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.

A fixed penalty notice can be given for a pupil who has 10 unauthorised absences as a result of a holiday taken in term time (am and pm count as separate absences) from school. Persistent lateness (more than 10 occasions in one term).

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

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

If there are any problems, please contact the school immediately.

Payment

Arrangement for payment will be detailed on the penalty notice and the CCBC website.

Non-payment of a penalty notice **will** trigger prosecution brought under Section 444 of the Education Act 1996.

Further details are available in Conwy County Borough Council's Local Code of Conduct.

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If you are worried that your child has not attended school, please telephone the school immediately.

If you have ANY concerns about attendance, please do not hesitate to contact the school or the Education Social Worker/ Education Welfare Officer for your school.

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If you require further information please contact your Headteacher

Or **The Education Services,**
Conwy County Borough Council
Government Buildings
Dinerth Road
Colwyn Bay
Conwy
LL28 4UL
Telephone: 01492 575031/32

EDUCATION SOCIAL WORK SERVICE

FIXED PENALTY NOTICES

For unauthorised absence from school

The greater the attendance the greater the achievement

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

Llywodraeth Cymru
Welsh Government

CONWY
CYNGOR BWRDEISTREF SIROL
COUNTY BOROUGH COUNCIL