



Information for Parents about Fixed Penalty Notices

What is a Fixed Penalty Notice?

The Anti-Social Behavioural 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 during term-time.

In what circumstances will Fixed Penalty Notices be issued?

A Fixed Penalty Notice will be issued in three situations:-

1. If a Holiday or other leave of absence is taken during term-time without the authorisation of the Headteacher.
2. If a Pupil has unauthorised absence from School and this does not improve following an FPN warning letter.
3. If a child is found on a Truancy Patrol twice during a four month period.

A separate Penalty Notice will be issued to EACH Parent for EACH child who has unauthorised absence.

What are the Penalties?

If a Fixed Penalty Notice is issued the penalty is **£60** when the payment is made within **21 days**. If payment is made after **21 days** but within **28 days** will increase to **£120**. 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 if my child is not attending School?

If you are having difficulties in ensuring your child attends School regularly, you should contact the School in the first instance. If you receive a warning letter from Doncaster Council about your Child's attendance 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.

You should avoid taking your Child out of School for a holiday unless there are exceptional circumstances as you will receive a Fixed Penalty Notice.

The Education Welfare Officers support Schools, Parents and Pupils so that high levels of attendance can be achieved. In the first instance you should contact your Child's School who will offer advice and support. If problems persist you can seek advice from an Education Welfare Officer on 736504.

Every school in Doncaster is supporting the message that School attendance is a high priority. We hope that Parents will help us to ensure that all Doncaster Children achieve the very highest levels of attendance at School.