

What can I do to help my child attend school regularly?

- *Send your child to school on time every day*
- *If your child is unwell, contact the school on the first day of absence and return your child to school as soon as possible*
- *Make sure your child knows you do not approve of them missing school.*
- **Take holidays only during school holidays.**
- *Make sure your child goes to school with the correct uniform and equipment.*
- *Take an interest in your child's education*
- *Talk to staff as soon as any issues arise.*

Suffolk County Council is committed to providing all children with the best start in life and works hard to improve the attendance of children.

Tackling Non-Attendance:

Increases children and young people's opportunities
Increases children's attainment
Makes children safer
Reduces anti-social behaviour
Reduces the risk of children becoming involved in crime and involved in alcohol and substance misuse

Further Information about the Penalty Notice Code of Conduct or your child's attendance please contact:

Margaret Smith
Lead Attendance Officer
01473 265348

Nigel Shaddick
Senior Education Welfare Officer
01473 265364
Or
Your child's School



Suffolk County Council

Penalty Notices

Information for Parents and Carers

*We offer a telephone interpreting service. To use it telephone: **08456066067***

Leave your name, language and phone number and a translator will call you back.

What is a Penalty Notice?

The law says that parents/carers, whose children of compulsory school age, are absent from school without good reason are committing an offence and the parents/carers maybe prosecuted in the Magistrates Court.

Section 23 of the Anti-Social Behaviour Act 2003 introduced additional powers under Section 444 of the Education Act 1996 authorising Local Authorities to issue Penalty Notices in cases of unauthorised absence from school.

Suffolk County Council Education Attendance Service is responsible for deciding when to issue Penalty Notices.

When will a Penalty Notice be issued?

We aim to work with schools and parents [carers] to improve pupil attendance but will issue a Penalty Notice fine when unauthorised absence occurs

AND

Where a pupil is stopped with parents/carers during a truancy sweep and the absence is not authorised by the school.

Suffolk County Council will issue each parent/carer with a Penalty Notice fine for unauthorised absence.

There is No Statutory Right of Appeal once a notice has been issued.

There are limited circumstances in which the fine may be withdrawn.

How do I pay and what happens if I do not pay?

Details of payment arrangements will be included on the Penalty Notice fine.

The penalty must be paid in full.

The penalty is £60 if paid within 21 days, increasing to £120 between 21 and 28 days.

If you do not pay the penalty in full within 28 days of the issue, the Local Authority is required to start legal proceedings against you in the Magistrates Court for the original offence of failing to ensure your child attends school regularly. This may lead to a fine up to £1000.

Payment of the Penalty Notice discharges your liability for the period to which the Notice relates.