

10th October 2017

Dear Parents/Carers

Attendance at school and legal intervention

Research commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. At Old Buckenham High School our aim is to work with parents to ensure that all our students receive the most from their education and reach their full potential.

This letter is to remind all parents/carers regarding the law that requires them to ensure that their child attends school regularly. The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must to continue take steps to reduce absence to support children's attainment.

Where students are absent through illness, we ask that this is reported to our Absence Line on the 1st day and each subsequent day the student is absent. Where possible, please make medical appointments outside of school hours. Where appointments are made for early morning or late afternoon, we would expect the student to attend school for the remainder of the day (unless there are exceptional circumstances) and will need to see evidence of all appointments. Failure to do this will result in that absence being recorded as unauthorised.

The Local Authority operates a system where any student will meet the criteria for legal intervention where they have:

- 1. 10 consecutive sessions of unauthorised absence where some or all of the absence may be attributed to an unauthorised holiday in term-time; or,**
- 2. 15% unauthorised absence over a period of 6 school weeks for reasons other than unauthorised term time holiday.**

The intervention could be in the form of a Fixed Penalty Notice. Any student at Old Buckenham High School who meets either of these 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 in 21 days. If unpaid, a further invoice 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.

Yours faithfully



Mr A Fell
Headteacher

