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Headteacher: Mrs Jane Worsdale

Together on a voyage of discovery...

Dear Parents, Carers

6th October 2014

### Attendance at School and Legal Intervention

You will be aware that the law requires all parents to ensure that their child attends school regularly.

Research has shown that children often do not catch up on work missed, which can have serious consequences for their learning and progress, as well as the learning of their classmates whose progress may be slowed while those children catch up. The Government is very clear that all schools must aim to have the highest attendance possible for all of their pupils in order for them to achieve their maximum potential.

The Local Authority has introduced a system where any pupil who has an attendance of 85% or less with at least 15% unauthorised absence over a 6 week period **OR** 10 consecutive sessions (5 days) unauthorised absence will meet the criteria for legal intervention which could be in the form of a Fixed Penalty Notice.

Following the new government guidance, we allow sufficient time to elapse for parents to change any plans they had made for holidays in term time. **From now on, any pupil in this school who meets either of these criteria will be referred to the Local Authority for action to be considered.**

If a Fixed Penalty Notice is issued it is a fine of £60 per parent per child which must be paid in one payment in 21 days; if unpaid a further invoice for £60 per parent per child is issued. Both individual invoices would then have to be paid making a total payment of £120 in 28 days.

Failure to pay the total amount within the timescale will result in legal action being taken. Our aim is to ensure that our pupils receive the most from their education and I hope we can count on your support in this matter.

Yours sincerely

Jane Worsdale  
Headteacher





SIMS	
CLASS	
HOME	
CHILD FILE	



**APPLICATION FOR LEAVE OF ABSENCE  
FROM SCHOOL DURING TERM TIME**

Parents/carers considering an application for leave of absence should consider the following:

- Any absence leads to a break in learning. It is hard to catch up on missed work when everyone else has moved on.
- The learning of others is disrupted whilst missed work is having to be re-taught.
- 95% attendance should be the minimum target for every individual (a two week holiday would give an individual only 94.7% attendance).
- 90% attendance is equivalent to:
  - missing half a day every week;
  - missing over four weeks of school in the year;
  - missing half a year out of every five years of school.

**Leave of absence will only be authorised in exceptional circumstances, at the discretion of the headteacher.**

Full name of child(ren) \_\_\_\_\_ Class \_\_\_\_\_

Address \_\_\_\_\_

Leave requested from \_\_\_\_\_ to \_\_\_\_\_

Total number of school days \_\_\_\_\_

Reason for application:  
(Continue on reverse, if necessary, or attach a letter.)

Signature of parent(s)/carer(s) \_\_\_\_\_

Date \_\_\_\_\_

**For office use only:**

Your request for leave of absence has been considered and has been

authorised                      not authorised

Signature of Headteacher \_\_\_\_\_ Date \_\_\_\_\_