How to help your child to arrive in School on time:

- Get up early enough and make sure your child leaves the house on time.
- Make sure bags, equipment and uniform are ready the night before.
- Allow plenty of time for traffic hold ups, if you are driving.
- If your child is unhappy about coming to school make an appointment with the class teacher or bring to the Reception office and a member of staff will support.

Good School Attendance includes arriving into school on time

Punctuality is very important as it sets the standards for later life.

St Lawrence's C of E Primary School is committed to ensuring that every pupil reaches their full potential. Full attendance is central to this.

If you have any other questions regarding your child's attendance please do not hesitate to contact me:

Tori Nicholas-Brown

DSL & Attendance Lead

St Lawrence's C of E Primary School

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ATTENDANCE INFORMATION For Parents and Carers

St Lawrence's

CHURCH OF ENGLAND PRIMARY SCHOOL

Information for Parents on Rights and Responsibilities Relating to School

- Attendance
- Responsibilities
- Parental Prosecutions
- Penalty Notices

RESPONSIBILITIES - PARENTS AND CARERS

All parents who have children of compulsory school age are responsible in law for ensuring that their children receive an education. Most parents fulfil this responsibility by registering their children at school

Parents whose children are registered at school are then responsible for ensuring that they attend punctually, regularly and stay at school.

School Attendance & Penalty Notices

A GUIDE FOR PARENTS IN YORK

WHAT IS A PENALTY NOTICE?

If your child misses school without an authorised reason, you can be issued an official fine called a **Penalty Notice**. This is a legal alternative to being taken to court over your child's school attendance.

When is a fine issued?

Under national guidelines, a Penalty Notice is triggered if your child has **10 sessions (5 school days)** of unauthorised absence within a **10-week period**. This includes unapproved family holidays or repeated unexcused absences.

Fines apply to each parent for each child.

How much are fines?

Fines follow a national **3-year rule**. The cost depends on whether you have received a Penalty Notice before:

1st Fine: £80 if paid within 21 days *(increases to **£160** if paid within 28 days)*.

2nd Fine (within 3 years): A flat rate of **£160** per parent, per child. *(There is no option for an early -payment discount).*

3rd Fine (within 3 years): A fine will **not** be Issued. Instead, City of York Council will take you directly to Magistrates' Court, where fines can reach up to **£2,500**.

What happens if you don't pay?

You have up to 28 days to pay the fine in full.

If the fine is not paid within 28 days, City of York Council will move directly to prosecution under Section 444 of the Education Act 1996.

Can you appeal?

There is no formal right of appeal once a Penalty Notice is issued.

However:

If it was sent by mistake: Contact City of York Council immediately. Fines can be cancelled if they were sent to the wrong person or issued incorrectly.

If it isn't cancelled and remains unpaid: You will be taken to court. A magistrate will review the evidence, decide if an offence was committed, and determine the penalty.

ATTENDANCE PERCENTAGE	DAYS ABSENT	WEEKS ABSENT
97%	5	1
95%	10	2
92%	15	3
89%	20	4
87%	25	5
84%	30	6
82%	35	7
79%	40	8
76%	45	9
74%	50	10

If your child is struggling to attend school, please speak to us as early as possible so support can be put In place.