

1<sup>st</sup> November 2016

Dear Parent / Guardian

### **ATTENDANCE AT SCHOOL AND ISSUING OF PENALTY NOTICES**

The Government's priority is to ensure that every child attends school regularly and where attendance is deemed to be unsatisfactory, that it is addressed promptly. There is clear evidence that any absence can and will have an impact on attainment. It is therefore important that schools maintain good attendance levels and that parents support this by ensuring their children attend school regularly.

This is a reminder regarding the law that requires all parents / guardians to ensure that their child attends school regularly. As of October 2015 Springwood High School and the Local Authority introduced issuing warnings and Penalty Notices.

The Local Authority operates a system where any pupil will meet the criteria for legal intervention where they have:

- 85% attendance or less, with a least 15% unauthorised absence over a 6 week period: or
- Below 90% attendance within a 12 week period where some absences are due to unauthorised term time holiday absence.

Any pupil in Springwood High School who meets either criteria, will be referred to the Local Authority for action to be considered. Whilst parents/guardians can provide explanations for absences, it is at the schools discretion as to whether this absence will be authorised or unauthorised. Medical evidence will also be requested to support absences.

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 notice for £60 per parent per child is issued, both individual invoices would then have to be paid making a total payment of £120 in 28days. You should be aware that 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 faithfully

Mr A Johnson  
Headteacher