing 17 days of school often leads to a drop in GCSE grades), disrupts routines and can make pupils vulnerable to crime.

Pupils should never miss school for reasons like shopping, birthdays or to wait in for a repair person.

### Missing school seriously affects life opportunities

## WHY ARE PENALTY NOTICES ISSUED ?

Parents/carers commit an offence if a child doesn't attend school regularly and the absence is not agreed by the school (i.e. the absence is **unauthorised**). In some cases unauthorised absence may result in prosecution under Section 444 of the Education Act 1996.

The Anti Social Behaviour Act 2003 introduced Penalty Notices as an alternative to prosecution. A Penalty Notice does not require a court appearance, but still aims to improve

## HOW MUCH IS A PENALTY NOTICE ?

**£60** if payment is made within 21 days.

**£120** if paid after this but within 28 days.

*Per parent, per child*

## WHEN WILL THEY BE USED ?

When the school agrees for your child to miss school in advance or accepts your explanation, absence is 'authorised'. All other absence is 'unauthorised'.

### Penalty Notices may be used where absence is unauthorised, for example when:

- a parent has taken their child on holiday during term without authorisation; especially when this means pupils miss exams, i.e. SATs and GCSEs.
- enquiries at school after a truancy sweep show the pupil's absence at that time as unauthorised.
- pupils are regularly late for school after the register has closed.
- a pupil has 8 or more unauthorised absences within the previous 10 week period.

## WHAT SHOULD I DO IF MY CHILD IS TRUANTING ?

### If your child is truanting you can:

- talk to them ~ try to find out why.
- meet with a member of school staff to discuss the situation and look for solutions.
- contact the Education Welfare Service for advice and guidance (contact numbers overleaf)
- try to understand what is happening for your child and help them resolve the problem.

**Education is key to their future success so it's important to solve issues as quickly as possible.**

## WHY AM I BEING SENT THIS LEAFLET ?

This leaflet is being sent to parents/carers so they are aware of the need for their child to attend regularly and on time to achieve their best.

It is important parents and carers understand their responsibilities and the consequences of their child having unauthorised absence from school.

## WHAT SHOULD I DO IF MY CHILD IS OFF SCHOOL ?

Telephone the school as early as possible on the first morning of each absence to give the reason. Ensure you follow the school's attendance policy with regard to your child's absence.

Make routine dentist and doctor appointments after school or during school holidays. If you have to make an appointment during school time, help your child to be at school for most of the day and let the school know about the appointment.

You may be asked for a medical certificate or appointment card if your child is regularly absent due to illness or dental/medical appointments.

## WHAT IF I WANT TO GO ON HOLIDAY ?

Holidays in term time are not normally authorised. In exceptional circumstances ask permission from the Head Teacher and check the school policy.