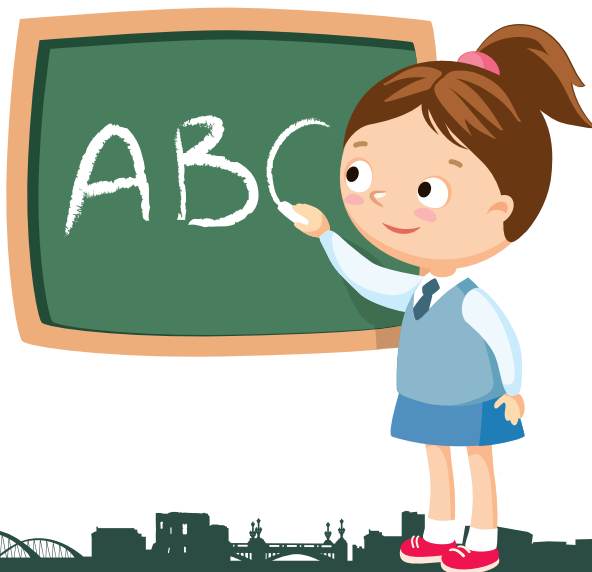


EDUCATION SERVICES

Fixed Penalty Notices

For unauthorised absence from school



FIXED PENALTY NOTICES



Under 92%

- missing more than 3 weeks of education.

95%

- missing in excess of two weeks of education.

100%

- not missing any lessons during term time.

“Punctual and regular school attendance is an essential requirement for successful learning from the time a child starts school”.

In September 2014 Wales introduced a **Fixed Penalty Notice** and fines for parents whose children have more than 5 days of unauthorised absence.

The notice can be issued for any absences not authorised by the school, including holidays.

Newport City Council will issue these notices when concerns are raised by school or the police.

The fine is **£120** unless paid within 28 days when it is **£60**.

HOLIDAYS

In total there are **175** non-school days a year.

This gives families the opportunity to:

- Spend time together
- Go on family visits and days out
- Go on holiday
- Go shopping
- Attend routine appointments

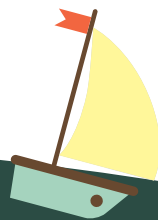


Only the head teacher can approve holidays in term time and students are not granted leave of absence unless there are exceptional circumstances.

Taking a holiday during term time seriously affects your child's attendance and, in turn, their attainment.

If an unauthorised holiday is taken, this may result in a Fixed Penalty Notice being served. Attendance should be a priority.

If there are any problems, please contact school immediately.



ATTENDANCE FACTS

If your child attends school **100%** they will be able to make the best of all the opportunities available to them.

Children who have very good attendance are likely to gain 5 or more A - C GCSEs or equivalent qualifications.

- 91.1% attendance = missing 17 days of school in one year
- Missing 17 days a year also means dropping 1 GCSE grade (on average)
- Children with poor attendance are less likely to gain 5 A* - C GCSEs
- 82.1% attendance = missing 34 days of school in one year

Poor attendance will have a serious impact on education, work ethic and life chances.

A student who ends the school year on **90%** attendance will have missed four complete weeks of school.

90% over 5 years of secondary school equates to half a school year.



RED LIGHT

A serious loss of learning which is likely to have a detrimental effect on your child's Achievement and Life Chances



AMBER LIGHT

Absent from the classroom for up to three weeks and the loss of a significant amount of education



GREEN LIGHT

Present for all lessons activities and social time

Wherever possible please make medical and dental appointments outside of school hours.



THE LAW

The Education Act 1996 requires parents to ensure their children of compulsory school age receive efficient full-time education.

The law says that parents/carers whose children of compulsory school age are absent from school without good reason are committing an offence.

The Local Authority can issue a fixed penalty notice for unauthorised absence of your child from school.

A fixed penalty notice can be given for a pupil who has 10 half day sessions unauthorised absence from school. This includes holiday absence and persistent lateness.

If paid within 28 days, the fine is **£60**. If paid after 28 days, but within 42 days the penalty will rise to **£120**. If the penalty is not paid in full by the 43rd day, this will result in legal action.

You need to be aware that, although you may provide a reason for absence, it is the school who decides if the absence is recorded as authorised or unauthorised.

If you want to discuss this matter, please contact the school.



PAYMENT

Arrangement for payment will be detailed on the penalty notice and the Newport City Council Website.

Non-payment of a penalty notice will trigger prosecution brought under Section 44 of the Education Act 1996.

Further details are available in the South East Wales Consortium Code of Conduct.

If you fear your child has not attended school, please telephone the school immediately.

If you have ANY concerns about school attendance, please do not hesitate to contact the school where your child is registered.

You can also contact the Education Welfare Service on **01633 656656**.

If you require information, please contact your Head Teacher or Education Welfare Service on **01633 656656** or via the following address:

Newport City Council, Civic Centre, Newport NP20 4AX.

