



St. Michael's C.E. (A) First School



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Dear Parent / Carer

Changes to Penalty Notices for Absence from School

Ensuring your child has access to a good education is very important to us.

Staffordshire County Council have made a few changes regarding absence from school, which came into force from 1 January 2018. The changes are detailed below:

Penalty Notice for leave of absence (holiday) in term time

From 1 January 2018 any period of unauthorised leave may result in you as a parent receiving a penalty notice fine. Leave in term time will only be authorised in exceptional circumstances. Any unauthorised absence will be referred by your head teacher to the local authority.

Penalty Notice for persistent lateness

Previously a pupil had to achieve 20 unauthorised late marks before a penalty notice warning could be issued. This has now changed to 10 marks over a 12 week period, and late marks do not have to be one after the other in order for the penalty notice to be issued. You are therefore encouraged where possible to ensure your child attends school on time. However, if your child is late you must inform the school of the reason(s) why, as they may be able to offer you some form of advice or support.

Penalty notice for persistent absence

If your child has had 10 days/20 sessions unauthorised absence over a twelve week period, you may receive a penalty warning notice and also a fine.

Further details and a copy of the revised Code of Conduct for issuing Penalty Notices can be obtained from the council's website www.staffordshire.gov.uk/education. The vast majority of children have good attendance of 96% or above and we recognise the efforts of so many parents to ensure their children attend school regularly.

Yours Sincerely,

Mrs J Grundy

Headteacher

"Together we learn! Together we achieve! Together we believe"

