



6th January 2020

Dear Parent/Carer

I am writing to you to remind you of the school's policy regarding absences that have not been authorised. Any absence that is not authorised by the school will be recorded as such and may make you liable for prosecution or fine under the Education Act (1996).

We recognise that there are occasions when it is appropriate to authorise an absence, such as when a pupil is genuinely too ill to attend school, has a medical appointment that cannot be taken outside of school hours or a request for leave has been agreed on exceptional circumstances. Please note, if we have concerns regarding persistent absence due to illness, we may request that medical evidence is provided.

The Government does not support parents taking children out of school unless the school agrees this is appropriate under exceptional circumstances. Any request for leave should be made in writing to the head teacher using the school's Exceptional Leave Request Form.

If you decide to still take your child out of school without permission, you will be committing an offence under the Education Act 1996. On your child's return to school, if their attendance has fallen below 96%, we will refer the matter to Cornwall Council who may decide to take legal action against you. A penalty notice can be issued under Section 444A and 444B of the Education Act 1996. This carries a fine of £60 per child, per parent if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the penalty notice may result in Court action. Persistent absences not authorised by the school may result in a prosecution in the Magistrates Court, leading to fines up to £2,500 and/or custodial sentences.

You are welcome to contact the school to discuss any concerns you may have regarding this or if you feel you would like advice or support in helping your child attend more regularly. Pennoweth School is committed to maximising the education of all its pupils and aims to work with parents to ensure this can be achieved.

Yours sincerely

Mrs C Andrews  
Headteacher