

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

You cannot 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 on an individual basis

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

The School Campus Senior Attendance Officer, Monica Bowen, can offer support and advice to help secure improvement in your child's attendance

It is important you seek help at the earliest opportunity. Please contact our Data & SIMS Manager, Mrs Tina Barnes, via the school office to arrange an appointment

Southway is keen to work with parents/carers to resolve poor attendance issues rather than resort to enforcement actions such as Fixed Penalty Notices or Court

Pupil Entitlement: Investigation

Fixed Penalty Notice Team
Pupil Entitlement: Investigation
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Centenary House
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West Sussex
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**Pupil Entitlement: Investigation
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Southway Primary School

The best in everyone™

Part of United Learning

A Brief Guide to

Fixed Penalty Notices

Sections 444 Education Act 1996
Anti-Social Behaviour Act 2003
Crime and Disorder Act 1998



What is a Fixed Penalty Notice?

It is a fine charged for unauthorised absence from school. The Fixed Penalty Scheme operates in West Sussex when poor attendance becomes an issue. This leaflet provides a brief overview of the Fixed Penalty Notice Scheme and what it could mean to you and your child

When are they used?

When a pupil has a minimum of 10 sessions of unauthorised absence in any ten week period a referral for a Fixed Penalty Notice is made.

Please be aware that each day counts as two sessions (morning and afternoon registration):-

- Late arrivals at school after the register has been taken are recorded as unauthorised
- A holiday in term time which has not been authorised. The Government has directed that schools may only grant holiday leave in exceptional circumstances

Unauthorised Absence Explained

It is important to realise that **only the Principal** can authorise any absence, not the parent or carer. When a pattern of absence begins to cause concern, you will be contacted by a member of the attendance team who will seek to work with you to resolve poor attendance. This will include considering the possibility that further absences may be deemed unauthorised

How much is the FPN?

The FPN is issued with an invoice for £120 and 28 days are given for you to settle the penalty. If the FPN is paid within the first 21 days the amount payable is reduced to £60. Please be aware that the FPN is issued **per parent, per child**

Please note

If the school refers a period of absence that is longer than 15 consecutive school days, Pupil Entitlement may consider a FPN is not appropriate. In these instances the matter may instead be brought directly before the Courts

How do I pay?

The information on how to pay is included on the Fixed Penalty Notice. Please note that the payment cannot be made in part or by instalments

What happens if I don't pay?

If the fine is not paid within 28 days, the Local Authority will consider instigating a prosecution in the Magistrates Court for the original offence of poor school attendance.

If proven, this this could result in a fine of up to £1000 per parent per child parent and/or a parenting order or a community service sentence could be enforced.

Can I appeal?

NO. There is no statutory right of appeal once a notice has been issued.