

Doncaster Local Authority has made a commitment to improving attendance at school.

Attendance & Pupil Welfare Service will give advice and support to parents guardians/ carers who are experiencing difficulties in ensuring their child's attendance at school.

It is vital that you co-operate with the staff at your child's school and the Local Authority Education Welfare Officer in order to avoid the School Attendance Enforcement Procedure which can carry penalties up to £2,500 and imprisonment.

How to get in touch with us

We are open **Monday to Friday**
8.30am - 5.00pm

You can ring us on:

01302 736504

You can fax us on:

01302 737342

Email:

welfare.service@doncaster.gov.uk

Attendance and Pupil Welfare Service,
Doncaster Council,
Floor 3, Civic Building,
Waterdale,
Doncaster DN1 3BU.

What will happen if your Child doesn't go to school regularly?



What the law says

The Education act 1996, Section 444(1) states that if a child of compulsory school age who is a registered pupil at school fails to attend regularly at that school, his/her parents guardians/carers are guilty of an offence; and Section 444(1a) states that if a parent guardian/carer knowingly fails to secure his/her child's regular attendance at school without justification, they may be found guilty of the more serious aggravated offence.

This means that you are breaking the law if you are the parent of a child who is:

- between 5 and 16 years of age
- registered as a pupil at school; and not attending school regularly

Your responsibilities

You must do the following

- Make sure your child goes to school regularly;
- Co-operate fully with school staff and the Local Authority Education Welfare Officer who will offer you advice and support to help you ensure that your child goes to school regularly.

Enforcement procedure

If, despite efforts to support you by the school and the Attendance & Pupil Welfare Service, the attendance of your child is still a cause for concern the Local Authority Enforcement Procedure will take effect.

Please note

Failure to attend these meetings may result in you being invited to attend a formal office interview under caution.



The process starts with an attendance panel meeting at your child's school.

You will be invited and expected to attend this meeting.



You will be issued with either a Fixed Penalty Notice or be invited to attend a Local Authority Attendance Panel.

If a Fixed Penalty Notice is issued and full payment is not made within 28 days, you will receive a summons to attend court.



The Local Authority Attendance Panel meeting to discuss your child's attendance at school is held.

You will be invited and expected to attend this meeting



You will receive a notice of intention to prosecute followed by a summons to attend court.