



Course Title	Education Penalty Notices	Duration	One day	Education Welfare
Aim	<p>The use of Education Penalty Notices has been overhauled by the attendance reforms announced in February 2024. The National Penalty Notice Framework, featured within Working Together to Improve School Attendance, places new responsibilities and duties on those issuing penalty notices, ensuring compliance with the “Support First” methodology.</p> <p>Designed with you in mind, this course covers all you’ll need to know to ensure your local authority can issue penalty notices in compliance with the law and the national penalty notice framework. The course also ensures that you are equipped with the necessary knowledge to target the use of penalty notices to achieve a positive impact on pupil attendance.</p> <p>Covering the subject from the basics upwards, this course is ideal in understanding the changes to the law and statutory guidance, the expectations placed on schools and local authorities, how technology can help manage increasing workloads, and how to focus your efforts to achieve the best results.</p> <p><i>Did you know – Schools <u>must</u> consider requesting a penalty notice every time a child’s absence hits the new national threshold for issuing a penalty?</i></p>			
Prerequisites	None			
Outcome	Content			
Understand what an Education Penalty Notice is and the law and guidance that governs their use.	<ul style="list-style-type: none"> • What is an Education Penalty Notice and who can apply for one to be issued? • What offences do Education Penalty Notices apply to? • What steps should I take first? • The <i>National Penalty Notice Framework, Working Together to Improve School Attendance</i> and the <i>Education Penalty Notice Regulations</i>. • The <i>Penalty Notice Code of Conduct</i> 			
Successfully evidencing “Support First” with the Penalty Notice Process.	<ul style="list-style-type: none"> • What “Support First” means and how we should demonstrate this • School and Local Authority Expectations • Pre-Penalty Notice Process 			
Making the best use of Education Penalty Notices.	<ul style="list-style-type: none"> • When a penalty notice can be issued • When are penalty notices most effective? • The third penalty notice in three years and other opportunities to consider alternatives to penalty notices • Best practice examples 			
Managing increasing workloads.	<ul style="list-style-type: none"> • Making the most efficient use of penalty notices • Considering low/medium/high-cost options to managing the penalty notice process from start to finish. • An introduction to gov.uk/notify and gov.uk/pay 			
Successfully managing non-compliance.	<ul style="list-style-type: none"> • <i>Notice of Intended Prosecution</i> • Complying with investigation law, especially <i>PACE</i> and <i>CPIA</i> • How and when to use the <i>Single Justice Procedure</i> 			
Book this course now :				
Cost	Price Code A (See ‘Pricing’ on www.its-training-uk.com or contact us.)			
To book this event	<i>Telephone Mike or Jill on 0330 022 8262</i> <i>e-mail : bookings@its-training-uk.com</i>			