



1 August 2016

Dear Parent/Carer

**Changes to the local authority's procedure for unauthorised absence**

I am writing to let all parents and carers know of important changes to the local authority's procedures for unauthorised absence. With immediate effect, the threshold for fixed penalty notices issued to parents for non-attendance of their children has been significantly reduced.

With this in mind, families with children absent for several days for unauthorised reasons are more likely to receive a fixed penalty notice and families who take students out of school during term time for a family holiday are particularly at risk of this.

Fixed penalty notices can be imposed by the local authority as follows: A fixed penalty notice of £60.00 would be issued to each parent for each child i.e. a 2 parent family with 2 children = £240.00. The following would also apply: £60.00 if paid within 21 days of receipt of the notice, rising to £120.00 if paid after 21 days but within 28 days of receipt.

I must also remind you that the local authority impose the fixed penalty notice and the academy does not benefit financially from this.

**Please be aware, however, that for safeguarding purposes we must be aware of your child's whereabouts in term time. Please follow the guidance below should your child be absent during term time:**

- On the rare occasion that your son/daughter is too unwell to attend school, please contact our 24 hour absence line before 9am on the day of absence by telephoning the school's switchboard and selecting option 1. Our welfare officers may visit your home to collect the reason for absence should we receive no contact.
- If you plan to withdraw your child from the Academy for a fixed period of absence, please collect an exceptional circumstances form from Main Reception and return this for the attention of myself.

Thank you in advance for your continued support in ensuring that your son/daughter attends school every day and on time.

Yours sincerely

Mr J Grantham

Attitudes and Attendance Leader - Raising Standards Team