



*Knowsley Council*

**Useful contacts:**

If you have a query regarding your child's attendance,  
please contact:

Knowsley Metropolitan Borough Council  
School Attendance Service  
School Services (Inclusion Standards &  
Effectiveness)  
Cordingley Building,  
Scotchbarn Lane,  
Prescot,  
L35 7JD

Telephone: 0151 443 5147

**PENALTY NOTICES**

**ADVICE TO PARENTS AND  
CARERS**

**KNOWSLEY SCHOOL  
ATTENDANCE SERVICE**

## WHAT IS A PENALTY NOTICE?

As a Parent/Carer it is an offence if your child fails to attend regularly and the absences are classed as unauthorised (those which the school cannot or has not given permission). In some circumstances Parents/Carers may be prosecuted under section 444 of the Education Act 1996.

A Penalty notice is an alternative to prosecution, which does not require an appearance in court whilst still securing an improvement in a pupil's attendance.

### **Why has it been introduced?**

Reducing absence from school and improving overall attendance is a key priority for the Government and for Knowsley.

Missing school can lead to poor qualifications, making it harder to find employment, anti social behaviour and youth crime.

Above all, missing school will affect childrens longer term life opportunities.

### **What are the costs?**

Payment within 21 days of a notice is £60

Payment within 28 days of a notice is £120.

### **How is a Penalty Notice issued?**

By post to your home address.

### **When are Penalty Notices used?**

Clear and open truancy (including pupils found during truancy sweeps).

Where a Parent/Carer actively allows the absence.

Excessive holidays in term time or excessive delayed return without prior school permission.

Persistent late arrival at school (after the register has closed).

### **Is a warning given?**

In all cases with the exception of In instances of unauthorised leave taken in term time\* you will receive a written warning of the possibility of a notice being issued, which will tell you the extent of your child's absence and you will be given 15 days to improve you child's attendance. In that time your child must have no unauthorised absences from school.

*\* for the purposes of a family holiday) where leave of absence has not been granted by the Head teacher or the absence is over and above any period authorised by the Head teacher.*

### **What will happen if your child has any further unauthorised absences for the remainder of the academic year?**

Your Childs attendance will also be monitored following this period and should there be any unauthorised absences including lateness after registration a notice will be served without any further notice being given.

### **Can I appeal?**

There is no right of appeal once a notice has been issued, but you can speak to the school / School Attendance Service when you have received a warning letter.

### **How do I pay?**

Details of payment arrangements will be included on the Penalty Notice. You cannot pay in part or in instalments.

**What happens if I do not pay?**

You have up to 28 days to pay the Penalty Notice in full. After which the authority under the act has a statutory duty to consider instigating proceedings.

If proven, this can attract a range of fines up to £2500 and/or a range of disposals such as parenting orders or community sentences.

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

Yes, the Education Authority and your child's school will give you advice and support if you need to help secure an improvement in your child's attendance. It is crucial that you speak with the School or the School Attendance Service at the earliest opportunity if you have any worries about your child's attendance.