

# What you should not do

## You should not:

- miss any appointments to do with your sentence; or
- behave in an aggressive, racist or other unacceptable way.

## What happens if you break the rules?

If you break the rules without good reason you will receive a warning or be taken back to court. You are only allowed one warning in any 12-month period.

## If you are taken back to court the court could:

- make you do **more** Requirements;
- make you do **different** Requirements;
- make this Requirement or other Requirements you are already doing **harder**; or
- send you to prison.

The court cannot just give you a warning or a fine.

The leaflet about your Community Order or Suspended Sentence Order will tell you more about what will happen if you do not stick to the rules.

**It is very important that you attend your appointments and work hard to complete your sentence.**

# Other information

**If you need help or advice** about anything to do with your sentence, you can always talk to your responsible officer, or the officer in charge.

We keep information about you in our records. It is kept safely and securely. If you want to find out about seeing this information please ask your responsible officer, or the officer in charge.

Local information:

**If you have a complaint** about the Probation Service please talk to your responsible officer who will try to help. If you are not satisfied you can ask to talk to the unit manager. If you are still not satisfied, ask for the leaflet called 'Making a Complaint'.

## Further information

For more information about anything in this leaflet, please talk to your responsible officer or the Officer in Charge.

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**NOMS** National Offender  
Management Service

Working together to reduce re-offending

Attendance Centre



**New sentences for offences committed on or after 4 April 2005**



# Attendance Centre Requirement

# About your sentence

The court has sentenced you to a Community Order or a Suspended Sentence Order. There is a separate leaflet on each of these sentences.

**This** leaflet tells you about the Attendance Centre Requirement that the court has decided you must do as part of your sentence. You might also be given other leaflets to help explain any other Requirement or Requirements the court has decided you must do.

## About the Attendance Centre Requirement

The Attendance Centre will be at a place in the community, such as a school, and will usually be run on Saturdays. A person called the 'Officer in Charge' will supervise you when you are at the Centre. They will have experience of working with offenders and will explain the details of the Attendance Centre Requirement to you.

You will have to go to the Centre regularly to do physical exercise or some sort of indoor training. The court will have ordered you to attend for between 12 and 36 hours in total but you will not have to attend for more than 3 hours per day.

The Centre may be close to where you live but you may have a journey of up to 90 minutes in each direction to get to and from the Centre. Travel time does not count towards completing the hours that the court has ordered you to do at the Centre. If you cannot pay for your travel the Officer in Charge may be able to help you with this but you will need to discuss this and prove that you cannot pay.

If you have other Requirements in your sentence you will have a 'responsible officer' as well as the Officer in Charge. It will be important to keep in touch with them as well as with the Officer in Charge.

## What your responsible officer or the Officer in Charge at the Attendance Centre will do:

- explain your sentence to you;
- talk to you about the plan for your sentence;
- tell you about the Attendance Centre;
- make clear what the **rules** of the Centre are;
- make clear **when** you have to go there;
- make clear **what activities** you will do at the Attendance Centre;
- make clear **what will happen** if you do not go to the Attendance Centre;
- make arrangements for you to be taken back to court if you do not co-operate or comply with your Order;
- review your progress and work with you to help you complete your sentence successfully; and
- treat you fairly.

# What you should do

## You should:

- listen carefully to what the Officer in Charge (and responsible officer if you have one) says and do what they ask you to do;
- stick to the Attendance Centre's rules;
- turn up for all appointments on time;
- make sure you turn up in a fit state to take part;
- show respect to the Officer in Charge, the responsible officer (if you have one) and other people you meet during your sentence;
- tell the Officer in Charge (and responsible officer if you have one) straight away if you plan to change your address or phone number;
- tell the Officer in Charge (and responsible officer if you have one) straight away if you are unable to keep an appointment and say why you cannot attend;
- tell them if you are having any other problems with completing your sentence;
- carry out any other instructions you may be given as part of this Requirement; and
- stay out of trouble.

If you miss an appointment you should get in touch with the Officer in Charge as soon as possible and tell them why. If you have a responsible officer, you must tell them too.

If there is a good reason for not being able to keep an appointment you should provide the Officer in Charge and your responsible officer with evidence. This might be a doctor's note or a letter from your employer, for example.