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

Parents Request Holiday in term-time 2 weeks before travel

Parents do not request term time holiday before travel

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

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

20 unauthorised absences within 10 school week period Issue 15-day monitoring period

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

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

15-day monitoring period issued; evidence required for absences

A logo with a tree and text

Description automatically generated with low confidence



School unauthorise absence. If 20 sessions reached

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

Unauthorised absence without evidence during 15-day monitoring period