

# School Attendance

Information for parents/carers



**ST TERESA**  
*of* **CALCUTTA**  
Catholic Academy Trust

## Improving Attendance Improving outcomes

St Teresa of Calcutta Catholic Academy Trust is dedicated to giving every child the best start in life. We will support your schools to ensure all children attend school regularly.

Reducing absence from school is a key priority both for the Trust and your child's school.

## Why is attendance so important?

Being in school is important to your child's achievement, wellbeing, and wider development.

Regular attendance at school is key to success

Good attendance is a learned behaviour and one that has a positive impact on your children's future.

# Warning and Penalty Notices

## Information for parents/carers



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### What does the Law say about poor school attendance?

Under Section 444 of the Education Act 1996, parents or carers may be prosecuted if their child does not attend school regularly and their absences are unauthorised.

Local Authorities have the power to issue Penalty Notices.

### What is a Penalty Notice

A Penalty Notice is a fine issued to each parent or carer for each child

From August 2024, you will be issued with a Penalty Notice if your child has 10 or more unauthorised absences in any period of 10 weeks.

#### First offence

£80 if you pay within 21 days of receipt.

£160 if you pay after 21 days but within 28 days.

#### Second offence within 3 years

£160 per parent per child to be paid within 28 days.

#### Third offence with 3 years

If a third is issued within a three-year rolling period, there will be no option to pay the fixed fine, this will progress to legal interventions.

### What happens if I don't pay?

If you do not pay the penalty in full within 28 days of issue, your Local Authority is required to start legal proceedings against you for the original offence of failing to ensure your child attends school regularly.

This may lead to a fine of up to £1000. Payment of a Penalty Notice means that you can no longer be prosecuted for the period of Notice

### What is a Notice to Improve?

Before a Penalty Notice is issued, you may receive a written warning which will explain the extent of your child's non-attendance and the possibility of you receiving a Penalty Notice.

You may receive more than one Notice to Improve.

The Penalty Notice will state a clear timeframe for improvement. During this period, your child must not have any further unauthorised absences from school, or a Penalty Notice will be issued.

There is no limit to the number of times a Notice to Improve can be issued.