

Information for Parents

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.

A Fixed Penalty Notice can 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 a period of unauthorised absence from School following an FPN warning letter, and the attendance does not improve within 15 days.** *(If you do 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).*
3. **If a child is found on a Truancy Patrol twice during a four month period.**

Any absence which does not meet the criteria of being 'an exceptional circumstance' will be marked as unauthorised absence and as such you may be at risk of receiving a Fixed Penalty Notice. Please be aware that BOTH parents are at risk of receiving a Fixed Penalty Notice for EACH child of the family with a period of unauthorised absence from school in line with Section 23 of the Anti-Social Behaviour Act 2003.

What are the Penalties?

If a Fixed Penalty Notice is issued the penalty is **£60 per Parent per Child** when the payment is made within **21 days**. If payment is not made within this timescale the penalty amount will double to **£120 per Parent per Child** made within **28 days**.

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. If the case progresses to Court you may receive a Fine of up to **£1000**.

Why has the Government introduced this Legislation?

The 2013 change to Legislation states that it is really 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.

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.