

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

You wont 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
individually by the Education Welfare
Service.

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

Yes, both the school & the Education
Welfare Service can offer support and
advice to help secure improvement in
your child's attendance. It is
important you seek help at the earliest
opportunity.

*** * * REMEMBER * * ***

The Education Welfare Service would
rather work with parents/carers to
resolve poor attendance than resort to
enforcement actions like Fixed Penalty
Notices or Court.

They will only be used if this is the ONLY
way of securing a child's attendance at
school.

**Fixed Penalty Officer
Education Welfare**

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Fixed Penalty Notices



***What
are
they?***



The Fixed Penalty Scheme for poor school attendance is in use in West Sussex. This leaflet will offer you brief information on the Fixed Penalty Notice scheme & what it could mean for you.

What is a Fixed Penalty Notice?

It's an alternative to prosecution & is used to try & secure an improvement in a pupil's school attendance without the need for a parent to appear in Court.

Who issues them?

The Local Authority Issues them through the Education Welfare Service (EWS), by first class post to your home

When are they used?

- When a pupil has a minimum of 20 school sessions (10 school days) recorded as an unauthorised absences in a 10-week period. Please note ONLY a Head Teacher can authorise an absence from school.
- When a parent fails to provide an explanation for a pupil's absence in accordance with the school's procedures.
- Inappropriate parentally condoned absences.

- When a pupil truants
- Unauthorised holidays in term time or where a child fails to return to school after an agreed holiday period.
- Persistent late arrival at school (after the register closes).

What do they cost?

£50.00

If paid within 28 days of receipt of the Fixed Penalty Notice, after which it goes up to:

£100.00

If paid within 42 days

How do I pay?

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

What happens if I don't pay?

If you don't pay within the 42 days the Authority is required to commence proceedings in the Magistrates Court for the original offence of poor school attendance by your child. If proven a fine of up to £2500 &/or parenting order or a community sentence could be enforced.

Is a warning given?

YES. It is a Formal Warning in writing & you will be told of the extent of your child's absences, & you'll be given a chance to ensure your child's attendance is improved. If it does the Fixed Penalty Notice may not be issued.

Can I appeal?

NO. There is no statutory right of appeal once a notice has been issued. You can make a representation once a warning has been issued should you wish.