

Dear Parents/Carers,

I am writing to up-date you on the attendance legislation that came into place during September 2013. The legislation states that a Penalty Notice (PN) can be issued if there are 10 unauthorised sessions (5 days) within a twelve week period.

The use of the Penalty Notice supporting unauthorised term time leave.

10 Sessions absence (5 days) whether there have been any previous attendance concerns or not will instigate a Penalty Notice being requested from the LA. This incurs an immediate fine of £60 per parent/carer per child. This is in line with the government legislation mentioned above.

Other Unauthorised Absence that is not term time leave

Penalty Notices for other absences that involve 10 or more unauthorised sessions in a 12 week period will be issued in line with the Penalty Notice code of conduct 2013. In some cases the Penalty Notice may involve a warning period of 15 days. In line with Penalty Notice code of conduct, if the 15 day Penalty Notice period is passed, the school and the Education Attendance Officer will continue to monitor your child's school attendance for a further three months, if there is any further unauthorised absence within this period a Penalty Notice may still be issued or legal action taken under section 444 of the Education Act 1996.

We are keen to ensure children attend school daily as there is a direct link between a child's attendance and their progress at school. The CAFOS schools recognise that the majority of parents are aware of this too and want the very best for their child.

Yours sincerely,