

Fixed Penalty Notice

UNAUTHORISED ABSENCE

Applicable to

Statutory School Age from Child's 5th Birthday

What will happen if the absence is unauthorised?

- The school will decide if a Fixed Penalty Notice should be issued. If the school decide that a Fixed Penalty Notice is to be issued
- You will receive a letter from the school advising that it has referred the matter to the Local Authority and that a Fixed Penalty Notice may be issued:
- The school will inform the Local Authority that a Fixed Penalty Notice needs to be issued
- A Fixed Penalty Notice will be sent to you, accompanied by an explanatory letter, the Notice gives you the opportunity to pay a penalty fine instead of being prosecuted in the criminal courts

Penalties for Unauthorised absence		
Timeline	One Child	Two Children
Paid within 28 days	£60 per parent	£60 per child = £120 per parent
After 28 days and before 42 days	£120 per parent	£120 per child = £240 per parent
After 42 days	You will receive a summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular school attendance	You will receive a summons to appear before the Magistrates' Court on the grounds you have failed to secure your children's regular school attendance

Payments will not be accepted after the 42nd day and payments cannot be paid in part or by instalments

Each school can provide you with the contact number of the Education Social Work Service if you wish to discuss this matter further:

Details about Fixed Penalty Notice can be found on our Website

www.denbighshire.gov.uk

Other leaflets are available through the school where your child is registered or through Education Services

- **Helping your “ School Attendance “**
- **Taking Children on Holiday during Term Time**

The expression “parent” in relation to a child or young person, includes any person who is not a parent of a child but who has parental responsibility for him/her, or who has care of the child.