



## HAUGHTON ST. GILES C.E.(C) PRIMARY ACADEMY

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4<sup>th</sup> January 2018

Dear Parent/Carer,

### Changes to Penalty Notices for Absence from School

As you are well aware, ensuring your child has access to a good education is very important to everyone here at Haughton St Giles CE Primary Academy.

A key part of this is for all children and young people to regularly attend school, as this gives each learner the best chance to achieve their full potential. In light of the recent Isle of Wight court case and the subsequent Supreme Court ruling on school absences, Staffordshire Local Education Authority has made a few changes to their previous guidance to schools. We wanted to clarify our school's position for parents where there may be the potential for any ambiguity and to also ensure we are fully compliant with legal requirements.

The new guidance will come into force from **1 January 2018** and is detailed below:

#### ***Penalty Notice for leave of absence (holiday) in term time:***

From 1 January 2018 **any period** of unauthorised leave may result in you as a parent receiving a penalty notice fine. The Local Education Authority are clear that as the head teacher, I am the only person who is able to authorise leave in term time, and that I may only do this in exceptional circumstances. Any unauthorised absence therefore will be referred by me to the Local Authority.

#### ***Penalty Notice for persistent lateness:***

Previously a pupil had to achieve 20 unauthorised late marks before a penalty notice warning could be issued. This has now changed to 10 marks, and late marks do not have to be one after the other in order for the penalty notice to be issued. You are therefore encouraged where possible to ensure your child attends school on time. However, if your child is late you must inform the school office of the reason(s) why, as they may be able to offer you some form of advice or support.

#### ***Period of time used to measure persistent absence and lateness:***

If your child has had 10 days unauthorised absence or is late 10 times over a twelve week period, you may receive a penalty warning notice and also potentially a fine. Further details and a copy of the revised Code of Conduct for issuing Penalty Notices

can be obtained from the council's website [www.staffordshire.gov.uk/education](http://www.staffordshire.gov.uk/education).

The vast majority of children and young people in Staffordshire have an excellent record of school attendance, and we recognise the efforts so many parents make to ensure their children attend school regularly. It certainly is the case here at Haughton that we have an excellent attendance record and we are very grateful for the support of parents in achieving this.

Please if you are thinking of taking your child out of school in term time do come and speak to me so that we can discuss the situation and hopefully agree a solution.

Yours sincerely,



Miss V Hulme  
Head of School

