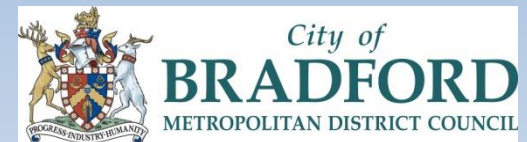


# Prosecution and Penalty Notice Updates

Attendance Network Meeting 14 July 2023

Education Safeguarding Prosecution Team



# Capita Penalty Notice Referral System

Capita's fixed penalty notice software enables local authorities and schools to support the drive for better attendance – in turn helping children to achieve their full life potential. Manual, multiple handovers are now effortlessly handled and recorded in a single, all-in-one platform, saving time and enabling faster decision-making when fines need to be issued.

# Data-driven solution:

It integrates with all of Capita's education software, so you can be sure the right data is captured and key information is seamlessly shared between schools and local authorities, such as child attendance records and parent details. This enables attendance officers to make an informed decision whether to issue a penalty notice or not.

# Robust communication:

The software automatically moves onto the next phase of the process, whether that's issuing the notice or informing the relevant school that the fine will not be pursued, as well as the reason behind the decision. At every stage in the process the right people are informed and kept up to date, until a final decision is made.

# Key features

- Secure web-based access allows for easy accessibility on any device, from any location.
- Enables fixed penalty notice requests to be created and submitted digitally.
- In-built validation ensures essential information is captured (reason for nonattendance, absence dates, parent/carer information, attached evidence etc.), avoiding costly follow-ups and delays in processing fines.

- Local authority users can quickly find, review and action requests (either withdraw, request additional information or issue the notice).
- Minimises repetitive data input and aids with data quality and analysis.
- Personalised dashboard views help drive users to complete their most pressing actions

# Example

**Capita** Logout

Oakwood School

Name Year Actions

<b>Amanda Abbott</b> Oakwood School	<b>Donald Abbott</b> Oakwood School	<b>Earl Abbott</b> Oakwood School
Current FPN: 1 Previous FPN: 0 Withdrawn FPN: 0	Current FPN: 0 Previous FPN: 0 Withdrawn FPN: 2	Current FPN: 1 Previous FPN: 0 Withdrawn FPN: 0
Year 5 Resubmitted : 21/06/2023	Year 11	Year 5 Resubmitted : 09/06/2023
<b>Todd Abernathy</b> Oakwood School	<b>Tina Abshire</b> Oakwood School	<b>Alice Adams</b> Oakwood School
Current FPN: 0 Previous FPN: 0 Withdrawn FPN: 0	Current FPN: 0 Previous FPN: 1 Withdrawn FPN: 0	Current FPN: 1 Previous FPN: 0 Withdrawn FPN: 0

# Benefits

- A straightforward and effective way for schools to request local authorities to issue fines.
- Better data collection and joined-up processes help local authorities to save time, prioritise workloads, focus on tasks requiring human intervention, and improves the number of fines that can be successfully processed.

- Schools have access to all their referrals so can check the process of all cases.
- Reduces data entry and improves data quality.
- Data is readily available for schools to provide to Governors/Ofsted.
- Staff can use time saved to focus on improving attendance and outcomes.

# DATA



# Penalty Notices From September 2022

- 9711 PN's.
- 9184 for LOA.
- 519 for poor attendance.
- 8 for an excluded pupil in a public place.
- 7315 PN's have been paid to date.

# Penalty Notices/Prosecutions Non-Traded Schools

- 833 PWL's.
- 283 PN's resulting in 67% of pupil's attendance increasing.
- 262 PACE.
- 36 school visits to discuss the staged intervention process.

# Traded Team

3503 pupils have received a letter from the traded team ranging from a friendly reminder of expectations to lateness and warning to court letters.

1170 actions plans have been produced.

764 PWL's issued.

125 PN's issued resulting in 84% of pupil's attendance increasing.

89 PACE meetings held.

# Contact Information

Lindsey Fallon – 01274 439667

[Lindsey.fallon@bradford.gov.uk](mailto:Lindsey.fallon@bradford.gov.uk)

Marcus Benson – 01274 434113

[Marcus.benson@bradford.gov.uk](mailto:Marcus.benson@bradford.gov.uk)

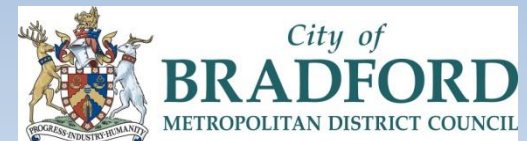
Elizabeth Raper – 01274 439363

[Attlegal@bradford.gov.uk](mailto:Attlegal@bradford.gov.uk)

Anila Khan – 01274 439657

[Anila.khan@bradford.gov.uk](mailto:Anila.khan@bradford.gov.uk)

[attendance@bradford.gov.uk](mailto:attendance@bradford.gov.uk)



# Have a lovely summer break

