



Preston C of E Primary School

Fax: 01508 470731

Telephone: **01508 470454**

Email: office@tasburgh.norfolk.sch.uk

Executive Headteacher: Mrs Lesley Payne

Henry Preston Road

Tasburgh

Norwich

NR15 1NU

2nd November 2018

Dear Parent/Carer,

Attendance at school and legal intervention

I am writing to you following clarification from the Local Authority about their current systems for ensuring good school attendance.

[Research](#) commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. At Preston Primary School our aim is to work with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This letter is to remind all parents/carers that the law that requires them to ensure that their child attends school regularly. The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment.

The Local Authority operates a system where any pupil will meet the criteria for legal intervention through the issue of a Fixed Penalty Notice where they have:

1. 10 consecutive sessions of unauthorised absence where some or all of the absence may be attributed to an unauthorised holiday in term-time (please note that each day consists of two sessions and that 10 sessions is therefore the equivalent of five days) or
2. 15% unauthorised absence over a period of 6 school weeks for reasons other than unauthorised term time holiday.

Any pupil at Preston Primary School who meets either of the 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 within 21 days. If a Notice is unpaid within 21 days, the fine will double to £120 per parent per child if paid within 28 days. If a fixed penalty notice fine is not paid in full within the timescale set out above, the Local Authority is required to start legal proceedings against the parent(s) in the local Magistrates' Court for the offence of failing to ensure their child has attended school regularly.

I would also like to bring your attention to a change to our school **Attendance Policy**, the updated version of which will be available on our website very soon:

When your child returns to school after an absence, **a letter or email confirming the reason for the absence is required, even if we have previously been notified by phone.** This is in the interest of full and accurate recording.

I hope we can count on your support in this matter, please do not hesitate to contact me if you have any questions.

Yours sincerely

Lesley Payne
Headteacher