



# Fast Track to Improving School Attendance

[www.wakefield.gov.uk](http://www.wakefield.gov.uk)

**wakefield**council  
working for you

## What is it?

The Education Act 2004 states that it is the responsibility of the parent/carer to ensure their child attends school regularly and on time. If your child does not, you may be issued with a Fixed Penalty Notice or a prosecution in the Magistrates Court.

Fast Track promotes early intervention to improve school attendance and punctuality. It involves pupil, parents/carers, schools and the Local Authority.

It sets clear expectations for attendance and punctuality and gives an 8 week period for improvement to be made. It explains procedures should parents fail to meet their legal responsibility.

## How does it work?

The school will inform parents if their child is to be involved in the process. The EWO or a member of staff will discuss the process.

Parents will be invited into school for a meeting with staff and the EWO to discuss attendance issues. A parental contract will be drawn up and signed.

A four week period will be given for improvements to be made. If none are made a Final Warning letter will be issued.

A further 4 weeks will be given. If improvements are made no further action will be taken. If none are made a Final Penalty Notice will be issued by the Local Authority.





## Penalty Notices

These were introduced by the Government in 2003 as an alternative to prosecutions.

A Fixed Penalty Notice may be issued:

- If a parent/carer fails to ensure their child's school attendance and punctuality.
- A child takes an unauthorised term-time holiday.
- A child is persistently late for school after the registers have closed.

- A child is in a public place during the first five days of an exclusion.

## The cost of a penalty notice is

£60 (payment within 21 days)

£120 (payment between 22 and 28 days)

Failure to pay will result in the matter being brought before the Magistrates Court.

**For more information  
please contact:**

Education Welfare Service  
Normanton Town Hall  
High Street, Normanton  
Wakefield WF2 6DZ

Tel: 01924 307451

Fax: 01924 307452

email: [ews@wakefield.gov.uk](mailto:ews@wakefield.gov.uk)

