



## ST CLEMENT'S HIGH SCHOOL

Headteacher: Mr N K Willingham BA (Hons), NPQH

27<sup>th</sup> November 2015

Dear Parent/Guardian

### Attendance at School and Legal Intervention

This is a reminder to all parents/guardians regarding the law that requires them to ensure that their child attends school regularly. The Government remains very clear that schools must aim to have the highest attendance possible for all their pupils in order for them to achieve their maximum potential.

The Local Authority operates a system where any pupil who has 10 consecutive sessions (5 days) of unauthorised absence or has attendance of 85% or less with unauthorised absence of at least 15% over a 6 week period will meet the criteria for legal intervention which could be in the form of a Fixed Penalty Notice.

Any pupils in St Clements High 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 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. It should be noted that a 'parent' can include any individual who shares day to day responsibility for a child.

Failure to pay the total amount within the timescale will result in legal action being taken.

Research has shown that children often do not catch up on work missed which can have serious consequences for their learning and progress. Our aim is to ensure that all our pupils receive the most from their education. I hope we can count on your support in this matter.

Yours faithfully

Mr N K Willingham

Headteacher

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