Queries about this document should be addressed to:

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Education Welfare Service
Brent Civic Centre Engineers Way Wembley HA9 0FJ
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Email: amanda.hoyal@brent.gov.uk

This code will be reviewed in August 2015.
1. INTRODUCTION

1.1. Regular and punctual attendance at school is both a legal requirement and essential for pupils to maximise their educational opportunities. Penalty notices offer a swift intervention and may be used to combat school non-attendance problems before they become entrenched. Penalty Notices are suitable for use where there is a reasonable expectation of a parent’s ability to secure improvement, and where parents are not co-operating in those measures being offered or recommended, to improve attendance. Education Penalty Notices will only be issued for offences where the Local Authority is willing and able to prosecute.

1.2. Throughout this code the term parent is used to refer to an individual who falls within the definition of section 576 of the Education Act 1996. This includes all natural parents, whether they are married or not; any person or body who has parental responsibility for a child (as defined by the Children Act 1989); and any person who although not a natural parent, has care of a child. Having care of a child means that a person with whom a child lives and who looks after a child, irrespective of what their relationship is with that child, is considered to be a parent.

2. LEGAL BASIS

2.1. There is a legal duty under section 7 of the Education Act 1996 for a parent to ensure their child receives full time education suitable to his age, ability and aptitude. The offence under section 444 relates to a child who is a registered pupil at a school and fails to attend there regularly.

2.2. Section 23 of the Anti-Social Behaviour Act 2003 provides for the use of Penalty Notices by inserting section 444A into the Education Act 1996. This allows for Penalty Notices to be issued where it appears that an offence under s444 of the Act (which relates to a child who is a registered pupil at a school and fails to attend there regularly) has been committed. Section 444B also provides for further regulations to be made related to the use of Penalty Notices. The current regulations are the Education (Penalty Notices) (England) Regulations 2007. The Education Act 2005 inserted s444ZA into the Education Act 1996 extends the use of Education Penalty Notices to circumstances where a parent fails to ensure that a child, for whom he or she is responsible, attends the alternative provision that has been made for the child. The term “school” should therefore within the code include alternative provision within the definition contained in these regulations.
2.3. **Section 103** of the **Education and Inspections Act 2006** places a legal duty on a parent in relation to excluded pupils. A parent is guilty of an offence under this Act where a child has been excluded from school (fixed-term or permanent) and is found in a public place during school hours, without reasonable justification, within the first five days of the exclusion period. In some circumstances it may be necessary for a child to be in a public place during school hours on a school day e.g. pre-arranged medical appointment or emergency. Also a parent may need medical help and may consider it inappropriate for a child to be left at home alone if they are unable to make alternative arrangements.

2.4. This Code takes into account the change in legislation in accordance with The Education Pupil Registration England Amendment Regulations which came into force on 1 September 2013 and amend Regulation 7 of the 2006 Regulations as follows:

(1A) leave of absence shall not be granted unless
(a) an application has been made in advance to the proprietor by a parent with whom the pupil normally resides; and
(b) the proprietor or a person authorised by the proprietor in accordance with paragraph (1) considers that leave of absence should be granted due to the exceptional circumstances relating to that application.

3. **RATIONALE**

3.1. A criminal offence occurs if a parent fails to secure a child's regular attendance at school at which they are registered. An Education Penalty Notice (EPN) may provide a more proportionate response to non-attendance than a prosecution and one which can often be taken sooner and for less serious non-attendance [please see later for examples of its use]. Further benefits of the Education Penalty Notices are that they offer the Local Authority the opportunity to save time and money expended in prosecuting parents, where this may not be appropriate, and they offer the parent a chance to avoid a criminal record where they may otherwise have obtained one.

4. **RESPONSIBILITY**

4.1. Although the regulations make provision for a penalty notice relating to unauthorised absence to be issued by a head teacher (and other nominated school staff), the Police and authorised Local Authority staff, in Brent the responsibility for issuing and managing the arrangements for Education Penalty Notices rests solely with the Manager and staff of the Education Welfare Service. The Education Penalty Notice can only be issued by an “Authorised Officer.” For details of London Borough of Brent’s Authorised Officers see **ANNEX 1**. This will ensure that all procedures relating
to Penalty Notices are consistently applied, that enforcement action is not duplicated and any subsequent court action that may be necessary can be integrated within the existing arrangements.

4.2. It is for the Local Authority to make such arrangements as it sees fit for aspects of the operation of the scheme not provided for in the code of conduct. The Education Welfare Service (EWS) is part of the Inclusion and Alternative Education Service within the Children and Young People Department.

5. CIRCUMSTANCES FOR ISSUING AN EDUCATION PENALTY NOTICE OR A FORMAL WARNING

5.1. Where concerns have been identified with regard to non-attendance, there are three courses of action which can be pursued:

1. A Formal Warning
2. An Education Penalty Notice
3. Prosecution

One of these is appropriate if:

- the parent has committed an offence under section 444 of the Education Act 1996, and

- the school to which the offence relates is a relevant school in England (i.e. a qualifying school under section 1(3) of the Education Act 2002 or a pupil referral unit as defined in section 19(2) of the Education Act 1996).

5.2. An Authorised Officer has discretion whether to issue an Education Penalty Notice (ANNEX 2). A penalty notice will not always be the first alternative to court action. Any person authorised to issue a notice in Brent must comply with the guidance set out in this code of conduct. The responsibility of this code of conduct is to ensure that the powers in relation to Education Penalty Notices are applied consistently and fairly across the LA and that suitable arrangements are in place for administration of the scheme (ANNEX 3, EWS Casework Flowchart).

5.3. All Education Penalty Notices shall be issued in accordance with this code of conduct. In order for a Formal Warning or Penalty Notice to be issued, the EWS must be satisfied that a school has followed its own attendance policy. All Brent schools wishing to implement Formal Warnings, or Penalty Notices as a strategy to improve school attendance, must include this information in their attendance policy and in addition inform parents once a year in writing.
6. ISSUING OF A FORMAL WARNING

6.1. A Formal Warning can only be issued by the Education Welfare Service in cases of unauthorised absence that can be evidenced in the school register. In order to issue a Formal Warning there must be unauthorised term time leave or a minimum of 10% unauthorised absence. Unauthorised absence need not be consecutive (ANNEX 4).

6.2. It is the experience of the EWS that a Formal Warning is a preventative measure that is successful in reducing repeated cases of unauthorised absence.

1. Term time leave. Examples of this are:

- A parent has requested to take their child on leave and the Head teacher has not given permission.
- Permission has been given for term time leave but the child has failed to return to school on the agreed date.
- The parent removes their child from school without permission and their whereabouts are unknown.

2. Persistent unauthorised absence (10% unauthorised absence).

7. ISSUING OF AN EDUCATION PENALTY NOTICE

7.1. Authorised officers have the discretion to issue an Education Penalty Notice rather than a Formal Warning for a first offence. This will be determined based upon the facts of the case.

An Education Penalty Notice can only be issued in cases of unauthorised absence that can be evidenced in the school register. There must be unauthorised term time leave or a minimum of 10% unauthorised absence. The unauthorised absence need not be consecutive; however, officers should bear in mind the six month time limit to issue for summary proceedings.

7.2. The use of the Education Penalty Notice will be restricted to a maximum of two per parent in any twelve month period. The Head teacher will provide the EWS with a referral that clearly details the reasons why an Education Penalty Notice should be issued.

7.3. An Education Penalty Notice will generally be used where the parent is capable but unwilling to secure an improvement in the child’s non-attendance i.e. parentally condoned absence such as:
Term time leave
Examples of this are:

- A parent has requested to take their child on leave and the Head teacher has not given permission.
- Permission has been given for term time leave but the child has failed to return to school on the agreed date.
- The parent removes their child from school without permission and their whereabouts are unknown.

(ANNEX 5).

Persistent unauthorised absence [10% unauthorised absence]
(ANNEX 6).

7.4. If a parent has already received two Education Penalty Notices in any twelve month period and it appears that a further offence has been committed under section 444 of the Education Act 1996 consideration shall be given to alternative strategies (most likely prosecution under that section).

8. FORMAL WARNING, EDUCATION PENALTY NOTICE OR OTHER ACTION

8.1. PROCEDURE FOR ISSUING A FORMAL WARNING OR EDUCATION PENALTY NOTICE
Cases will always proceed in accordance with this Code of Conduct, the EWS Prosecution Policy and regard will be given to any guidance published by the Secretary of State. The EWS will respond to all requests for the issue of a Formal Warning or Education Penalty Notice within fifteen working days.

8.2. All Formal Warnings and Education Penalty Notices will be served by first class post. Please note that it is possible to issue a separate Education Penalty Notice to both parents. The Penalty Notice will be addressed to each parent and will be sent to the recipient at his/her usual or last known address.

8.3. The notice is deemed to be received on the second working day after posting, unless the contrary is proved. Education Penalty Notices will only be issued by post and never hand delivered. This method will satisfy evidential requirements and will meet Health and Safety requirements.

8.4. The EWS will closely monitor the issuing and enforcement of Formal Warnings and Education Penalty Notices, keeping accurate and detailed records within the case file. Where an Education Penalty Notice is not paid the EWS will instruct legal services to instigate proceedings through the court under section 444 of the Education Act 1996. This will ensure consistency in ensuring that
duplicate notices are not being issued and parents are dealt with appropriately.

8.5. A Formal Warning (with accompanying guidance) will inform the parent of:
   • the record of unauthorised absences which give rise to the formal warning

8.6. An Education Penalty Notice (with accompanying guidance) will inform the parent of the:
   • record of unauthorised absences which give rise to the EPN
   • local authority’s power to issue the Education Penalty Notice and what the notice means
   • procedure for withdrawing an Education Penalty Notice (and that there is no right to appeal).

8.7. The penalty for an EPN is £60, if paid within 21 days of receipt of the notice, rising to £120 if paid after the 21 days have elapsed but within 28 days of receipt. If the penalty is not paid in full by the end of 28 days the LA will either prosecute for the offence of non-attendance or withdraw the notice. The prosecution is for the offence of failing to secure attendance at school not for non-payment of the fine. Prosecutions are brought under s444 of the Education Act 1996. Withdrawal of the notice can only take place in very limited circumstances as set out in this code of conduct.

8.8. A Local Authority officer may only issue a Formal Warning or Education Penalty Notice in respect of a child who is a registered pupil at a school. A parent may receive a separate Education Penalty Notice for each child who has unauthorised absence.

9. WITHDRAWAL OF A PENALTY NOTICE

9.1. A penalty notice may be withdrawn by the Local Authority in the following circumstances:

   • It has been determined that the Education Penalty Notice ought not to have been issued or ought not to have been issued to the person named as the recipient.

   • The Education Penalty Notice contains material errors.

9.2. Where an Education Penalty Notice has been withdrawn on one of the above grounds, a notice of the withdrawal shall be given to the recipient and any amount paid in pursuance of that notice shall be repaid to the person who paid it. If a recipient believes that one of these grounds applies, he or she should make a request in writing to the Local Authority. Details of how to do this shall be given in the Education Penalty Notice.
9.3. Once the notice has been withdrawn no proceedings under section 444 of the Education Act 1996 shall be continued or instituted against the recipient of the notice in relation to the offence for which the notice was issued; except in cases where an Education Penalty Notice has been withdrawn because it contains material errors. If a new Education Penalty Notice is issued, at the same time as the first Education Penalty Notice containing the material errors is withdrawn, proceedings under section 444 of the Education Act 1996 may be continued or instituted against the recipient [Regulation 8 of the Education (Penalty Notices) (England) Regulations 2007]. Proceedings may also continue, or be instituted, if full payment for the new Education Penalty has not been received within 28 days.

9.4. A penalty notice must be withdrawn by the Local Authority when the penalty has not been paid in full within 28 days and the Local Authority has not instituted proceedings against the recipient of the notice, nor are proceedings contemplated [Regulation 9 of the Education (Penalty Notices) (England) Regulations 2007].

10. PAYMENT OF EDUCATION PENALTY NOTICES

10.1. Arrangements for payments will be detailed on the Education Penalty Notice. The penalty is payable to the Local Authority through the Brent Financial Services Centre (FSC). Payment of an Education Penalty Notice discharges the parent of liability for the period in question and they cannot subsequently be prosecuted under other enforcement powers for the period covered by the Education Penalty Notice.

11. REVENUE COLLECTION

11.1. Monies in payment of an Education Penalty Notices will be collected by Brent Financial Services Centre and will be paid into the EWS budget to be applied in meeting the costs of issuing and enforcing notices, or the cost of prosecuting recipients who do not pay. It is unlikely that revenue will be greater than enforcement costs but if it is, that sum is to be held by central government. Only payment in full is acceptable, part-payment or payment by instalments will not be accepted.

11.2. Payment can be made by any person on behalf of the recipient of the notice to Brent Financial Services (FSC) at a Bank or Post Office using the bar code on the Education Penalty Notice. Options for payment are included in the Education Penalty Notice. Any payments made after 28 days will not be accepted and FCS will reimburse the parent by way of cheque dispatched by post.
12. NON-PAYMENT OF EDUCATION PENALTY NOTICES

12.1. If at the end of 28 days of receipt of the Education Penalty Notice payment in full is not received, the Local Authority shall normally prosecute the recipient for the offence of failure to ensure regular school attendance under s444 Education Act 1996. Proceedings cannot be issued before the expiry of the 28 day period. A non-payment certificate, ANNEX 7, signed by the Authorised Officer, will state that the recipient of an Education Penalty Notice has not paid the penalty before a date stated in the certificate (28 days after receipt of the notice). The case will then be referred to Brent Legal Services and the non-payment certificate and relevant evidence will be provided as evidence.

13. POLICY AND PUBLICITY

13.1. Reference to the use of Education Penalty Notices as a sanction is to be included in the Authority's Attendance Policy.

13.2. All school attendance policies should include information on the use of Education Penalty Notices. Information will be provided to schools by the EWS which could be adapted by schools to meet their own needs in informing parents about Education Penalty Notices.

13.3. The Local Authority will include information on the use of Education Penalty Notices and other attendance enforcement sanctions in promotional/public information material (such as the Local Authority website, attendance information leaflets).

14. ARRANGEMENTS FOR COORDINATION

14.1. The EWS will monitor the use of Penalty Notices. This will help ensure consistent and equitable delivery and allow cohesion with other enforcement sanctions.

14.2. The EWS will provide annual feedback to Head teachers, the Police and authorised officers and neighbouring local education authorities, where appropriate, on the use of Penalty Notices and resulting outcomes.

14.3. Where it appears to the EWS that the Code of Conduct requires amendment, the EWS will consult head teachers, the police, and any other person or body it deems appropriate, regarding the proposed changes.
15. REPORTING AND REVIEW

15.1. The EWS within the Inclusion and Alternative Education Service will monitor and review Education Penalty Notices at regular intervals.

15.2. The Local Authority shall keep records of Education Penalty Notices which include:

- the number of requests for a formal warnings
- the number of requests to issue an Education Penalty Notice
- the number of Education Penalty Notices issued
- the number of Education Penalty Notices paid, when and how much
- the number of requests for withdrawals
- the number of notices withdrawn and the grounds of the withdrawal
- the outcome of those cases taken to court.

15.3. The EWS will produce an auditor’s statement as part of the usual audit procedure showing that income received from fines does not exceed enforcement as defined.

16. REPRESENTATION

16.1. There is no statutory right of appeal against the issuing of a penalty notice.

17. ANNUAL REVIEW

17.1. This code of conduct will be reviewed on an annual basis and may be amended in line with current practice and procedures.

Dated: 8th July 2014
<table>
<thead>
<tr>
<th>Education Welfare Service Officers authorised to issue Education Penalty Notices on behalf of the London Borough of Brent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amanda Hoyal</td>
</tr>
<tr>
<td>Malesha Coombs</td>
</tr>
<tr>
<td>Natasha Antoine</td>
</tr>
<tr>
<td>Katrina Lovett</td>
</tr>
<tr>
<td>Paul McGhie</td>
</tr>
</tbody>
</table>
If a child of compulsory* school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence under s.444 of the Education Act 1996.

TO: ..........................................................................................................................................

Of: ............................................................................................................................................

PUPILNAME: ................................................................................................................................

INVOICE NUMBER..........................EPN REFERENCE NUMBER.................................

You are the parent of (child’s name) who is a registered pupil at (school) was absent between [date] and [date] during which period the school was open for [days]. During this period he/she was present for (days) and absent [days], of which .number of days were authorised absences.

This Notice gives you the opportunity to pay a financial penalty as an alternative to a prosecution contrary to Section 444 Education Act 1996. The amount of the penalty is £120.00. However if you pay within 21 days from the date of this notice, payment will be £60.00 and you will discharge any liability from Prosecution.

If paid between 22 and 28 days of the date of this Notice, the full amount of £120.00 is payable. Late or part payments will not be accepted and no reminders will be sent.

This Notice is sent by first class post on the date of issue and is deemed to be received by you on the second working day, following the date of issue and posting.

If your payment has not been cleared by the London Borough of Brent Central Account and/or is not received by another other means (e.g. cheque) by the dates shown below, this Notice will be withdrawn and you may be prosecuted, contrary to Section 444 Education Act for the offence and could be subject to a fine of up to £1,000.00

<table>
<thead>
<tr>
<th>Date</th>
<th>Maximum Days</th>
<th>Amount Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD/MM/YYYY</td>
<td>21</td>
<td>£60.00</td>
</tr>
<tr>
<td>DD/MM/YYYY</td>
<td>28</td>
<td>£120.00</td>
</tr>
</tbody>
</table>

This notice is issued by....................................................of Brent Education Welfare Service
Date of issue............................................................................................................................

LONDON BOROUGH OF BRENT
GUIDANCE NOTES

CODE OF CONDUCT

This Notice is issued in accordance with a Local Code of Conduct drawn up by London Borough of Brent’s Children and Young People. Any questions or correspondence about this Notice or the Code should be addressed to The Team Leader, Education Welfare Service, London Borough of Brent, Brent Civic Centre, Engineers Way, Wembley, HA9 0FJ or email ews@brent.gov.uk. For further information on the Local Code of Conduct, please go to www.brent.gov.uk

AMOUNT OF PENALTY

The amount of the penalty is as follows:

<table>
<thead>
<tr>
<th>When Paid</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 21 days</td>
<td>£60</td>
</tr>
<tr>
<td>Within 28 days</td>
<td>£120</td>
</tr>
</tbody>
</table>

RIGHT OF APPEAL

There is no right of appeal against this notice.

WITHDRAWAL OF A PENALTY NOTICE

London Borough of Brent will withdraw this notice if it is shown that it should not have been issued to you.

PROSECUTION

If you do not pay the penalty, and the Notice is not withdrawn, you will be prosecuted for the offence of failing to secure your child’s regular attendance at school. You will receive a separate summons for this which will give you notice of the time and date of the court hearing.

*Compulsory school age is defined as beginning from the start of the term commencing on or after the child's fifth birthday. A child continues to be of compulsory school age until the last Friday of June in the school year that they reach sixteen.

**Schools are required to take an attendance register twice a day, at the start of the morning session and once during the afternoon session. The register shows whether the pupil is either present, engaged in an approved education activity off-site, or absent. The register must show whether any absence was authorised or unauthorised.

Authorised absence is where the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as satisfactory justification for absence. All other absences must be treated as unauthorised.

Please note that only schools, not parents, authorise absence. Schools must adhere to the Department for Education guidelines in authorising absence.
HOW TO PAY YOUR EDUCATION PENALTY NOTICE

Please pay your fine on time and follow the payment instructions below to ensure your payment is applied to the correct invoice easily and quickly and is received within the correct time scale.

1. Internet/ Phone Banking/ Direct Credit (BACS)
The payment will appear on your account 3 days after your bank account is debited.

To make an electronic payment (e.g. online banking) please use the following details:
- London Borough of Brent Central Account
  - sort code 60-23-09
  - account number 95711279
- Quote the invoice number as shown on the front of this invoice. Send your remittance advice slip by email to FSC.Income@brent.gov.uk. Or by post to the address on the front of the invoice.

2. Post Office or PayPoint Outlet
The payment will appear on your account 4 days after the date on your receipt. Take this invoice to a Post Office with cash, debit card or cheque (payable to 'Post Office Ltd'). If paying by cheque please write your invoice number and address on the back of the cheque.

3. PayPoint outlet with cash. Go to Paypoint.co.uk to find the nearest outlet by entering your post code. The bar code on the front of the invoice contains the invoice number which once scanned is sent to the council electronically at the end of day. Please keep the receipt you are given as proof of payment.

4. Debit or Credit Card
Your payment will appear on your account 3 days after the date your card statement payment date. Pay using Visa Delta, Maestro, Solo, Electron, Visa or MasterCard. A charge of 1.25% will be made for payments using a Credit Card. There is no charge for payments using a Debit Card.

5. Online at www.brent.gov.uk/PayInvoices. Please keep a record of the transaction receipt number.

6. Use the Speech Recognition telephone Hotline on 020 8937 1717 and say ‘Other Bills’ to pay this invoice. Please listen to the prompts and follow the instructions. Have your bill, card and a pen to hand before making the call, and write down the transaction receipt number given at the end of the call.

Accounts that make ‘Chargebacks’ will not be able to use these facilities and will have to make payment by an alternative method.

7. Cheque by Post
Your payment will appear on your account 5 days after receipt by the council. Please send your cheque made payable to 'Brent Council' to London Borough of Brent, PO Box 1023, WEMBLEY HA9 1GR.

- Complete the remittance slip overleaf with your cheque number and send it with your cheque.
- Write the invoice number and your address on the back of the cheque.
- DO NOT Include any other correspondence with your payment.
- DO NOT send cash in the post.

If your payment can not be applied to an invoice it will be returned to you via your bank requesting information. This delay may cause you to receive a fine or be prosecuted.

If you have a query;
1. about the service this invoice relates to - please contact the Education Welfare Service.
2. about how to pay or the accuracy of the invoice - please contact the FSC Team on 020 89371890, or email FSC.Income@brent.gov.uk

For more information about Brent Council please go to our website www.brent.gov.uk
Referral received from school.
Letter sent to parent advising of EWS involvement

Week 1
Legal threshold **10% unauthorised absence**
[Casework procedures commence]

Attendance monitored, interventions made and complexity of case determined

Week 8
**IMPROVEMENT** or **COMPLEX CASE**

NO
Letter sent to parent inviting to attend Stage One Meeting

Week 9
Stage One Meeting
School attendance monitored and further interventions as required

Week 12
**IMPROVEMENT** or **COMPLEX CASE**

NO
Letter sent to parent inviting to attend Stage Two Meeting

Week 13
Stage Two Meeting
School attendance monitored for 10 days

Week 16
Final decision made within 10 days of Stage Two Meeting
[Prosecution [minimum 10% unauthorised absence]/Education Penalty Notice/Formal Warning/No Further Action]

*Based on School Academic Year & a 16 week turnaround time.
**Days are representative of school days & exclude school holidays.
***Exceptional circumstances may affect the progress of a case.
FORMAL WARNING
UNAUTHORISED TERM TIME LEAVE

Dear Parent

RE: Child’s name  D.O.B:

School: Class:

I write regarding your child’s recent unauthorised absence from «School». As you are aware, term time leave is only allowed with the permission of the Head teacher. Taking children out of school during term time disrupts their school routine and learning. Despite being informed of the school’s policy you chose to take «Child_Forename1» out of school between (date) and (date), a total of (Number) sessions, (Number) days, without authorisation. A copy of «Child_Forename1»’s attendance certificate is enclosed for your information.

Please be advised that this letter is an official warning notice that the Local Authority will in future use its legal powers and you will be issued with an Education Penalty Notice or have the case proceed to prosecution under section 444 of the Education Act 1996 if «Child_Forename1» has further unauthorised absences during term time.

Thank you for your support in ensuring that your child does not have unauthorised absence from school during term time in the future.

Yours sincerely

Education Welfare Officer
EDUCATION PENALTY NOTICES FOR TERM TIME LEAVE

Referral received from school for Penalty Notice

Penalty Notice issued to parent[s] by first class post

Payment of £60.00 received with 21 days

YES
No further action

NO
Payment of £120.00 received within 22 - 28 days

YES
No further action

NO
Decision made to refer matter for Prosecution or withdraw Penalty Notice in certain circumstances

Within 15 working days
EDUCATION PENALTY NOTICES FOR PERSISTENT UNAUTHORISED ABSENCE

Final Decision made – issuing an Education Penalty Notice

Penalty Notice issued to parent[s] by first class post

Payment of £60.00 received with 21 days

YES
No further action

NO
Payment of £120.00 received within 22 - 28 days?

YES
No further action

NO
Decision made to refer matter for Prosecution or withdraw Penalty Notice in certain circumstances
Dear Parent

RE: Child’s Name

School: Class:

I write regarding your non-payment of the Education Penalty Notice (EPN) (number) issued to you on (date) regarding your child [name]. Enclosed with this letter is a certificate of non-payment of the said EPN. Owing to the fact that the EPN was not paid in full within 28 days from service, the case will now be referred to Brent Legal Services for consideration of commencement of a criminal prosecution against you for failing to secure regular attendance of your child at (school).

Yours sincerely

Education Welfare Officer
<table>
<thead>
<tr>
<th><strong>EDUCATION WELFARE SERVICE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CERTIFICATE OF NON PAYMENT OF A PENALTY NOTICE</strong></td>
</tr>
</tbody>
</table>

Section 444A of the Education Act 1996  
Regulation 6(2) of the Education (Penalty Notices) (England) Regulations 2007

I, .................................................................................................. an authorised officer of the Education Welfare Service at the London Borough of Brent can confirm that payment for the following Penalty Notice has not been received:

<table>
<thead>
<tr>
<th>Penalty Notice reference number: EWS-EPN-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Penalty Notice was issued:</td>
</tr>
<tr>
<td>Name of Recipient:</td>
</tr>
<tr>
<td>Address of Recipient:</td>
</tr>
<tr>
<td>Name of Child:</td>
</tr>
<tr>
<td>Address of Child:</td>
</tr>
<tr>
<td>Name and Address of school where child is a registered pupil:</td>
</tr>
<tr>
<td>Final date for payment:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name in full: .................................................................</td>
<td></td>
</tr>
<tr>
<td>Occupation: Education Welfare/Finance Officer</td>
<td></td>
</tr>
</tbody>
</table>
| Address:  
  Brent Civic Centre  
  Engineers Way  
  Wembley  
  Middx  
  HA9 0FJ |