



KNN/LCS/\*\*\*\*\* \*\*

October 2023

\*\*\* \*\*

\*\* \*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\* \*\*

## SECTION 444 EDUCATION ACT 1996 PENALTY NOTICE WARNING LETTER

### DO NOT IGNORE THIS LETTER

Dear \*\* \* \*\*

**RE: \*\*\*\*\* \*\* – YEAR \***

This letter is a formal warning that \*\*\*\*\* has incurred \*\* unauthorised absence sessions from The Gateway Academy over the past 12 term-time weeks.

In line with Thurrock Council's protocol, we are advising that if your child incurs any further unauthorised absences within the next 30 Academy days, a request will be made to the council to issue you with a fixed penalty notice. This carries a fine of £60 per parent, per child, which must be paid in full within 21 days. If paid after 21 days but within 28 days the penalty is doubled to £120 per parent, per child. Such payment will mean you will no longer be criminally liable for the period of non-attendance. Non-payment will result in a prosecution in the adult criminal court.

**The 30-day period will commence on \*\* \*\***

**You are strongly advised that if any of the absences have related to illness, you provide the appropriate medical evidence for the Academy to review.**

There will be no further warnings sent, but if you would like to discuss this further please contact me on 01375 489000 to arrange a meeting. Alternatively, you can email me; [lauren.chilvers@theglc.org.uk](mailto:lauren.chilvers@theglc.org.uk)

Yours sincerely

Mrs. L Chilvers

**ATTENDANCE OFFICER**

**The Gateway Academy,**  
Marshfoot Road, Tilbury, Essex, RM16 4LU | Tel: 01375 489000 | [admin.gateway@theglc.org.uk](mailto:admin.gateway@theglc.org.uk)  
[www.theglc.org.uk](http://www.theglc.org.uk)

The GLC Trust is a company limited by guarantee, registered in England & Wales (Registered Number 5853746). Registered office at The Gateway Academy, Marshfoot Road, Tilbury, Essex RM16 4LU.  
Chief Executive Officer: Viki Reid.

The GLC is committed to safeguarding and promoting the welfare of children and young people and expect all staff, volunteers and visitors to share this commitment.



All Different: All Equal  
Together, Improving Upon Our Best

