



ST CLEMENT'S HIGH SCHOOL

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

18th January 2018

Dear Parent /Carer

SCHOOL ATTENDANCE AND THE 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, 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/carers support this by ensuring their children attend school regularly.

This is a reminder that the law requires all parents/carers to ensure that their child attends school regularly. From October 2015 St Clement's High School and the Local Authority began issuing warnings and Penalty Notices.

The Local Authority operates a system where any pupil will meet the criteria for legal intervention from 1st September 2017 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 St Clement's High School pupil who meets either criteria will be referred to the Local Authority for action to be considered. Whilst parents/carers can provide explanations for absences, it is at the school's discretion as to whether this absence will be authorised or not. Medical evidence will be requested to support absences.

A Fixed Penalty Notice is a fine of £60 per parent per child which must be paid in one payment within 21 days. If unpaid a further notice of £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 given 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 N K Willingham
Headteacher