

## Fixed Penalty Notices

### What is a Fixed Penalty Notice?

The Anti Social Behaviour Act 2003 introduced legislation that made provision for a Local Authority to issue Fixed Penalty Notices. These notices require a fine to be paid by parents of students who have unauthorised absence from the academy.

A separate penalty notice will be issued to **each** parent for **each** child who has unauthorised absence.

### In what circumstances will Fixed Penalty Notices be issued?

A Fixed Penalty Notice will be issued in three situations:

1. If a holiday is taken during term time without the authorisation of the Academy Director
2. If a student has unauthorised absence from the academy and their parent/carer fails to co-operate with the Attendance Officer to improve this situation
3. If a student has unauthorised absence from the academy and this does not improve following a warning letter

### What are the Penalties?

If a Fixed Penalty Notice is issued the penalty is £60 when the payment is made within 28 days. After 28 days it will increase to £120. Failure to pay within 42 days will result in a summons to appear before the Magistrates Court on the grounds that you have failed to secure your child's regular attendance at the academy.

### Why has the government introduced this legislation?

The message of this new legislation is that it is really very important that every child attends the academy for as many of the 380 half day sessions of the academic year as possible. It is the responsibility of parents to ensure that their children do not take unnecessary time off.

### What must I do?

You should get in touch with the lead Attendance Officer at the academy as soon as possible, to discuss the reason for your child's absence. This will avoid the risk of a Fixed Penalty Notice being issued to you.

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

The School Advice Team support schools/academies, parents and pupils so that high levels of attendance can be achieved. They can be contacted through Queen Elizabeth's Academy, or by ringing (01623) 434238. Every school/academy in Nottinghamshire is supporting the message that attendance is a high priority. We hope that parents will help us to ensure that all our children achieve the very highest levels of attendance at our academy for the benefit of their education.