



Penalty Notices

This letter alerts you to the use of penalty notices for unauthorised absences from school.

PCC believes that any absence from school, for whatever reason, is detrimental to a child's long-term life opportunities, so should be avoided if at all possible. Reducing absence from school is a key priority, both nationally and locally, because missing school damages a pupil's attainment levels, disrupts school routines and can leave a pupil vulnerable to anti-social behaviour and youth crime.

A penalty notice is an available option with the aim of seeking to secure an improvement in the pupil's attendance. A penalty notice can be requested by a Head teacher, their authorised deputy or assistant head teacher, the police and neighbouring local authorities.

If a notice has been requested and the relevant checklist has been completed by PCC, should PCC accept the request the parent will receive a formal written warning notifying them that they may receive a penalty notice and providing a period of 15 school days to allow the parent to respond. During the 15 days, parents would have the right to provide any evidence they may wish to present to the school, including medical evidence, to argue that the penalty notice should not be issued. If a reason for absence is provided by the parent, it will be for the Head teacher/authorised person in the school to determine whether the evidence is accepted, and the register amended.

If evidence is not provided or the Head teacher/authorised person does not accept the evidence, then the Head teacher should notify PCC and a penalty notice can be issued by PCC by first class post.

- If payment of £60 is made within 28 days of receipt of the notice, there will be no further action.
- If the payment of £60 is not made within 28 days of receipt of the notice, the penalty rises to £120 if paid after 28 days but within 42 days of receipt of the notice.
- If payment of £120 is made within 42 days of receipt of the notice, there will be no further action.
- If payment is not made pursuant to the notice, then the notice will either be withdrawn or the offence will be prosecuted under Education Act 1996 section 444.

Please remember that if there are reasons why your child is missing school then you can seek support and guidance from staff at your child's school. Please do ask before the non-attendance becomes an issue.

www.pembrokeshire.gov.uk/schoolattendance