

# 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](http://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.***