Important—legal document!

If English is not your first language or you do not fully understand this leaflet, you need to ask someone to explain the contents to you.

If you would like a copy of this leaflet in large print please contact educationpenaltynotices@bristol.gov.uk

گرنگە

پەڕگەنامەی یاسایی

ئەگەر ئینگلیزی زمانی سەرەکی تۆ نیە یا بەشەواوی لەم پەڕگەنامە تێناگەی، پێویستە داوا لە کەسێك بکەی بۆ ڕوونکردنەوەی ناوەڕۆکی ئەم پەڕگەنامە.

গুরুত্বপূর্ণ আইনীদলিল

যদি ইংরেজী আপনার প্রথমভাষা না হয়অথবা আপনি যদি এই দলিলটি পুরোপুরি বুঝতে না পারেনতাহলে এটির বিষয়বস্তু আপনাকে ব্যাখ্যা করে দেওয়ার জন্য কাউকে অনুরোধ করুন।

E RËNDËSISHME DOKUMENT LIGJOR

Nëse anglishtja nuk është gjuha juaj amtare, ose këtë dokument nuk e kuptoni plotësisht, duhet t'i kërkoni dikujt që t'jua shpjegojë përmbajtjen.

IMPORTANTE DOCUMENTO JURÍDICO

Se o inglês não é o seu primeiro idioma ou não compreende bem este documento, precisa de pedir a alguém para lhe explicar o conteúdo.

WAŻNE DOKUMENT O TREŚCI PRAWNEJ

Osoby, dla których angielski nie jest językiem ojczystym lub które nie rozumieją w pełni tego dokumentu powinny poprosić kogoś o wyjaśnienie im jego treści.

महत्वपूर्ण कानूनी दस्तावेज

अगर अंग्रेज़ी आपकी पहली भाषा नहीं है या आप इस दस्तावेज को पूरी तरह से समझ नहीं पा रहे हैं तो, आपको किसी से इसके विषय-वस्तु समझाने के लिए पूछना होगा।

重要的 法律文件

如果英文不是您的第一語言，或您不能完全理解本文件，您需要找人將內容解釋給您聽。

QUAN TRỌNG TÀI LIỆU PHÁP LÝ

Nếu Anh ngữ không phải là ngôn ngữ chính của bạn hoặc nếu bạn không hiểu đầy đủ tài liệu này, bạn cần hỏi một ai đó để giải thích nội dung cho bạn.

گرنگە

پەڕگەنامەی یاسایی

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Education Penalty Notices

What you need to know



BRISTOL CITY COUNCIL

What is an Education Penalty Notice? **Education Penalty Notices** were introduced in 2003 as an alternative to prosecution with the aim to improve school attendance. It does not require a court appearance.

Who issues Penalty Notices? The Local Authority issues them through the Education Welfare Service (EWS) to parents. They are issued at the request of the school.

How much is a Penalty Notice? The penalty is £60 (per parent, per child) if paid within 21 days, it rises to £120 if paid between 22 and 28 days. ***Failure to pay within 28 days may result in prosecution.***

Why have I been given a Penalty Notice? Penalty Notices are used where a pupil has 8 or more unauthorised absences within the previous 10 week period, for example:

- Unauthorised holiday **(G),** a parent has taken their child on holiday term time without authorisation; especially when this means a pupil misses an exam, i.e. SATs and GCSEs.
- A pupil regularly arrives late for school after the register has closed **(U)**
- Odd days off which have not been authorised by the school **(O)**
- The pupil is present in a public place during school hours whilst excluded from school

If you think your child does not fit any of these categories, contact the school and discuss the matter with them.

Is a warning given? In most cases a warning about the possibility of receiving a Penalty Notice is provided by the child's school. However, in cases where a leave of absence (holiday) in term time has been taken without advance notification to the school a warning may not always be given.

Both my partner and I have been issued a Penalty Notice for our child. Is this right? Yes. Both parents have responsibility for making sure your child attends regularly. If either Penalty Notice is not paid you may be prosecuted under Section 444 of the Education Act for failing to ensure your child's regular attendance at school.

I am a step-parent/other carer/grandparent. Why have I been issued with a Penalty Notice? In education law the definition of a parent is broad as it not solely dependent on the person being the child's biological parent or legal guardian. Section 576 of the Education Act 1996 defines "parent" as:

- All natural (biological) parents, whether they are married or not;
- Any person who, although not a natural parent, has parental responsibility for a child or young person;
- Any person who, although not a natural parent, has care of a child or young person.

This definition includes step-parents, carers, a partner of a parent, grandparents and other relatives. It is for the school and the Local Authority to decide who comes within the definition of parent in respect of a particular pupil when using the legal measures.

I have a query regarding my Penalty Notice that has been issued, who should I contact? If you want to discuss payment or anything regarding the administration of your Penalty Notice, contact the Education Welfare Service on educationpenaltynotices@bristol.gov.uk

Please note: This office is not open to the public.

How is it paid? Information on how to pay is included with the Penalty Notice.

I want to pay by instalments, can I do this? All Penalty Notices should be paid in full within the specified deadlines on the Penalty Notice. How and where you can pay is explained in the Penalty Notice information.

Where does the money go? When the Penalty Notice is paid, the sums received are used by the Local Authority to issue and enforce the Penalty Notices and prosecute recipients who do not pay. Any surplus must be paid by the Local Authority to the Secretary of State.

What happens if I don't pay the Penalty Notice? Failure to pay will result in prosecution under Section 444 of the Education Act 1996 for the offence of failing to ensure your child's regular attendance at school. You have up to 28 days from receipt of the Penalty Notice to pay in full. If full payment is not received within this time the Local Authority is required under the Act to commence proceedings in the Magistrates Court. If proven, this can result in fines of up to £1,000 and/or a range of disposals such as Parenting Orders or Community Sentences. ***You will have a criminal record if found guilty of the offence.***

Can I be prosecuted if I pay the Penalty Notice but my child is still absent from school? You cannot be prosecuted if you pay the Penalty Notice as payment of the fine discharges your liability for the period which the Penalty Notice covers. However, depending upon the circumstances, a prosecution might be considered for further periods of unauthorised absence not covered by the previous Penalty Notice. It is vital that you work closely with your child's school and any support agencies such as the Education Welfare Service to improve attendance.