



Alverthorpe St Paul's CE (VA) School 3-11 yrs
St Paul's Drive
Alverthorpe
Wakefield
WF2 0BT

Headteacher: Mr L Swift

Tel: 01924 290125

Website: <http://alverthorpe.eschools.co.uk>

Email: admin@alverthorpestpauls.co.uk

30th January 2019

Dear Parents/Carers

Notification of fixed penalties to be introduced from Tuesday 23rd April

As explained in one of the Weekly Newsletters, governors have made the decision to issue penalties for unauthorised absences. This will begin on Tuesday 23rd April. This decision has been made as there is a clear link between children's progress in school and their attendance. Although school has not authorised holidays within term time for a while now, this has had little impact on attendance issues in school.

This letter acts as information as to when the penalties will be issued. The penalties are issued by Wakefield Local Authority and not the school and any monies are collected directly by the authority and not given to the school. The issuing of penalties will be done via the Education Welfare Officer who already comes into school regularly to monitor the attendance of every child in this school.

Penalties will be issued after the 10th session of unauthorised absence has been recorded. Each morning/afternoon is classed as a session, therefore there are 2 sessions in each day. Please note that the days do not have to be consecutive. Any child who arrives after 9:25am without an authorised reason is deemed to have missed a full session and this will contribute to the five days of unauthorised absence.

The costs are £60 per parent/carer (or someone acting in a parental capacity) and per child payable within 21 days of the notice being issued. This increases to £120 if paid after this but within 28 days. These costs are decided by the authority not the school.

If anyone decided to go on holiday and not tell school, and we have enough evidence to believe that this is the case, then you will be issued a penalty notice. It will be for you to prove that you have not been on holiday.

We appreciate that some people may have already booked holidays prior to the date of this letter. If so, we need to see proof that the holiday was booked prior this date. If proof is received, then the holiday will still be unauthorised but there will be no penalty notice issued.

This is not a decision that the governors have taken lightly, and we appreciate that a number of you will not welcome this decision. Please rest assured that we had your child's education and interests at the forefront of our minds when this decision was made. If you have any questions about this letter, then in the first instance please contact Mrs McClean.

Yours sincerely

Mrs P Hilling-Smith
Chair of Governors