

12th December 2017

Dear Parents,

Re: Attendance

In line with the majority of schools in St Helens and with effect from 13th November 2017, Governors have agreed to adopt the use of Penalty Notices which will come into effect from 1st January 2018.

School have already informed all parents that from September 1st 2013 the law changed and the Headteacher can no longer authorise time off for holidays during term time. **Leave of absence** can only be granted in '**exceptional circumstances**' and parents are expected to apply to school **in advance** of leave of absence, enclosing evidence of any 'exceptional circumstances'.

Should unauthorised absence meet the LA Code of Conduct penalty notice criteria of 20 sessions absence within a 10 school week period, the Local Authority could issue a Penalty Notice fine. Penalty Notice fines are £60 to be paid within 21 days, rising to £120 if paid after 21 days but within 28 days, after this time the fine is withdrawn. You are then at risk of prosecution for the original offence of failing to secure regular attendance at school (Section 4441 of the Education Act 1996). This offence carries a maximum fine of £1000.

Please be aware Penalty Notice fines are issued individually to each parent and can be issued in multiples if there is more than one child involved.

Should you wish to discuss this matter further or any other attendance matters the School are holding a Coffee Morning at 9am on 15th January 2018. Mr Taylor, Education Welfare Officer will be at the Coffee morning to discuss any attendance matters you may have.

Yours sincerely

Mrs P Wade
Headteacher