## PENALTY NOTICE POLICY AND PROCEDURES 2020

**Dear Headteachers** 

As is required annually, we have reviewed the Penalty Notice Policy over the Summer break. There are no legislation changes, the payment amounts and payment schedules set by the government remain the same but we have thought it necessary to expand upon the circumstances to be considered in advance of requesting that Penalty Notices be issued to parents (Section D & E) and particularly with regard to the impact that Covid-19 will have had.

We ask, by way of consultation, for you to consider the document and respond with any comments by 24th September 2020 directly to participationteam@hillingdon.gov.uk.

Kind Regards

Lesley Campbell
Participation Team Manager