

11th September 2018

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 from 1st September 2018 where they have:

- 10 consecutive sessions of unauthorised absence where some or all of the absence may be attributed to an unauthorised holiday in term-time.
- 15% unauthorised absence over a period of 6 weeks for reasons other than unauthorised term time holiday.

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 28 days. 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