

- If a Penalty Notice is issued you have 28 days from the date of issue to pay £50. After 28 days it will increase to £100. Failure to pay within 42 days will result in prosecution in the North Lincolnshire Magistrates' Court under Section 444 (1/1A) of the Education Act 1996 for failing to secure your child's regular attendance at school
- Penalty Notices are issued to **all parents/carers individually**, this includes partners and any person identified as having responsibility for ensuring the child attends school regularly, which can include grandparents and older siblings

### What can I do to help?

- Take an interest in your child's education and encourage regular school attendance
- Contact your child's school on the first day of absence
- Try to avoid unnecessary absences
- Wherever possible make medical and dental appointments outside of school hours
- Avoid family holidays during term time

*If you suspect your child may be missing school or is unhappy at school, you should contact the school or Local Authority so that advice and guidance can be provided*

### Education Welfare Service

46B Newdown Road  
 South Park Industrial Estate  
 Scunthorpe  
 North Lincolnshire  
 DN17 2TX

Tel: 01724 870776



## Education Welfare Service



## SCHOOL ATTENDANCE

Every day of school attendance helps your child  
 enjoy and achieve

Good attendance provides better chances and more choices

## The Law

All children who are between 5 and 16 years old are entitled to an appropriate, full time education.

- Most parents want their children to be happy and achieve
- It is more important than ever for children to have a good education, to have choices and opportunities in adult life
- Children only get one chance at school, and your child's chances of a successful future may be affected if they are not attending school regularly
- Research shows that some young people who regularly miss school can be drawn in to anti-social behaviour or crime.

*Parents/carers are responsible for making sure that their children regularly attend the school at which they are registered. The Local Authority is responsible for making sure that parents/carers fulfil their responsibilities.*

## Authorised and Unauthorised Absences

- There may be times when your child has to miss school because they are ill in which case you should contact the school on the first day of absence
- Children may have to attend medical or dental appointments in school time, but routine appointments should be made out of school hours
- Persistent absence may not be authorised as a medical reason without confirmation from a medical practitioner
- If you think you might need to take your child out of school for any reason, discuss this with the school as soon as possible.
- Reasons such as a family bereavement or a religious event would be acceptable for short absences
- Holidays during term time are not an entitlement and must be authorised by the Head Teacher
- Unacceptable reasons for missing school includes shopping, haircuts and birthdays and unauthorised holidays

## What if my child does not attend school regularly?

- Your child's school is responsible for reporting irregular school attendance to the Local Authority
- Every school has a named Local Authority officer who is there to help with concerns about school attendance or punctuality
- You will be given advice to address your child's school attendance issues and help you to meet your legal responsibilities as a parent
- Responsibility for ensuring the regular school attendance of a child remains with parents/carers
- Where support has been provided to a family, and school attendance does not improve, Legal proceedings may be instigated against the parents/carers.

## Holidays in term time

- The Head Teacher at your child's school has a discretionary power to grant **up to ten days** authorised absence during term time in any one academic year. This has to be exceptional circumstances and for the purpose of one family holiday - **this is not an entitlement**
- If holidays are taken that have not been authorised a **Penalty Notice will be issued** if there are 10, or more, unauthorised sessions (half days)

*As a parent/ carer, you are committing an offence if you fail to secure the regular attendance of your child at the school where they are registered*

## What is a Penalty Notice?

- The Anti Social Behaviour Act 2003 introduced legislation that made provision for the Local Authority to issue Penalty Notices to address unauthorised absences and prevent a pattern of irregular school attendance from developing
- A Penalty Notice requires a fixed fine to be paid by parents/carers of pupils who have unauthorised absence from school.