

The Education (Penalty Notices) (England) Regulations 2007 and subsequent amendments give the Barnet Education Welfare Team the power to issue fixed penalty notices to parents under advice from the head teacher.

Most penalty notices are issued for holidays or other personal events for which permission has either not been given or has not been requested.

This letter is to inform you that you will be issued with a fixed penalty notice

	Circumstances	<i>notes</i>	Dates of absence/lateness	Name of child
<input type="radio"/>	Absence without the school's permission	<i>Includes holidays, visiting relatives, birthdays, day trips, shopping, or any other matter considered unexceptional.</i>		
<input type="radio"/>	Unauthorised lateness to school	<i>Six unauthorised lates in any four-week period.</i>		
<input type="radio"/>	Casework; information over time	<i>Some parents are issued with penalty notices following a Court Assessment Meeting instead of being taken to court for their child's poor attendance.</i>		
<input type="radio"/>	Inadequate supervision of excluded pupil	<i>If your child is excluded, you must ensure he or she is at home or under your supervision in public.</i>		

Supporting Evidence	Yes	NO
Medical evidence provided of child's illness in the periods either side of an official school holiday		
Adult contacted by school during periods of illness by phone		
Staff visit the family home and the child is not there when reportedly too ill to attend school		
International dialling code heard		
Parent message was misleading/not given		
Information from child		
Information about sibling if relevant:		

Please note that there is no right of appeal for parents in the Regulations, but the Local Authority will examine any evidence provided that shows that a mistake has been made.

Please see the attached Guide for Parents 2019-20 for further information.