

**Can I be prosecuted if I pay
the Fixed Penalty Notice but
my child is still missing
school?**

You won't be prosecuted for the period included in the Fixed Penalty Notice, however, a prosecution might be considered for further periods of poor attendance, each case is considered individually by the Education Welfare Service.

**Can I get help if my child is
not attending school
regularly?**

Yes, both the school & the Education Welfare Service can offer support and advice to help secure improvement in your child's attendance. It is important you seek help at the earliest opportunity.

*** * * REMEMBER * * ***

The Education Welfare Service would rather work with parents/carers to resolve poor attendance than resort to enforcement actions like Fixed Penalty Notices or Court.

**Fixed Penalty Officer
Education Welfare**
West Sussex County Council
Centenary House
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Worthing
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BN13 2QB
Phone (01903) 839227
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**What
are
they?**

**Fixed Penalty
Notices**

The Fixed Penalty Scheme for poor school attendance is in use in West Sussex. This leaflet will offer you brief information on the Fixed Penalty Notice scheme & what it could mean for you.

What is a Fixed Penalty Notice?

It is a fine given for unauthorised absence from school

Who issues them?

The Local Authority Issues them through the Education Welfare Service (EWS), by first class post to your home

When are they used?

- When a pupil has a minimum 10 school sessions (am and Pm sessions in a school day) recorded as an unauthorised absence in a 10-week period. Please note ONLY a Head Teacher can authorise an absence from school.
- For an unauthorised holiday
- For a pupil being in a public place during the first 5 days of an exclusion from school
- Persistent late arrival at school (after the register closes).

Is a warning given?

YES. It is a Formal Warning in writing & you will be told of the extent of your child's absences, & you'll be given a chance to ensure your child's attendance is improved. If it does the Fixed Penalty Notice may not be issued.

What is the fine? If paid within 28 days of receipt it is

£50.00

After which it goes up to

£100.00

If paid within 42 days

How do I pay?

The information on how to pay is included on the Fixed Penalty Notice. Payment cannot be made in part or by instalments.

What happens if I don't pay?

If you don't pay within the 42 days the Authority is required to commence proceedings in the Magistrates Court for

the original offence of poor school attendance by your child. If proven a fine of up to £2500 &/or parenting order or a community sentence could be enforced.

Can I appeal?

NO. There is no statutory right of appeal once a notice has been issued. You can make a representation once a warning has been issued should you wish.