

Eich cyf / Your  
ref:

Gofynner am / Please ask for:

Fy nghyf / My  
ref:

Llinell Uniongyrchol / Direct Line:

Dyddiad / Date:

E-bost / Email:

[Cwestiwnecs@sirgar.gov.uk](mailto:Cwestiwnecs@sirgar.gov.uk)

[QuestionECS@carmarthenshire.gov.uk](mailto:QuestionECS@carmarthenshire.gov.uk)

Dear Parent/Guardian,

### Penalty Notices

The purpose of this letter is to inform you that penalty notices can be issued where a child has unauthorised absences from school. They will be issued in line with Carmarthenshire County Council's Code of Conduct, which can be found on the Carmarthenshire County Council website.

Carmarthenshire County Council believes that any absence from school, for whatever reason, is detrimental to a child's long term life opportunities, so should be avoided if possible. Reducing absence from school is a key priority, both nationally and locally, because missing school damages a pupil's attainment levels, disrupts school routines, and can leave a pupil vulnerable to anti-social behaviour and youth crime.

A penalty notice can be issued as an alternative to prosecution with the aim of seeking to secure an improvement in the pupil's attendance.

A penalty notice request can be made by the school to Carmarthenshire County Council in relation to unauthorised non-attendance at school. If a reason for absence is provided by the parent/carer, then it is the headteacher's decision to accept, or not accept this, and ensure that the register is marked appropriately.

If a notice has been requested, the parent/carer will receive a formal letter which gives them 15 days to provide evidence to Carmarthenshire County Council that the unauthorised absences were not justified in the circumstances and that the register should be amended accordingly. It will be for the Head Teacher to determine whether the evidence is accepted and whether the register should be amended. (Please note that there is no limit to the number of formal warnings which can be issued).

Where no response is received to the formal letter or where the evidence is insufficient, a penalty notice will be issued to the parent/carer if Carmarthenshire County Council deem it appropriate.

**Gareth Morgans, BAdd/BEd; MGw/MSc**

Cyfarwyddwr Addysg a Gwasanaethau Plant,  
Neuadd y Sir, Gaerfyrddin, Sir Gaerfyrddin SA31 1JP

Director of Education & Children's Services,  
County Hall, Carmarthen, Carmarthenshire SA31 1JP



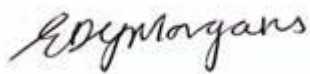
BUDDSODDWYR | INVESTORS  
MEWN POBL | IN PEOPLE

Mae croeso i chi gysylltu â mi yn y Gymraeg neu'r Saesneg

You are welcome to contact me in Welsh or English

The amount of the penalty notice is £60 if paid within 28 days of it being issued, if it is not paid within this period then the penalty increases to £120 and a further 14 days given for payment (a total of 42 days from date of issue). If the penalty is not paid, then Carmarthenshire County Council will consider issuing prosecution proceedings against the parent/carer for an offence under s.444 Education Act 1996.

If there is a reason why your child is absent it is important that you communicate this to the school and where appropriate engage with any support and guidance provided.



**EDG Morgans**  
**Cyfarwyddwr Addysg a Gwasanaethau Plant**  
**Director of Education & Children's Services**

**Gareth Morgans, BAdd/BEd; MGw/MSc**

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