Telford & Wrekin Co-operative Council

Protect, care and invest to create a better borough

TELFORD & WREKIN COUNCIL

PENALTY NOTICES (Education)

Including Amendments to:

The Education (Penalty Notices) (England) Regulations - 2024

National Framework for Penalty Notices: Feb 2024

The School Attendance (Pupil Registration) (England) Regulations 2024

Working Together to Improve School Attendance: DfE Aug 2024 (Revised July 2026)

LOCAL CODE OF CONDUCT

April 2024

Reviewed September 2026

Attendance Support Team, Darby House, Lawn Central, Telford TF3 4JA – attendancesupportteam@telford.gov.uk

Telford & Wrekin Council - Penalty Notice Code of Conduct

1. The purpose of this local code of conduct is to ensure that Penalty Notices for school absence are issued in a manner that is fair and consistent across the Borough of Telford & Wrekin. The code sets out the arrangements for administering Penalty Notices in Telford & Wrekin and must be adhered to by anyone issuing a Penalty Notice for school absence in this area. The code complies with relevant regulations and the Department for Education's national framework for Penalty Notices as set out in the 'Working together to improve school attendance' DfE guidance- August 2024.

2. This code has been drawn up to consult with the headteachers and governing bodies of state-funded schools and the local police force proposing that arrangements for issuing school attendance related Penalty Notices remains the responsibility of the Local Authority (LA), delegated to the Attendance Support Team.

Legal basis

3. Penalty Notices may be issued to a parent as an alternative to prosecution for irregular school attendance under s444 of the Education Act 1996. They can only be issued in relation to pupils of compulsory school age in maintained schools, pupil referral units, academy schools, alternative provision settings, and certain off-site places as set out in section 444A(1)(b).

4. The Education (Penalty Notices) (England) Regulations 2007 (and subsequent amendments) set out how Penalty Notices for school absence must be used.

5. A Penalty Notice can only be issued by an authorised officer: that is, a headteacher or a deputy or assistant head authorised by them, an authorised local authority officer or a police constable.

6. The national framework for Penalty Notices is published in statutory guidance 'Working Together to Improve School Attendance'. It provides further national guidance on the operation of Penalty Notice schemes for school absence in England.

7. A parent includes any person who is not a parent, but who has parental responsibility for the child or who has care of the child, as set out in section 576 of the Education Act 1996. Penalty Notices will usually be issued to the parent or parents with day-to-day responsibility for the pupil's attendance or the parent or parents who have allowed the absence (regardless of which parent has applied for a leave of absence).

Rationale

8. Research published by the Department for Education in May 2022 found pupils with higher attainment at KS2 and KS4 had lower levels of absence over the key stage compared to those with lower attainment.
    a. Pupils who did not achieve the expected standard in reading, writing and maths in 2019 had an overall absence rate of 4.7% over the key stage, compared with 3.5% among pupils who achieved the expected standard and 2.7% among those who achieved the higher standard.
    b. Pupils who did not achieve grade 9 to 4 in English and maths GCSEs in 2019 had an overall absence rate of 8.8% over the key stage, compared with 5.2% among pupils who achieved a grade 4 and 3.7% among pupils who achieved grade 9 to 5 in both English and maths.

9. For the most vulnerable pupils, regular attendance is also an important protective factor and often the best opportunity for needs to be identified and support provided.

10. Where difficulties arise with school attendance, professionals should take a 'support first' approach in line with the DfE's 'Working together to improve school attendance' guidance, only resorting to legal enforcement when necessary. The aim is that the need for legal enforcement is reduced by taking a supportive approach to tackle the barriers to attendance and intervening early before absence becomes entrenched.

11. The national framework for Penalty Notices is based on the principles that Penalty Notices should only be used in cases where:

    a. support is not appropriate (e.g. a term time holiday) or where support has been provided and not engaged with or not worked, and
    b. they are the most appropriate tool to change parental behaviour and improve attendance for that particular family.

When may a Penalty Notice for absence be appropriate?

12. When the national threshold has been met: when a school becomes aware that the national threshold has been met, they must consider whether a Penalty Notice can and should be issued or not. The national threshold has been met when a pupil has been recorded as absent for 10 sessions (usually equivalent to 5 school days) within 10 school weeks[1], with one of, or a combination of the following codes:

    (a) code G (the pupil is absent without leave for the purpose of a holiday),

    (b) code N (the circumstances of the pupil's absence have not yet been established),
    (c) code O (none of the other rows of Table 3 in regulation 10(3) of the School Attendance (Pupil Registration) (England) Regulations 2024 applies), and

[1] A school week means any week (Monday to Sunday) in which there is at least one school session. The 10 school-week period when the national threshold applies may span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

(d) code U (the pupil attended after the taking of the register ended but before the end of the session, where no other code applies)

13. During or following a truancy sweep: the LA would only issue a Penalty Notice if they locate a child during a truancy sweep who is within a five day exclusion from school (see criteria for Exclusion Penalty Notice (see 36.a-c))

14. If in an individual case the local authority believes a Penalty Notice would be appropriate, they retain the discretion to issue one before the threshold is met. This might apply for example, when parent(s) are deliberately or purposefully avoiding the national threshold by taking several term time holidays below threshold, or for repeated absence for events such as birthdays and taking their child out of school, or when there are only four pupil days in school and the fifth day is for example a PD day or bank holiday.

15. If repeated Penalty Notices are being issued and they are not working to change behaviour they are unlikely to be most appropriate tool. The national framework for Penalty Notices sets out that a maximum of 2 Penalty Notices per child, per parent can be issued within a rolling 3-year period. If the national threshold is met for a third time (or subsequent times) within 3 years, another tool should be used. This may include agreeing a supportive action, a parenting contract or prosecution under Section 444 of the Education Act 1996.

16. For the purpose of the escalation process, previous Penalty Notices include those not paid (including where prosecution was taken forward if the parent pleaded or was found guilty) but not those which were withdrawn.

Key considerations prior to the issue of a Penalty Notice for school absence

17. The following considerations will be made before issuing (or requesting that another authorised officer issues) a Penalty Notice to ensure consistency of approach:

    a. In cases where support is not appropriate (for example, for holidays in term time), consider on a case by case basis:

    - Is a Penalty Notice the best available tool to improve attendance and change parental behaviour for this particular family or would one of the other legal interventions be more appropriate?

    - Is issuing a Penalty Notice in this case appropriate after considering any obligations under the Equality Act 2010

    - (For local authorities only) Is it in the public interest to issue a Penalty Notice in this case given the local authority would be accepting responsibility for any resulting prosecution for the original offence in cases of non-payment?

    b. In cases where support is appropriate, consider on a case-by-case basis:

- Has sufficient support already been provided? Sufficient support will usually include: Offers of appropriate early help by the school and declined by the parents, an Early Help Assessment to access support from the LA Strengthening Families Team and lack of engagement by parents. Non-cooperation with a Parenting contract or declined any other appropriate support, including referrals to other external agencies.

- Is a Penalty Notice the best available tool to improve attendance and change parental behaviour for this particular family or would one of the other legal interventions be more appropriate?

- Is issuing a Penalty Notice in this case appropriate after considering any obligations under the Equality Act 2010

- (For local authorities only) Is it in the public interest to issue a Penalty Notice in this case given the local authority would be responsible for any resulting prosecution for the original offence in cases of non-payment?

If the answer to the above questions is 'yes', then a Penalty Notice (or a Notice to improve in cases where support is appropriate) will usually be issued.

Notice to improve

18. A Notice to improve is a final opportunity for a parent to engage in support and improve attendance before a Penalty Notice is issued. If the national threshold has been met and support is appropriate but offers of support have not been engaged with by the parent or have not worked, a Notice to improve should usually be sent to give parents a final chance to engage in support. An authorised officer can choose not to use one in any case, including cases where support is appropriate, but they do not expect a Notice to improve would have any impact on a parent's behaviour (e.g. because the parent has already received one for a similar offence).

- In Telford & Wrekin the issuing of A 'Notice to Improve' related to school attendance is delegated to the Attendance Support Team.

- Schools will refer all cases when the threshold is met for a Penalty Notice and a Notice to improve will only be issued if both school and the LA are in agreement it is the appropriate action.

- The Notice to Improve will inform the parent that the pupils attendance will be monitored and reviewed between three and six weeks. This may be extended after six weeks.

- There should be no further sessions of unauthorised absence or signs of improvement during the monitoring period.

- The school will be asked to provide details of the pupil's attendance at any time during the monitoring period. If the attendance does not begin to improve immediately the school do not need to wait until the end of the monitoring period to re-refer the case to the Attendance Support Team.

- If the school and the Attendance Support Team are in agreement, a Penalty Notice will be issued. To ensure consistent application of Penalty Notices, the Attendance Support Team will issue all 'Notice to Improve' warnings.

19. **The 'Notice to Improve'** will include:

    a) The pupil's attendance record and details of the offence(s)

    b) The benefits of regular attendance and parents' duty under Section 7 of the Education Act 1996

    c) Support/opportunities for support provided so far

    d) Opportunities for further support and the option to access previously provided support that was not engaged with if appropriate

    e) Risk of a Penalty Notice being issued or prosecution considered if improvement is not secured within the improvement period

    f) A clear time frame for the improvement of between three and six weeks

    g) Details of what sufficient improvement within that timeframe will look like in the case 9e.g. no further offences within a certain timeframe or attendance improved within a cert\in timeframe).

    h) The grounds on which a Penalty Notice may be issued before the end of the improvement period.

How authorised officers will work together

20. Authorised officers should work together to ensure that Penalty Notices are used when likely to be effective and change behaviour.

21. An authorised officer can be a headteacher or someone authorised by them (a deputy or assistant head), a local authority officer or the police. Telford & Wrekin are consulting on who will be responsible for the administration of and who will issue Penalty Notices in this area.

22. Where the school (or police) request that the LA issues the Penalty Notice, they need to:

23. **Procedure for Issuing Penalty Notices:**

    a) Schools will refer all cases to the Attendance Support Team where there are unauthorised absences, and they believe it is appropriate for a Penalty Notice to be issued in the circumstances.

    b) Only the Attendance Support Team will issue Penalty Notices relating to unauthorised absence from school on behalf of Telford & Wrekin Council if the referral warrants a Penalty Notice to be issued. This will ensure consistent and

equitable delivery, retain school/home relationships, and allow cohesion with other enforcement sanctions.

c) Penalty Notices will only be issued by post and never as an on the spot action i.e. during a Truancy Sweep. This will ensure that all evidential requirements are in place and meet Health & Safety requirements for the Council employees.

d) The Attendance Support team will report back to the referring school the outcome of the Penalty Notice, e.g. if it has been paid, if it has been withdrawn etc.

e) The Attendance Support team will retain all information relating to any issued Penalty Notice to allow for the monitoring during the three-year escalation period.

24. Where schools, West Mercia Police and neighbouring LAs consider the issuing of a Penalty Notice appropriate, this request will be investigated and actioned by the Attendance Support Team provided that:

a) All relevant information is supplied in the specified manner.

b) The circumstances of the pupil's absence meet all the criteria of this Code of Conduct.

c) Reasonable expectation that their use would improve attendance.

d) The issue of a Penalty Notice does not conflict with other intervention strategies in place or other enforcement sanctions already being processed.

25. The Attendance Support Team will respond to all requests within 10 school days of receipt of referral.

26. **Where all criteria are met The Attendance Support Team will:**

- **Issue a Penalty Notice:** where all criteria are met as laid down in this Code of Conduct.

or

- **Issue a formal written 'Notice to Improve' warning** to the parent/carer of the possibility of a Penalty Notice being issued if the criteria are met.

27. At the end of the monitoring period (or at a date agreed within the three to six weeks period following the date of the Notice to Improve) a Penalty Notice will be issued and sent via first class post.

28. Once a Penalty Notice has been issued the pupil's attendance will continue to be monitored by the school in partnership with the Attendance Support Team.

29. The Penalty Notice will be £160 and must be paid within 28 days but it is reduced to £80 if paid within 21 days.

30. Only one additional Penalty Notice may be issued to the same parent for the same child within a rolling three-year period but there will be no option for the second offence to be discharged at the reduced amount of £80.

31. No third Penalty Notice will be issued within a three-year rolling period. For any third or subsequent offence, alternative sanctions will be considered, such as prosecution under Section 444 of the Education Act or an alternative legal intervention.

Cases where a pupil has moved school or local authority area within the three rolling year period

32. If a pupil has moved school within the LA in the previous 3 years, the process of referring to the Attendance Support Team will allow a check of whether a Penalty Notice (or Notices) has been issued in the previous 3 years without any additional checks being required.

33. In cases where the pupil has moved between LA areas in the previous 3 years, either because the family has moved house or the pupil has moved school, an additional check should be carried out. Where the previous LA is known, the authority for that area should be contacted to check whether a Penalty Notice has been issued to that parent for that pupil in the previous 3 years. These checks can be made by the school and/or local authority.

34. Telford & Wrekin have established a mailbox to allow queries from other LAs and vice versa. This mailbox is: **crossborder.PenaltyNotice@telford.gov.uk**.

35. In cases where the previous LA is not known or the information cannot be, or is not, provided by the previous LA, it should be assumed that the parent has not previously received a Penalty Notice and the escalation process started as per a new case.

Circumstances where an Exclusion Penalty Notice (EPN) may be issued:

36. For a child of compulsory school age who is a registered pupil at a school and is excluded from that school, either for a fixed period, or permanently, his/her parent/carer is guilty of an offence under *Section 103 of the Education and Inspections Act 2006* if:
    a. the child in question is present in a public place during school hours without reasonable justification during the first five days of each and every period of exclusion.
    b. the parent must have been notified by the school at the time of the exclusion of their duty and the dates it relates to.
    c. If all criteria are met, a Penalty Notice will be issued, and payment options are in line with 1st issue Penalty Notices. A 'Notice to Improve' will not be issued.

Use of sums received for payment of Penalty Notices:

37. All payments for Penalty Notices are paid to the issuing Local Authority.

38. Monies should be first used for administration of the Penalty Notice system and prosecution. If a surplus remains, beginning from school year 2024-2025 this can be spent on attendance support. In practice, 'support' means any other activity to improve attendance, not including Penalty Notice or prosecution in line with 'Working Together to Improve School Attendance' guidance.
39. The revenue must not be considered part of wider local authority funding and should not therefore be elide upon to fund core expectations of the local authority.

40. Any surplus monies must be paid to the Secretary of State.

Procedure for withdrawing Penalty Notices:

41. Once issued, a Penalty Notice will only be withdrawn in the following circumstances:

    a) Proof has been established that the Penalty Notice was issued to the wrong person

    b) The use of the Penalty Notice did not conform to the terms of this Code of Conduct

    c) The parent can show that they did not receive the Notice e.g. it was delivered to the wrong address.

Payment of Penalty Notices:

42. Arrangements for payment will be detailed within the Penalty Notice.

43. Payment of a Penalty Notice discharges the parent/carer liability for the period in question and they cannot subsequently be prosecuted under other enforcement powers for the period covered by the Penalty Notice.

44. Payment of a Penalty Notice within 21 days is £80 and payment after this time, but within 28 days, is £160.

45. All Penalty Notice payments are made to the issuing Local Authority. Telford & Wrekin Council retains any revenue from Penalty Notices.

Non-Payment of Penalty Notices:

46. Non-payment of a Penalty Notice will result in the pursuance of the prosecution process under the provision of Section 444 of the Education Act 1996, or unless it is withdrawn for one of the reasons previously stated.

Policy and Publicity

47. Issuing of Penalty Notices as a sanction is included in the Local Authority's Attendance Policy

48. All school Attendance Policies will include information on the issuing of Penalty Notices and this will be brought to the attention of all parents.

49. The LA will include information on the use of Penalty Notices and other attendance enforcement sanctions on the Councils website and in promotional/public information material.

Reporting & Review:

50. The Attendance Support Team will report annually to the DfE in the form of the PRMA data collection in the Autumn Term.

51. The regular reports to the Senior Management Team on attendance matters will include Penalty Notice use.

52. The Attendance Support Team will review Penalty Notice use at regular intervals and make any necessary legislative changes and will review the general enforcement strategy as appropriate.

Parent
Address 1
Address 2
Address 3
Postcode

PENALTY NOTICE

Section 444A Education Act 1996

Ref no: AST1-000000

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his/her parent/carer is guilty of an offence under s.444 Education Act 1996.

You are the parent of *«Pupil»* born on *«Pupil_DOB»* who is a registered pupil at *«School»* and resides at *«Full_Address».*

During the period from *«Absence_Date_from»* to *«Absence_Date_to»* the pupil failed to attend regularly at the school.

This first notice gives you the opportunity to pay a penalty fine instead of being prosecuted for the offence given above. The amount of the penalty is £80/£160 in accordance with the table overleaf. **Payments made within the time limits set out below will discharge any liability for the offence and there will be no further action taken against you.**

Payment of £80 should be made within 21 days. If paid after 21 days but within 28 days the penalty is doubled to £160. Payment can be made by post, Cheque/Postal Order payable to Telford & Wrekin Council, at the address overleaf together with the return of the remittance slip. Please do not send cash in the post.

Late or part payments will not be accepted and no reminders will be sent. **If payment is not received by «Payment_Due_Date»,, you will be prosecuted for this offence, and you may be fined up to £2,500 or there is a possibility of imprisonment for a period of up to 3 months**.

This Notice is issued by Telford & Wrekin Council, Attendance Support Team.

Date of issue: *«Issue_Date»*

(*AST Officer*)
Attendance Support Team

1. Contact Details
If you have any queries about this Notice, please contact the Attendance Support Team, Darby House, Lawn Central, Telford TF3 4JA on 01952 385220.

2. Payments
Payments made within the period below will discharge any liability for the offence. Cheques should be made payable to Telford & Wrekin Council and forwarded for the attention of the Attendance Support Team, Darby House, Lawn Central, Telford TF3 4JA. Alternatively, you can contact the Attendance Support Team office on 01952 385220 and pay by debit/credit card during office hours. Payment can be made in cash, in person at Darby House on Mondays and Tuesdays.

When Paid	Date payment must be received by	Amount Due
If paid with 21 days		£80
If paid within 22 & 28 days		£160

3. Code of Conduct
This Notice is issued in accordance with a local code of conduct drawn up by Telford & Wrekin LA in line with the *Education (Penalty Notices) (England) Regulations 2007 – amended 2024* . Any questions or correspondence about the code should be addressed to the Attendance Support Team at the above address.

4. Withdrawal
This Notice may be withdrawn by the Attendance Support Team if it is shown that it should not have been issued to you or has not been issued to you in accordance with the local code of conduct. If you believe that the Notice was wrongly issued you must contact the LA to ask for it to be withdrawn as soon as possible, stating why you believe the Notice to have been incorrectly issued. The LA will consider your request and will contact you to let you know whether the Notice is withdrawn. If the Notice is not withdrawn and you do not pay, you will be liable to prosecution for the offence that your child has failed to attend school regularly.

5. Prosecution
If you do not pay the penalty and the Notice is not withdrawn, you will be automatically summonsed to Court for the offence of failing to ensure your child's regular attendance at school under Section 444 of the Education Act 1996. If you are convicted of the offence you are liable to be fined a maximum of £2,500 or be imprisoned for a period of up to 3 months. You are advised to seek legal advice.

PENALTY NOTICE
Name: «Parent»
Address: «Full_Address»

Ref No: «Ref_No»«Ref_Initial»

I attach payment in the sum of
£_____

Date payment must be received by	Amount Due
«Payment_Due_Date»	£80
	£160

Signed_____
Date_____
(Please detach and return this slip with your remittance)

For office use only:
Cost Code R9299 GBAH GBAA Z99

Parent
Address 1
Address 2
Address 3
Postcode

PENALTY NOTICE

Section 444A Education Act 1996

Ref no: AST2-000000

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his/her parent/carer is guilty of an offence under s.444 Education Act 1996.

You are the parent of *«Pupil»* born on *«Pupil_DOB»* who is a registered pupil at *«School»* and resides at *«Full_Address».*

During the period from *«Absence_Date_from»* to *«Absence_Date_to»* the pupil failed to attend regularly at the school.

You received a first Penalty Notice on *«First_Penalty_Notice_date»* which gave you the opportunity to pay a penalty fine instead of being prosecuted for the offence given above. You now have a second opportunity to pay this Penalty Notice but the fixed amount of this penalty is £160. As this is the second Penalty Notice issued to you there is no opportunity to pay the reduced amount. **Payment made within the time limit set out below will discharge any liability for the offence and there will be no further action taken against you.**

Payment of £160 should be made within 28 days. Payment can be made by post, Cheque/Postal Order payable to Telford & Wrekin Council, at the address overleaf together with the return of the remittance slip. Please do not send cash in the post.

Late or part payments will not be accepted and no reminders will be sent. **If payment is not received by *«Payment_Due_Date»*, you will be prosecuted for this offence, and you may be fined up to £2,500 or there is a possibility of imprisonment for a period of up to 3 months.**

Please Note: You will not have the opportunity of discharging any further school attendance related offences by payment of a third Penalty Notice within three years of the date of the first Penalty Notice issued to you. If there are further unauthorised absences Telford & Wrekin Council will pursue alternative legal interventions under Section 444 of the Education Act 1996.

This Penalty Notice is issued by Telford & Wrekin Council, Attendance Support Team.
Date of issue: *«Issue_Date»*
(*AST Officer*)
Attendance Support Team

1. Contact Details
If you have any queries about this Notice, please contact the Attendance Support Team, Darby House, Lawn Central, Telford TF3 4JA on 01952 385220.

2. Payments
Payments made within the period below will discharge any liability for the offence. Cheques should be made payable to Telford & Wrekin Council and forwarded for the attention of the Attendance Support Team, Darby House, Lawn Central, Telford TF3 4JA. Alternatively you can contact the Attendance Support Team office on 01952 385220 and pay by debit/credit card during office hours. Payment can be made in cash, in person at Darby House on Mondays and Tuesdays.

When Paid	Date payment must be received by	Amount Due
If paid within 22 & 28 days	«Payment_Due_Date»	£160

3. Code of Conduct
This Notice is issued in accordance with a local code of conduct drawn up by Telford & Wrekin LA in line with the *Education (Penalty Notices) (England) Regulations 2007 – amended 2024*. Any questions or correspondence about the code should be addressed to the Attendance Support Team at the above address.

4. Withdrawal
This Notice may be withdrawn by the Attendance Support Team if it is shown that it should not have been issued to you or has not been issued to you in accordance with the local code of conduct. If you believe that the Notice was wrongly issued you must contact the LA to ask for it to be withdrawn as soon as possible, stating why you believe the Notice to have been incorrectly issued. The LA will consider your request and will contact you to let you know whether the Notice is withdrawn. If the Notice is not withdrawn and you do not pay, you will be liable to prosecution for the offence that your child has failed to attend school regularly.

5. Prosecution
If you do not pay the penalty and the Notice is not withdrawn, you will be automatically summonsed to Court for the offence of failing to ensure your child's regular attendance at school under Section 444 of the Education Act 1996. If you are convicted of the offence, you are liable to be fined a maximum of £2,500 or be imprisoned for a period of up to 3 months. You are advised to seek legal advice.

PENALTY NOTICE
Name: «Parent»
Address: «Full_Address»

Ref No: «Ref_No»«Ref_Initial»

I attach payment in the sum of
£_____

Date payment must be received by	**Amount Due**
«Payment_Due_Date»	£160

Signed_____
Date_____
(Please detach and return this slip with your remittance)

For office use only:
Cost Code R9299 GBAH GBAA Z99

Parent
Address 1
Address 2
Address 3
Postcode

Date: (Date) **Our Ref:** AST NTI

NOTICE TO IMPROVE

Penalty Notice Section 444(1)(A) Education Act 1996 School Attendance Penalty Notices

Dear (Parent)

It has come to my attention that your child, (Pupil) (DoB) has failed to attend school regularly. (Pupil) has (…) recorded unauthorised absences from school between (date) and (date). Each school day is divided into 2 sessions, a morning and an afternoon, each count as a separate absence.

Section 444(1)(A) Education Act 1996 states:
"If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at that school, his/her parent is guilty of an offence."

The reasons given for your child's unauthorised absences are not satisfactory; therefore, this local authority has issued this **Notice to Improve** to you for failure to comply with the law.

The government is committed to ensuring that all pupils attend school regularly so that they can benefit from all that is on offer to them. This Notice to Improve is an opportunity for you to engage with the support offered by the school so that your child resumes full time regular attendance.

The Education (Penalty Notices) (England) (Amendment) Regulations 2024 allow a monitoring period of between 3-6 school weeks in which time (Pupil) must show improved attendance and have no unauthorised absences. **This period will run from (date) to (date).**

A Penalty Notice may be issued to you at any point during the monitoring period if you fail to ensure an improvement in (Pupil)'s attendance or there are further unauthorised absences. You may also be subject to alternative legal sanctions rather than a Penalty Notice.

Yours sincerely,

Name
Attendance Support Team

Parent
Address 1
Address 2
Address 3
Postcode

PENALTY NOTICE

Section 103 The Education and Inspections Act 2006

Ref no: AST-E100000

For a child of compulsory school age who is a registered pupil at a school and is excluded from that school either for a fixed period or permanently, his/her parent/carer is guilty of an offence under s.103 of the Education and Inspections Act 2006 if that child is present in a public place during school hours without reasonable justification during the first five days of each and every fixed period or permanent exclusion.

Under Section 576 of the Education Act 1996, you are the parent of **«Pupil»** born on **«Pupil_DOB»** who is a registered pupil at **«School».**

On «Date_seen», a specified day of exclusion from «School», «Pupil» was present in a public place during school hours without reasonable justification during the first five days of the exclusion.

This Notice gives you the opportunity to pay a Penalty fine instead of being prosecuted for the offence given above. The amount of the Penalty is £120 in accordance with the table overleaf. If you pay this Penalty within the time limits set out below, no further action will be taken against you in connection with the offence set out in this Notice.

If payment is made within 21 days it will be reduced to £60. If paid after 21 days but within 28 days the Penalty is £120. Payment can be made by post, Cheque/Postal Order payable to Telford & Wrekin Council, at the address overleaf together with the return of the remittance slip. Please do not send cash in the post.

Late or part payments will not be accepted and no reminders will be sent. **If payment is not received by «M_2228_days_Date», you will be prosecuted for this offence, and you may be fined up to £1,000.**

This Notice is issued by Telford & Wrekin Council, Attendance Support Team.

Date of issue: «Date_of_Issue»

(AST Officer)
Attendance Support Team

1. **Contact Details**
If you have any queries about this Notice, please contact the Attendance Support Team, Darby House, Lawn Central, Telford TF3 4JA on 01952 385220.

2. Payments
Payments made within the period below will discharge any liability for the offence. Cheques should be made payable to Telford & Wrekin Council and forwarded for the attention of the Attendance Support Team, Darby House, Lawn Central, Telford TF3 4JA. Alternatively, you can contact the Attendance Support Team office on 01952 385220 and pay by debit/credit card during office hours. Payments can be made in cash at Darby House on Mondays and Tuesdays during office hours.

When Paid	Date payment must be received by	Amount Due
If paid with 21 days		£60
If paid within 22 & 28 days		£120

3. Code of Conduct
This Notice is issued in accordance with a local code of conduct drawn up by Telford & Wrekin LA in line with the Education (Penalty Notices) (England) Regulations 2007 – amended 2024 . Any questions or correspondence about the code should be addressed to the Attendance Support Team at the above address.

4. Withdrawal
This Notice may be withdrawn by the Attendance Support Team if it is shown that it should not have been issued to you or has not been issued to you in accordance with the local code of conduct. If you believe that the Notice was wrongly issued you must contact the LA to ask for it to be withdrawn as soon as possible, stating why you believe the Notice to have been incorrectly issued. The LA will consider your request and will contact you to let you know whether the Notice is withdrawn. If the Notice is not withdrawn and you do not pay, you will be liable to prosecution for the offence of your child being present in a public place during school hours without reasonable justification, during the first five days of any exclusion, under Section 103 of the Education & Inspections Act 2006.

5. Prosecution
If you do not pay the penalty and the Notice is not withdrawn, you will be automatically summonsed to Court for the offence of your child being present in a public place during school hours without reasonable justification, during the first five days of any exclusion, under Section 103 of the Education & Inspections Act 2006. If you are convicted of the offence, you are liable to be fined a maximum of £1,000. You are advised to seek legal advice.

PENALTY NOTICE Ref No: «Ref_No»«Ref_Initial»
Name: «Parent»
Address: «Full_Address»

I attach payment in the sum of
£_____

Date payment must be received by	Amount Due
«Payment_Due_Date»	£60
	£120

Signed_____
Date_____
(Please detach and return this slip with your remittance)

For office use only:
Cost Code R9299 GBAH GBAA Z99