

# Wheldon Infant School & Nursery

Francis Street, Castleford, WF10 1HF

01977 553528

admin@wheldon.wakefield.sch.uk

www.wheldoninfants.co.uk

Headteacher: Mrs H McMullen



Monday 23<sup>rd</sup> February 2026

Dear Parents and Carers,

Please find attached a copy of the updated Penalty Notice Code of Conduct from Wakefield Council's Education Welfare Service about how Penalty Notices for unauthorised absence will be issued.

The following additions have been made:

The National Framework states the following: If in an individual case the Local Authority believes a penalty notice would be appropriate, they retain the discretion to issue the penalty notice before the threshold is met. Wakefield Council retain the right to exercise this discretion.

Examples of when such discretion could be used are:

- a. Where a pupil has 4 days of unauthorised absence that are G coded, and, where the absence immediately precedes or includes a 5<sup>th</sup> day which is a school INSET day, or an enforced school closure, and, where this has previously occurred and a penalty notice was not issued for that absence.\*
- b. Where a pupil has had fewer than 5 days of G coded absence, and, where this has previously occurred and a penalty notice was not issued for that absence.\*
- c. Where a pupil has had fewer than 5 days of G coded absence, and, where there has been a penalty notice issued for an absence, the Local Authority would issue a further penalty notice or seek a parental prosecution in line with the National Framework for Penalty Notices.\*

\*NB. The examples provided are not an exhaustive list and they can be used separately or in conjunction with each other.

Where a pupil has previously had an extended period of absence (unauthorised term time leave) of 20 (or more) school days, and where a penalty notice was issued for this absence, if the pupil then has a further extended period of absence, the Local Authority may, in agreement with the pupil's school, seek a parental prosecution rather than issue a further penalty notice. Where a pupil has been absent for 20 (or more) school days, the school can liaise with the Child Missing Education Team for advice and for appropriate action to be agreed.



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If you have any questions in regards to the updated Code of Conduct please don't hesitate to contact the school admin team.

Yours sincerely,

*Helen McMullen*

Mrs Helen McMullen

Headteacher

