

PENALTY NOTICE

for not attending school

**MOMENTS
MATTER,**

**ATTENDANCE
COUNTS.**

A PENALTY NOTICE IS A TYPE OF FINANCIAL PENALTY YOU MUST PAY

From 19 August 2024 you will be issued a Penalty Notice if your child has a total of 10 sessions of unauthorised absence in any period of 10 weeks.

Penalty Notices are issued to each parent, for each child.

This means if Penalty Notices were issued for 3 siblings, they would be issued to both parents – 6 Penalty Notices in total.

Legal proceedings will be taken against you if payment of a Penalty Notice is not made within 28 days.

First offence

First Penalty Notice per parent, per child, you must pay:

- **£80** if you pay within 21 days
- **£160** if you pay after 21 days but within 28 days

Second offence within 3 years

Second Penalty Notice within 3 years per parent, per child, you must pay:

- **£160** within 28 days

Any other offence within 3 years

Legal proceedings will be taken against you if:

- your child has any further unauthorised absences within 3 years

**LEGAL PROCEEDINGS COULD LEAD TO A HIGHER FINANCIAL
PENALTY AND WILL RESULT IN A CRIMINAL RECORD**