

Salhouse VC C of E Primary School

Headteacher: Ms Julie Church

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Dear Parent/Carer,

Attendance at Salhouse VC C of E Primary and Legal Intervention

I am writing to all parent/ carers with regard to our ongoing work to secure excellent attendance for all our pupils. Whilst the vast majority already have very good attendance there are unfortunately a small minority who do not.

The letter below is a 'Local Authority' letter that all schools are asked to share with their families. The purpose of the letter is to make all parents/ carers aware of how the school/ Local Authority will work together to address poor student attendance should the need arise. I would however like to stress to you that the school will always attempt to work collaboratively with parents in the first instance to improve a child's attendance, before taking the action detailed below. We remain fully committed to working closely with individual parents and carers to promote and achieve excellent attendance for every student.

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. Our aim is to work with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This letter is to remind all parents/carers that 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 continue to take steps to reduce absence to support children's attainment.

The Local Authority operates a system where any pupil will meet the criteria for legal intervention through the issue of a Fixed Penalty Notice where they have:

1. 10 consecutive sessions¹ of unauthorised absence where some or all of the absence may be attributed to an unauthorised holiday in term-time (for absences from 1 September 2017); or
2. 15% unauthorised absence over a period of 6 school weeks for reasons other than unauthorised term time holiday.

¹ Please note that the school day consists of 2 sessions

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Any pupil 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 a Notice is unpaid within 21 days, the fine will double to £120 per parent per child if paid within 28 days. If a fixed penalty notice fine is not paid in full within the timescale set out above, the Local Authority is required to start legal proceedings against the parent(s) in the local Magistrates' Court for the offence of failing to ensure their child has attended school regularly.

I know that collectively we can work together to achieve excellent attendance for every student.

Kind Regards,



Ms Julie Church
Executive Headteacher
Neatishead & Salhouse Federation

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