



Castle Camps CofE (VC) Primary School  
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Headteacher: Miss A.E. O'Connor

Wednesday, 13<sup>th</sup> March 2019

Dear Parents/Carers,

### Penalty Notices in Relation to Non-School Attendance

You may be aware that legislation has given headteachers (as well as police officers and Education Welfare Officers) the power to serve Penalty Notices on parents who take their children out of school without the school's prior authorisation. I do, of course, appreciate the fact that **the vast majority of our parents fully support their children's regular attendance at school**, but I am writing in order to ensure that this discretionary power is properly explained to all parents so that any unnecessary misunderstandings can be avoided.

A Penalty Notice involves a **fine of £60 if paid within 21 days, rising to £120 if paid within 28 days**. Should a parent, on whom a notice is served, fail to pay the full amount of the fine within the specified time he /she will be liable to **prosecution in a Magistrates court**, where on conviction a sentence of a fine of up to £2,500 or up to three months in prison may be imposed. Penalty Notices may only be served in accordance with the terms of the County Council's local Code of Conduct, a copy of which is included with this letter.

In making any future decision as to whether it is appropriate for the school to utilise this discretionary power, I will consult with the Education Welfare Officer and will consider the seriousness of an individual child's non-attendance and the response of his/her parent.

### Persistent Absence

Please be aware that as the Government changed the **Persistent Absence threshold to 90%** (in effect from Sept. 2015), **the Local Authority may issue a Penalty Notice in relation to a child whose attendance at school is 90% or less over a given period**. There must be at least 8 unauthorised sessions (4 days) over an 8 week period with all absences recorded as unauthorised or 90% and below mostly unauthorised over a longer period.

### Castle Camps Current Attendance Figures (04/09/18 – 08/03/19)

Good attendance is classed as **97%+**

Year Group	Percentage Attendance
Reception	96.1%
Year 1	96.3%
Year 2	97.5%
Year 3	96.4%
Year 4	98.3%
Year 5	97.5%
Year 6	97.3%

Overall, our attendance is **97.0%**

I would like to reiterate my appreciation of the efforts of the vast majority of our parents who successfully ensure their children's regular attendance and ask that parents do not remove their children from school for term time holidays/events.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'A.E. O'Connor', with a stylized flourish at the end.

Miss A.E. O'Connor  
Headteacher