



Birkby Infant & Nursery School

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Headteacher: Mrs Diana Wilson

10.10.2024

Dear Parents/Carers

Penalty Notice Fines for Arriving at School Late

Our school gates open at 8.35am all pupils should be in their classroom by 8.45am ready for registration by their teacher. Each time your child is late their class is disrupted both for your own child and the other children in their class.

The DfE have recently advised schools to mark children as UNAUTHORISED ABSENCE if arriving at school after 9am, unless a medical appointment is seen by the school office staff.

The DfE advice means that families may be issued with a Penalty Notice fine if their child arrives at school late (after 9am) 10 times within a period of 10 school weeks.

- The first penalty notice is £160 per parent per child (£80 if paid within 28 days).
- A second penalty notice within three years for the same child will be £160, payable within 28 days, with no discount.
- Further unauthorised absences for the same child within three years of the first penalty will lead to prosecution in Magistrates' Court, with fines up to £2,500 per parent per child.

We appreciate your understanding and cooperation in adhering to these guidelines. Please feel free to contact myself or Mrs Isherwood if you have any questions or require further clarification.

Yours sincerely

Mrs D Wilson
Headteacher