

What happens if I do not pay?

If you have not paid the Penalty Notice in full before the 42 days allowed, the authority is required to commence legal proceedings in the Magistrates Court for the original offence of failure to ensure regular attendance at school.

If proven, this could result in a fine of up to £1,000 under Section 444 (1), a Parenting Order or other sanctions at the Magistrates disposal. You are strongly urged to seek legal advice if you are considering not paying the Penalty Notice.

Is there an appeal process?

There is no right of appeal against the Penalty Notice but if you believe it to be incorrectly issued to you, you should contact the Principal Education Welfare Officer immediately. If you believe you are not guilty of the offence and therefore decide

Further information sources:

School website (information section)

www.manorbrook.org.uk

South Gloucestershire Council

Department for Education

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance>

Manorbrook Primary School

Park Road
Thornbury
Bristol BS35 1JW

Phone: 01454 867225

E-mail:
manorbrookprimary.school@southglos.gov.uk

MANORBROOK PRIMARY SCHOOL

Attendance Matters.



Making The Most of Opportunity

Regular Attendance = Successful Education

Good attendance is an essential ingredient towards raising standards and pupil's achievement.



For children to gain the greatest benefit from their education it is vital they attend regularly, be at school on time, every day

the school is open, unless the reason for the absence is unavoidable.

Every lesson really does count for your child; children can fall behind if even one day is missed. Catching up even a little lost time can be difficult for children. The gap in learning makes them more likely to feel alienated from their class and struggle to 'catch up'. There have been examples where a break in attendance has caused children to become more reluctant to attend school and academic progress affected. If poor attendance habits develop at primary school, children can struggle at secondary school or be at increased risk of harm.

Changes to Leave of Absence in Term Time (including holidays)

From 1st September 2013 the Department for Education introduced significant adaptations to the Attendance Regulations (2006). A key change was the removal of a school's option to authorize holidays with leave of absence only being authorized in 'exceptional circumstances'.

Any request for leave of absence must be made in advance (in writing) to the Head Teacher. Requests will only be authorized in exceptional circumstances'. The nature of an exceptional circumstance will be at the Head-teacher's discretion.

What happens if a request is unauthorised by the Headteacher?

Any **unauthorised** leave of more than 5 days recorded in 7 school weeks **can** result in the school requesting the Local Authority issue a **penalty notice**.

Penalty Notices were introduced under Section 23(1) of the Anti Social Behaviour Act 2003 to address unauthorised absence from school. It is a fine issued by the Principal

Education Welfare Officer (or authorized deputy) on behalf of the local authority to parents/carers of a child who has failed to attend school regularly and whose absence is unauthorised.

It does not require the parent to attend court but is an alternative to prosecution in the magistrate's court. Parents/carers who pay the fine in full within the time limits cannot later be prosecuted for the offence to which the Penalty Notice relates (Section 444 of the Education Act 1996).

The notice is a fine of £60 per parent per child if paid within 28 days of receipt of the notice; but rising to £120 if paid after 28 days but within 42 days.

The payment must be made in full - part payments will not be accepted - details of how to pay are printed on the Penalty Notice.