Penalty Notice procedure flowchart for school use

Attendance concern below of 90% or below identified
Issue letter to both parents unauthorising future absences without medical evidence

Unauthorised absence recorded without evidence. Issue letter approaching criteria for Penalty Notice

20 unauthorised absences

within 10 school week period

Issue 15-day monitoring period

Unauthorised absence without evidence during 15-day monitoring period

Parents Request Holiday in term-time 2 weeks before travel

School issue request denied letter to both parents informing they are at risk of Penalty Notice Fine

Pupil goes on holiday School unauthorise absence. If 20 sessions reached.

Parents do not request term time holiday before travel

School record evidence of child being on holiday. Issue a letter to both parents not agreeing to the holiday. Penalty notices procedure to be followed

School unauthorise absence. If 20 sessions reached

Pupil has a mixture of lates or unauthorised marks in a 10-week period

15-day monitoring period issued; evidence required for absences

Unauthorised absence without evidence during 15-day monitoring period

School will now request Penalty Notice Fine from EWS for both parents

PENALTY NOTICE FINE ISSUED

By Education Welfare Service