The County Attendance Team
Penalty Notice Process Chart (Feb 2015)

School's Responsibility Pre-Referral

Penalty Notices supplement the existing sanctions currently available to support regular attendance at school and offer a means of swift intervention at an early stage before attendance problems become entrenched.
Parents and pupils will continue to be supported by their school, by the Early Intervention Hubs and the County Attendance Team to overcome apparent barriers to regular attendance, through a range of intervention strategies.
School staff will carry out a thorough investigation of the pupil's circumstances, reasons for absence and will have considered referring to the EI Hub for support prior to a referral for a penalty notice to be issued.

Penalty Notices may be considered in the following circumstances:-

- At least 20 sessions (10 school days) lost due to unauthorised absence in a period of no more than 10 weeks;
- A leave of absence that has not been approved due to exceptional circumstances during term time, of at least 10 sessions of unauthorised absence in a period of no more than 5 weeks
- Persistent late arrival at school (after the register has closed) equivalent to 20 sessions of unauthorised absence in a period of no more than 10weeks;

CAT Responsibility Post-Referral

Unauthorised Absence	Exceptional Circumstances (not approved)	Persistent Lateness (after close of register)
WITHIN 10 DAYS OF REFERRAL, WARNING LETTER ISSUED BY POST		
Attendance monitored for 15 days after warning letter issued.	Attendance monitored for 12 months after date warning letter issued	Attendance monitored for 15 days after warning letter issued.
If no further unauthorised absence during this period, referral is considered for closure.	If no further unapproved leave of absence during this period, referral is considered for closure.	If no further lateness (after register has closed) during this period, referral is considered for closure.
If there is further unauthorised absence during the monitoring period a Penalty Notice is issued for the sum of £60 if paid within 21 days, rising to £120 if paid within 28 days.		
If Penalty Notice fine is paid, referral is closed. Up to two Penalty Notices may be issued per pupil per academic year		
If Penalty notice unpaid or only partly paid a prosecution under Section 444 of the Education Act 1996 will be considered.		