

Education Welfare Service Guidance



- Holidays during term time
- Unauthorised Absence Codes
- Penalty Notices

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Introduction

During 2005 the Education Welfare Service consulted with head teachers, chairs of governors and a wide range of agencies, including the police, magistrates, BiP school attendance group and Council services on the implementation of penalty notices for non-school attendance, a borough holiday policy and the use of absence codes. As a result of this consultation process Cabinet have now approved the use of penalty notices with effect from September 2005.

Thanks are due to the representatives of all the bodies listed above for their help and support in drawing up this guidance.

Steve Martin
Chief Education Welfare Officer
August 2005

Family Holiday Requests During Term Time

The head teacher has the discretion to grant up to ten days authorised absence for family holidays in a school year. However, each application will be considered individually taking into account factors such as the timing of the holiday and the pupil's attendance (see Holiday Authorisation Calculator – Appendix B). For example, a pupil with an otherwise perfect attendance record will achieve a maximum of 94.7% attendance if s/he goes on a ten day holiday during term time. The legislation states that:

‘...on application made by a parent with whom the pupil normally resides, a pupil may be granted leave of absence from the school to enable him to go away on holiday...Save in exceptional circumstances, a pupil shall not...be granted more than ten school days leave of absence in any school year.’

The Education (Pupil Registration) Regulations 1995 (SI 2089)

In brief this means that:

- Parents **CANNOT** demand a leave of absence as an automatic right.
- Parental requests **MUST** be in writing.
- Schools **CANNOT** apply blanket policies to approve/reject all applications.
- All requests **MUST** be considered on their own merits.
- Extended periods of absence will be granted **ONLY** in exceptional circumstances.
- The power to authorise/unauthorise a leave of absence belongs to the head teacher.

In order to ensure equity within and between schools, decisions on whether or not to authorise a leave of absence for family holidays will be guided by the use of the Holiday Authorisation Calculator (B). This does not remove the head teacher's prerogative to authorise holiday in exceptional circumstances.

Procedure

Parent/carer should complete a holiday request form (Appendix A) and submit this to the school at least two weeks prior to the intended period of absence; school will respond to the request within one week. If school is aware of any language difficulties that may preclude a request form being completed appropriate support should be offered to the parent/carer.

The Holiday Authorisation Calculation Chart (Appendix B) should be used to guide the head teacher's decision on whether or not to authorise the requested leave of absence.

- If the total score is 6 or less holiday leave may be authorised.
- If the total score is 7 or more holiday leave should not be authorised. However, the head teacher may be aware of exceptional circumstances which would warrant approving holiday leave and this should be recorded on the form.
- If a pupil has already taken ten days holiday leave in the same academic year further holiday leave should not be authorised.
- If the Local Authority has begun legal proceedings (i.e has sent an Advisory letter) holiday should not be authorised and this should be recorded on the form.
- Parents should be made aware (perhaps in the school handbook) that holidays which have not been agreed in advance will lead to the pupil being marked with unauthorised absences and that this may be referred to the Local Authority for consideration of a Penalty Notice or other action.

A letter confirming that the request has been authorised/denied (Appendix C/D) should be sent to the parent/carer, with a copy of the Holiday Authorisation Calculation Chart (Appendix B) within one week of receipt of the holiday request.

- Pupil should be marked H (authorised absence) for the agreed period of holiday leave.
- Pupil should be marked G (unauthorised absence) in the register if the holiday absences have **NOT** been authorised by the school or for days taken in excess of an agreed period.

Family Holidays and Extended Trips Overseas

Sometimes parents may wish to take their children on extended overseas holidays during term-time. Such visits are particularly important to parents who want to ensure that their children meet members of their extended family overseas. While it is important to recognise the educational and cultural significance of such visits, DfES guidelines make clear that leave of absence for more than two weeks during term-time should be regarded as **exceptional** and "blanket approval" policies are not acceptable. It is expected that parents will put forward a convincing case to justify such absence. When considering a request for extended leave during term time the following factors may be relevant, in addition to those on the Holiday Calculator, but this list should not be regarded as comprehensive:

- the nature and purpose of the trip;
- the duration of the trip and its impact on the child's education, particularly in terms of the continuity of learning;
- the circumstances of the family, the wishes of the parents and their cultural traditions;

- the distance to be travelled and the expense involved (for example visiting a family member in Hong Kong);
- the overall attendance pattern of the pupil.

Where holidays of more than two weeks are planned, to visit family members living overseas, schools may find it helpful to discuss with parents the most appropriate time of year and point in the pupil's educational career for the visit, so that it can be timed to minimise the effects on the continuity of the pupil's education. In cases where approval is given for such a holiday, schools may wish to consider making up a study pack or setting assignments for the pupil concerned to complete while s/he is away.

The Education (Pupil Registration) Regulations 1995 state that where a pupil has been granted extended leave of absence and subsequently fails to return to school within 10 school days of the expiry of the agreed period of absence, and the failure is not due to sickness or any other unavoidable cause, his/her name may, following consultation with the Local Authority, be deleted from the admission register. The implications of this and the difficulties of admission to oversubscribed groups should be made clear to the family.

It is important that schools show an understanding of the parents' perspective even though they may not be able to comply with a request for absence. In discussing absence with parents (whether before or after the event) schools should show that they have taken account of the following:-

- a visit involving family overseas has an entirely different significance to that of the normal associations with a 'holiday'.
- visits may be very important in terms of the pupil's identity and self-esteem as they grow up.
- parents may feel that the reasons for their visit outweighs the importance of their child's uninterrupted attendance at school - maintaining family links (in extended family situations) may involve greater significance and greater pressures in some societies than it does currently in many western societies.
- the reasons for parents making a visit may be similar to those for indigenous parents e.g. family illness, bereavement, family business, maintaining family contacts etc.

If absence is agreed the school should:

- confirm agreement in writing (letter - Appendix E).
- seek to establish, and make explicit if appropriate, the potential educational value of the visit .
- explain what work the child will miss in school, how it can be made up on return if necessary, and how the parents could help the child
- enquire whether work can be given for the child to do (with parental support) while s/he is away
- prepare a study pack

- ask the pupil to make notes/observations in relation to a class topic (current or for the following term)
- go through any work that has been done by the pupil on return
- share the experience of the visit in a positive way with other children and the class teacher on return.
- inform parent/carer of the possibility of the pupil's removal from the school roll if the pupil does not return within ten days of the agreed date and no reasonable explanation is forthcoming.

Registration Marks

H = Holiday leave is authorised (authorised absence).

G = Holiday leave is not authorised (unauthorised absence). This mark should be used for holiday absences that have **NOT** been authorised by the school or for days taken in excess of an agreed period.

F = Extended family holiday leave is authorised (authorised absence).

(Codes F and G have been introduced by the DfES and will be mandatory as of September 2006. However, these codes should be used at the commencement of this policy but if they are not available on the school system another mark may be assigned to fulfil these functions).

Notes to Appendices

A – Family Holiday Request

- All requests for holiday leave should be submitted at least two weeks prior to the commencement of the holiday period requested.
- If request is for an extended period (i.e. three weeks or more) parents/carers will be invited in to school to discuss the request.

B - Holiday Authorisation Calculation Chart

- This should be completed by a senior member of staff.
- 'Mitigation' may be identified by the '*Reason for term time holiday request*' on the parental request form, or there may be other information available to the school that impacts on the decision.
- Score is 1 to 6 holiday may be approved.
- Score is 7 or more holiday should not be authorised except at the discretion of head teacher for exceptional circumstances.

C - Model Letter – Holiday Leave Approved

- Parents/carers should receive a response to their request within one week of the application.
- Letter should be accompanied by a copy of the completed Holiday Authorisation Calculation Chart (Appendix B).

D - Model Letter – Holiday Leave Denied

- Parents/carers should receive a response to their request within one week of the application.
- Letter should be accompanied by a copy of the completed Holiday Authorisation Calculation Chart (Appendix B).
- This letter may also be used if denying authorisation for extended holiday leave.

E - Model Letter – Extended Holiday Leave Approved

- Letter to sent confirming discussion held with the parent/carer.
- Arrange study pack/work project.
- If request for extended leave is denied use letter (Appendix) D and expand on reasons.

The Use of Unauthorised Absence Codes

'Both staff and pupils should see the taking of registers as an integral and key part of the school day, as indeed was intended in law. Particular attention should be paid to accurate registration and to the preservation and security of registers. In this connection, head teachers need to bear in mind that registers may be used as evidence in cases where parents are being prosecuted for school attendance offences and that inappropriate authorisation of absences may compromise subsequent court proceedings.'

The Education (Pupil Registration) Regulations 1995 (SI 2089)

In short, the register should be an accurate reflection of a pupil's attendance. The decision on whether or not to authorise a particular absence rests with the head teacher.

If a case is to be moved into the legal arena (including penalty notices) by the local authority this will require evidence of unauthorised absences (except **N** or **-** see below). In cases that go to court, the register is in effect a statement by the head teacher and if the register is questioned in court the head teacher will have to answer any questions that may be raised.

The following unauthorised absence codes accord with the fixed codes due for implementation by the DfES in September 2006.

N	This is the default mark given to absences for which no explanation has been received or no decision taken as to what mark accurately reflects the absence. This mark may not be used in any legal context. If no reason is provided after a reasonable period of time it should be replaced with code O . N should not be left showing on a pupil's attendance record indefinitely.
O	Unauthorised absence (e.g. shopping, birthday 'treat', couldn't get up etc.)
G	Family holiday which has not been agreed with school or which exceeds the agreed period.
U	Current code is @ = Pupil arriving late after the close of registration.
-	This represents a missing mark, it is therefore impossible to know whether or not a particular pupil was present or absent. This counts statistically as an unauthorised absence.

In cases where a pupil's poor attendance is due to reported vague or minor illness you may, in consultation with the EWO, consider writing to the parent/carer suggesting that future absences will be marked unauthorised (**O**) unless the absence is confirmed by some form of medical evidence (i.e. doctor's note, appointment card, copy of prescription etc.).

**SOLIHULL MBC
EDUCATION AND CHILDREN'S SERVICES**

EDUCATION WELFARE SERVICE

Penalty Notice Code of Conduct

Code of Conduct under the Provision of The Education (Penalty Notices) Regulation 2004 and Subsection (1) Section 23 Anti-Social Behaviour Act 2003; Statutory Instruments 2004, 181; 2005, 2029.

RATIONALE

Regular and punctual attendance of pupils at schools is, under section 7 of the Education Act 1996, a legal requirement, parents being responsible for ensuring that any child of compulsory school age receives efficient full-time education that is suitable to the child's age, ability and aptitude and to any special educational needs the child may have. Compulsory school age is defined as: commencing at the start of term commencing on or after a child's fifth birthday and concluding on the last Friday in June of the school year in which the pupil becomes 16. It is also essential for pupils to attend school regularly in order to maximise the opportunities available to them. The Education Welfare Service in Solihull will investigate cases of irregular attendance at school and following a strict process of targeted casework delivery, instigate statutory action where appropriate.

Commencing on 27th February 2004, under the provisions of subsection (1) of section 23 of the Anti-social Behaviour Act 2003, it will now be possible that in certain cases of unauthorised absence a penalty notice (*Appendix G*) may be issued to the parent(s)/carer(s) responsible. Under these provisions the penalty is £50 if paid within 28 days of receipt of the notice, rising to £100 if paid after 28 days but within 42 days of receipt. Non-payment will result in prosecution for non-school attendance under Section 444(1) Education Act 1996.

Solihull MBC will ensure the smooth administration of the necessary process and in order to fully comply with legislation on Human Rights will also ensure the consistent, fair and transparent application of fixed penalty notices throughout Solihull. This Code of Conduct will govern the issuing of penalty notices across the borough.

GUIDANCE AND LEGISLATION

Persons authorised to operate this code must have regard to the following legislation and guidance:-

- The Race Relations (Amendment) Act 2000
- The Race Relations (Statutory Duties) Order 2001
- Disability Discrimination Act 1995

- Data Protection Act 1998
- Children Act 1989
- Crime and Disorder Act 1998
- Human Rights Act 1998
- Special Needs Code of Practice 2003
- Ensuring School Attendance: Guidance on the Legal Measures to Secure Regular School Attendance 2003
- Education Act 1996

Section 576 Education Act 1996: Definition of a Parent

The education-related provisions of the Anti-social Behaviour Act 2003 apply to all parents who fall within the definition set out in this section of the Education Act 1996. This defines 'parent' as:

- All natural parents, whether they are married or not.
- Any person who, although they are not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person.
- Any person who, although not a natural parent, has care of a child or young person – having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law.

Throughout this document, references to 'parent' mean each and every parent coming within the definition, whether acting jointly or separately, and should not be taken to mean that provisions only apply to 'parent' in the singular

PROCEDURE FOR THE ISSUE OF PENALTY NOTICES

- 1 The issue of penalty notices will be administered by the Education Welfare Service to ensure compliance with the operation of the system of targeted casework delivery followed by the Local Authority (Education & Children's Services) and that the provisions of this code do not have a negative impact on the current forms of statutory intervention pursued by the Education Welfare Service. Therefore, no penalty notices will be issued without the issue of relevant warning notices and the pursuance of relevant assessment of the case.
- 2 A Warning letter (*Appendix F*) will be issued prior to a penalty notice: the trigger for a Warning letter will be at least 20 sessions of unauthorised absences.
- 3 A penalty notice (*Appendix G*) may be issued, subsequent to a Warning letter, if there are a further five sessions or more unauthorised absences.

- 4 The Education Welfare Service will issue penalty notices by first class post, as there may be considerable health and safety implications involved in the operation of a hand/ face-to-face delivery mechanism.
- 5 The responsibility of the issue of fixed penalty notice will be retained by the Authority and held within the Education Welfare Service. The Education Welfare Service, in conjunction with the current Council revenue collection mechanisms, will ensure that the issue of penalty notices is closely monitored with the relevant financial penalty being imposed and collected.
- 6 In the case where the penalty has not been paid within 42 days of issue, the Education Welfare Service will instigate statutory action under section 444 (1) of the Education Act 1996.
- 7 No one parent will receive more than two separate penalty notices resulting from the unauthorised absence of an individual child in any twelve-month period. Penalty notices will be issued to each parent of the child exhibiting the relevant patterns of unauthorised absence and, where appropriate, in respect of more than one child.
- 8 The Education Welfare Service will receive referrals with regard to cases where the issue of penalty notices may be considered appropriate from schools in Solihull, Pupil Referral Units and other providers of alternative educational provision, the Police, other agencies and neighbouring authorities as appropriate.

Circumstances where a Penalty Notice may be Issued

The issuing of penalty notices is considered appropriate in the following circumstances where a Warning letter has been sent and the minimum trigger criteria have been met. Subject to these threshold criteria being met the Local Authority may consider issuing a penalty notice in the following circumstances.

1. In cases of absence from school, or a place of alternative educational provision, when the pupil has been taken on holiday during term time and the absence has not been authorised by the school (education provider), and the school have followed the Local Authority policy.

In such cases each parent will receive a separate penalty notice for each child taken out of school.

Should a parent fail or refuse to pay a penalty notice then the evidence provided by the school registration certificate (or that of alternative education provider) will be the primary information laid before the court. There will be no automatic Education Welfare Service casework involvement.

2. Following a Truancy Patrol, enquiries will be undertaken with the school of any pupil stopped, whether or not accompanied by a parent/carer. In cases where the school have recorded the absence of the pupil as unauthorised and the evidence shows that the pupil has been stopped on a previous patrol within a year then a penalty notice may be issued.

Penalty notices will **not** be issued during Truancy Patrol as this could prejudice the health and safety of the officer on patrol. Additionally it will provide time to investigate the information provided to officers.

3. In the early stages of Education Welfare intervention with a pupil and parent/carer where the Education Welfare Officer may be of the opinion that the issuing of a penalty notice is appropriate e.g. where a parent/carer continually fails to provide an explanation for a pupil's absence.
4. The Education Welfare Service will assess any referrals or requests for the issuing of a penalty notice received from schools, Police or other Local Authorities. Where levels of unauthorised absence have reached the appropriate thresholds the issue of a penalty notice may be considered as an alternative to pursuing other forms of intervention.

Procedures for Withdrawing Penalty Notices

A penalty notice may be withdrawn by the Authority in any case in which the Authority determines that:

- a) It ought not to have been issued
- b) It ought not to have been issued to the person named as the recipient.

Where a penalty notice has been withdrawn in accordance with the above, a notice of the withdrawal shall be given to the recipient and any amount paid by way of penalty in pursuance of that notice shall be repaid to the person who paid it.

No proceedings shall be continued or instituted against the recipient for the offence in connection with which the withdrawn notice was issued or for an offence under Section 444(1/1A) of the Education Act 1996 arising out of the same circumstances.

Payment of Penalty Notices

1. The arrangements for the payment of penalty notices are detailed on the penalty notices.
2. The Authority will produce an auditor's statement as part of the usual audit procedure showing that income received from fines does not exceed enforcement as defined. The surplus, if any, must be surrendered to the consolidated fund.

Appendix B

Holiday Authorisation Calculation Chart		
Name of Pupil..... UPN.....		
The merits of each individual request should be evaluated by providing answers to <u>ALL</u> the following questions and scoring accordingly.		
(* Where the holiday already taken in the current academic year exceeds the DfES guideline "i.e. maximum of 10 days in any academic year", any further requests should NOT be authorised.)		
	Points Possible	Points
When is the holiday planned for?	September = 2pts May = 2pts Other dates = 1pt	
Pupil's attendance level is? (Up until Autumn half term use the % figure from the previous year.)	Less than 70% = 6pts 70% to 80% = 5pts 80% to 85% = 4pts 85% to 93% = 3pts More than 93% = 2pts	
How close is the pupil to a SATs assessment or other examination?	Non-SATs/Exam Year = 1pt More than 16 wks = 1pt 8 – 16 weeks = 2pts 2 – 8 weeks = 3pts less than 2 weeks = 4pts	
How much holiday leave has already been taken in current academic year?*	8 or more = 4pts 5 to 7 days = 3pts 2 to 4 days = 2pts 1 to 3 days = 1pt	
Subtotal		
Any special mitigating or aggravating circumstances which indicate that a holiday should be authorised or not authorised contrary to score indicated above.	Subtract or add 2 points.	
Details of mitigation/aggravation ...		
Total		
Leave for family holiday where the total is 7 or more <u>should NOT be authorised</u>		
The only exception to the above may be where there are, in the opinion of the head teacher 'exceptional circumstances.' (incl. religious and cultural considerations; add comment in mitigation/aggravation box). If the Local Authority has begun legal proceedings holiday should NOT be authorised.		
DELETE WHERE APPROPRIATE:- REQUEST APPROVED / REQUEST DENIED		
Completed by..... Date.....		

Appendix C

XXXX School

Dear

Thank you for your recent holiday request form.

I am able to confirm that on this occasion I am able to authorise your child's leave of absence from *date* to *date*, for the purpose of a family holiday.

Requests for holiday leave are never taken lightly and in taking this decision I have considered *name of pupil* overall level of attendance, academic attainment and the impact any leave may have on public examinations and tests (see attached form).

Please contact me to discuss a possible study pack or project outline that *child's name* can complete whilst away. I hope that you have a good holiday and that *name of pupil* finds it an interesting and stimulating experience.

Yours sincerely,

Head teacher

Appendix D

XXXX School

Dear

Thank you for your recent holiday request form.

On this occasion I am not able to authorise your child's leave of absence from *date* to *date*, for the purpose of a family holiday.

I have no wish to deprive families of a well earned family holiday but my first concern has to be the educational development of *pupil name*. Requests for holiday leave are never taken lightly and in taking this decision I have considered *name of pupil* overall level of attendance, academic attainment and the impact any leave may have on public examinations and tests (please see attached form).

If you decide to go ahead with your proposed holiday, *pupil name* absences will be marked as unauthorised. I should inform you that unauthorised absences are referred to the Local Authority who may under certain circumstance consider issuing you with a Penalty Notice or other legal action in relation to unauthorised absences.

If you wish to discuss this matter further please feel free to make an appointment to see me.

Yours sincerely,

Head teacher

Appendix E

XXXX School

Dear

Further to our meeting on *date*.

I am able to confirm that on this occasion I am able to authorise your child's extended leave of absence from *date* to *date*.

Requests for extended holiday leave are only ever granted in exceptional circumstances. *Outline reason for authorisation*.

Please contact me to discuss a possible study pack or project outline that *child's name* can complete whilst away.

I look forward to *name of pupil* returning on *date* and hope that *name of pupil* finds it an interesting and stimulating experience. However, I must remind you that if *name of pupil* does not return to school within ten school days of the agreed date, without reasonable cause, *name of pupil* may be removed from the school roll. In the unlikely event of this taking place you will then have to apply to the Local Authority for a school place.

Yours sincerely,

Head teacher

Appendix F

Name
Address Line 1
Address Line 2
Address Line 3
Address Line 4
Address Line 5

KEVIN CROMPTON
CORPORATE DIRECTOR
Education Welfare Service
Keels Edge, Chelmsley Road,
Chelmsley Wood, B37 7RS
Tel: 0121 788 1505
FAX: 0121 779 7714
Email: keels@solihull.gov.uk
www.solihull.gov.uk

Our Ref. Our Reference

Please ask for Author's Name
Date Today's Date

Dear

SCHOOL ATTENDANCE of *NAME OF PUPIL*

It has come to my attention that your child, (*insert name of child* DOB, is not in regular attendance at (*insert name of school or name of alternative provision*). During the period *nn/nn/nn* to *nn/nn/nn* the recorded attendance was *nn* out of a possible *nn* sessions. The number of unauthorised absences (which may include excessive lateness) amount to *nn* sessions.

Section 444 of the Education Act 1996 states that: "A child of compulsory school age, who is a registered pupil at a school, shall attend regularly at the school, his/her parent(s) is guilty of an offence."

If the reasons given for your child's irregular attendance at school or other educational provision are not satisfactory, and your child continues to accumulate unauthorised absences, then the Education Welfare Service may take legal proceedings against you for failure to comply with the law. This may result in:

- A Penalty Notice payable up to **£100** fine
- Prosecution under s444(1) Education Act 1996, where if convicted you may be fined up to **£1,000**.
- Prosecution under s444(1a) Education Act 1996 where if convicted you may be fined up to **£2,500 and/or receive up to 3 months imprisonment**.

Appendix F

Section 576 of the *Education Act 1996* defines a parent as:

- All natural parents, whether they are married or not.
- Any person who, although they are not a natural parent, has parental responsibility (as defined in the *Children Act 1989*) for a child or young person.
 - Any person who, although not a natural parent, has care of a child or young person – having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law.

If you wish to discuss this matter further the Education Welfare Officer (**insert name of A/EWO**) may be contacted on the above direct line.

Yours sincerely,

Steve Martin
Chief Education Welfare Officer
Education Welfare Service
Education & Children's Services

Appendix G

TRUANCY PENALTY NOTICE
 Section 444 Education Act 1996
 Section 23 Anti-Social Behaviour Act 2003

If a child of compulsory school age who is registered at school does not attend regularly at the school, his/her parent/carer is guilty of an offence.

To:

DOB (if known)

Of:

You are a parent/carer of [name and address of child] (called in the notice "the pupil") who is a registered pupil at [name of school or alternative educational provision].

On [date]/between [date] and [date] the pupil failed to attend regularly at the school or the place where alternative educational provision is provided.

This notice gives you the opportunity to pay a penalty fine instead of being prosecuted for the offence given above. The amount of the penalty is £50 or £100 in accordance with the table below. If you pay the penalty within the time limits set out below, no further action will be taken against you in connection with the offence set out in this notice.

Payment should be made within 28 days (£50). If not paid within 28 days but within 42 days the penalty is doubled to £100. Payment should be made to Solihull Council, see details for payment methods.

When Paid	Date by which Payment must be Received By	Amount Due
If paid within 28 Days	[insert date]	£50
If paid between 29 & 42 Days	[insert date]	£100

Late or part payments will not be accepted and no reminders will be sent. **If payment is not received by (insert date 42 days from date of issue) you may be prosecuted for the offence and subject to a fine of up to £1,000.**

Please send or produce this notice when making payment by post or in person.

*This notice is issued by Mr Steve Martin, Chief Education Welfare Officer, Keepers Lodge, Chelmsley Wood, B37 7RS.

Date of issue

Reference No: UA0000

For Office Use

Reference No: UA0000

Truancy Penalty Notice

FINANCIAL CODE																					
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*

Appendix G

Payment Methods

Post Cheques/Postal Orders made payable to Solihull MBC, posted to: Revenue & Benefits, PO Box 1761 Council House, Solihull, West Midlands, B91 3RR (Please write the reference number on the back of your cheque or postal order.)	In Person at: Solihull Connect, Library Square , Solihull. 8:30am to 5:30pm Monday 9:00am to 5:30pm Tuesday, Thursday, Friday 10:00am to 5:30pm Wednesday 9:00am to 1:00pm Saturday
Online using our secure internet payment facility:* www.solihull.gov.uk/epay	Local Housing Offices: Greenwood Way, Chelmsley Wood. Church Close, Kingshurst. Westfield House, Arran Way, Smith's Wood. 9:00am to 5:00pm Monday, Tuesday, Thursday 10:00am to 5:00pm Wednesday 9:00am to 4:00pm Friday
Telephone using our automated telephone payment facility:* 0121 704 0869 (*24 hours a day, 7 days a week. During maintenance periods these services may not be available).	

Please send or produce this notice when making payment by post or in person.

Code of Conduct

This notice is issued in accordance with a local code of conduct drawn up by Solihull MBC. Any questions or correspondence about the code should be addressed to the Education Welfare Service, Keepers Lodge, Chelmsley Road Chelmsley Wood, B37 7RS (0121 788 1505).

Withdrawal

This notice may be withdrawn by the Education Welfare Service if it is shown that it should **not** have been issued to you or has **not** been issued to you in accordance with the local code of conduct. If you believe that the notice was wrongly issued you must contact the Education Welfare Service within fourteen days of issue stating why you believe the notice to have been incorrectly issued. The authority will consider your request and will contact you to let you know whether the notice is withdrawn. If the notice is not withdrawn and you do not pay, you will be liable to prosecution for the offence that your child has failed to attend school regularly.

Prosecution

If you do not pay the penalty, and the notice is not withdrawn, you will be prosecuted for the offence of failing to ensure your child's regular attendance at school. You will receive a separate summons for this which will give you notice of the time and date of the court hearing. You will be able to defend yourself and would be advised to seek legal representation; in some circumstances you may be entitled to legal aid.