

## **Can I be prosecuted if I pay the Fixed Penalty Notice but my child is still missing school?**

You won't be prosecuted for the period included in the fixed penalty Notice, however, a prosecution might be considered for further periods of poor attendance; each case is considered individually by the Education Welfare Service.

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

Yes, both the school and the Education Welfare Service can offer support an advice to help secure improvement in your child's attendance. It is important you seek help at the earliest opportunity.

★ ★ ★ **REMEMBER** ★ ★ ★

**The Education Welfare Service would rather work with parents/ carers to resolve poor attendance than resort to enforcement actions like Fixed Penalty Notices or Court.**

They will only be used if this is the ONLY way of securing a child's attendance at school.



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# **Fixed Penalty Notices**



## **What are they?**



The Fixed Penalty Scheme for poor school attendance is in use in West Sussex. This leaflet offers you brief information on the Fixed Penalty Notice scheme and what it could mean for you.

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

It is a fine given for unauthorised absence from school.

## **Who issues them?**

The Local Authority issues them through the Education Welfare Service (EWS), by first class post to your home.

## **When are they used?**

- ◆ When a student has a **minimum of 10 school days** recorded as an unauthorised absence in a 10-week period. Please note, **ONLY a Headteacher** can authorise an absence from school.
- ◆ **For an unauthorised holiday.**
- ◆ **For a student being in a public place during the first five days of an exclusion from school.**
- ◆ Persistent late arrival at school (after the register closes).

## **Is a warning given?**

**YES.** It is a Formal Warning in writing and you will be told of the extent of your child's absences; you will also be given a chance to ensure that your child's attendance improves. If it does, the Fixed Penalty Notice may not be issued.

## **What happens if I don't pay?**

If you don't pay within 42 days, the Authority is required to commence proceedings in the Magistrates Court for the original offence of poor school attendance by your child. If proven, a fine of up to £2500 and/or parenting order or a community sentence could be enforced.

## **What is the fine?**

If paid within 28 days of receipt it is:

**£50.00**

After which it goes up to:

**£100.00**

If paid within 42 days.

## **How do I pay?**

Information on how to pay is included on the Fixed Penalty Notice. Payment cannot be made in part or by instalments.

## **The Education Welfare Service**

- Supports schools in maintaining high attendance.
- Supports students and parents/carers experiencing school related difficulties, so that ways can be found to overcome these problems.