

## What is the Anti-Social

### Behaviour Act 2003?

Section 23 of the Act gives powers to the Local Authority and other designated bodies to issue Penalty Notices where a parent/carer is considered capable of but unwilling to secure an improvement in their child's school attendance. The powers came into force on the 27th February 2004.

### Why was it introduced?

Reducing absence from school is a key priority nationally and locally because missing school damages a pupil's attainment levels, disrupts school routines and the learning of others and can leave a pupil vulnerable to anti-social behaviour and youth crime. Above all, missing school seriously affects children's longer term life opportunities.

### What is a Penalty Notice?

Under existing legislation, parents/carers commit an offence if a child fails to attend regularly and the absences are classed as unauthorised (those for which the school cannot or has not given permission). Depending on circumstances such cases may result in prosecution under Section 444 of the Education Act 1996. A Penalty Notice is an alternative to prosecution, which does not require an appearance in Court whilst still securing an improvement in a pupil's attendance. Payment of a Penalty Notice enables parents to discharge potential liability for conviction.

### What are the costs?

A penalty notice (fine) is raised at the rate of £120.00 per parent (see who is a parent) for each child of the family that accrues unauthorised absences from school. Payment is required within 28 days of issue. Notices paid within the first 21 days of this period are discounted, for early payment, to £60.00. Notices cannot be paid in instalments.

### Who is a "Parent"?

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.

### How are they issued?

By post to your home.

### When are they used?

South Tyneside LA considers that regular attendance at school is of such importance that Penalty Notices may be used in a range of situations where unauthorised absence occurs:

- Overt truancy (including pupils found during truancy sweeps),
- Inappropriate parentally-condoned absence (e.g. a family holiday) which has not been authorised by the Head Teacher or no request for authorisation has been sought and
- Persistent late arrival at school (after the register has closed).

The Authority never takes such action lightly and would far rather work with parents/carers to improve attendance without having to resort to any enforcement actions. Attendance is of such importance to all of us however that the Authority will use the powers if this is the only way of securing a child's schooling.

### Is a Warning Given?

Yes, you will receive a written warning of the possibility of a Penalty Notice being issued, which will tell you the extent of your child's absences and give you 15 days in which to effect an improvement. In that time your child must have no unauthorised absences from school.

You will not receive a written warning of the possibility of a Penalty Notice being issued for leave of absence in term time, which has not been authorised by the Head Teacher or where no request for authorisation has been sought.

There is no limit to the number of times formal warning of possible Penalty Notice issue may be made in any particular case.

### Is there an appeal process?

There is no statutory right of appeal once a Penalty Notice has been issued, but on receipt of a warning you can make representation should you wish.

### How do I pay?

Details of payment arrangements will be included on the Penalty Notice. You need to be aware that payment in part or by installment is not an option with Penalty Notices. Payments made after 28 days will be deemed unpaid.

### What happens if I do not pay?

You have up to 28 days from receipt to pay the Penalty Notice in full, after which the Authority is required under the Act to commence proceedings in the Magistrates court for the original offence of poor attendance by your child.

If proven, this can attract a range of fines up to £2,500 and/or a range of disposals such as Parenting Orders or Community Sentences depending upon circumstances.

### Can I be prosecuted if I pay the Penalty Notice but my child is still missing school?

Not for the period included in the Penalty Notice - payment discharges your liability in this respect. However it may be the case that a prosecution might be considered for further periods of poor attendance not covered by the Penalty Notice, depending upon the circumstances. If this is an issue, it is vital that you work closely with your child's school and support agencies such as Services for Young People.

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

Yes, the Local Authority and your child's school will give you advice and support if you need help to secure an improvement in your child's attendance.

It is very important that you speak with the school or with Services for Young People at the earliest opportunity if you have any worries at all about securing your child's attendance.

**For further information contact:**

**Services for Young People**

Town Hall and Civic Offices

Westoe Road

South Shields

NE33 2RL



(0191) 424 7400



BusinessSupport-SYP@southtyneside.gov.uk



[www.southtyneside.gov.uk/schools](http://www.southtyneside.gov.uk/schools)

# Penalty Notices to address unauthorised absence from school

The Anti-Social Behaviour Act 2003  
Advice for Parents and Carers

If you know someone who needs this information in a different format, for example large print, Braille or a different language, please call Marketing and Communications on 0191 427 1717.



**South Tyneside Council**