

Your penalty notice number. You'll need it to pay your fine.

**Penalty Notice
(School Attendance)**

**S444 EDUCATION ACT 1996
(Please read the notes overleaf carefully)**

Penalty Notice No: 5569/030719

Date of Issue: 05/06/19

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his/her parent/carer is guilty of an offence under S444 Education Act 1996.

To: Mr Smith
Of: 12 High Street
Middlesbrough
TS1 6XX

The child your fine relates to.

You are a parent/carer of **John Smith** (called in this notice "the pupil") who is a registered pupil at Middlesbrough High Primary School. Between **25/02/19 and 15/03/19** the pupil failed to attend regularly at the school.

The period of absence your fine relates to.

This notice gives you the opportunity to pay a penalty fine instead of being prosecuted for the offence given above. The amount is £60/£120 in accordance with the table overleaf. If you pay this penalty within the time limits set out below, no further action will be taken against you in connection with the offence as set out in this notice.

Payment should be made within 21 days. If paid after 21 days but within 28 days the penalty is doubled to £120.

£60 due if paid between **05/06/19** and **26/06/19**.
£120 due if paid between **27/06/19** and **03/07/19**.

The amount your fine will be, based on when you pay it.

Methods of Payments:

Online: www.middlesbrough.gov.uk/schoolfine

By Telephone: 01642 726001

In person: Cashiers Department, Middlesbrough House, Corporation Road, TS1 2YQ

IMPORTANT

Late or part payment will not be accepted and no reminders will be sent.

If payment is not received by 03/07/19 you may be prosecuted for the offence.

NOTES

1. Contact Details

If you have any queries about this notice, please contact Education Welfare Service, Access to Education, Middlesbrough House, 50 Corporation Rd, Middlesbrough, TS1 2RH – Tel:- 01642 729435, 01642 201898

2. Amount of penalty.

The amount of the penalty is as follows:

When paid

Within 21 days	£60
Paid between 21 days and 28 days	£120

3. Code of Conduct

This notice is issued in accordance with a local code of conduct drawn up by the Middlesbrough LA. Any Questions or correspondence about the code should be addressed to Lynn Mitchell, Attendance Manager, Middlesbrough House, 50 Corporation Rd, Middlesbrough, TS1 2RH.

4. Withdrawal

Please note there is no right of appeal for this notice.

This notice may be withdrawn by Middlesbrough LA if it is shown that it should not have been issued to you or has not been issued to you in accordance with the local code of conduct. The LA will consider your request and will contact you to let you know whether the notice is to be withdrawn. If the notice is not withdrawn and you do not pay, you will be liable to prosecution for the offence that you did fail to secure your child's regular attendance at school.

5. Payment

Online: www.middlesbrough.gov.uk/schoolfine

In person: Cashiers Department, Middlesbrough House, Corporation Road, Middlesbrough TS1 2YQ

By telephone: 01642 726001

No instalment, payment arrangement will be entered into.

6. Prosecution

If you do not pay the penalty, and the notice is not withdrawn, you will be prosecuted for the offence that you did fail to secure your child's regular attendance at school. You will receive a separate summons for this offence which will give you notice of the time and date of the court hearing. You will be able to defend yourself and you would be advised to seek legal representation; in some circumstances you may be entitled to legal aid.
