



# LIONEL WALDEN PRIMARY SCHOOL



Headteacher - Mrs Sally-Anne Barnard-Taylor

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8th January 2020

Dear Parents/Carers

## ATTENDANCE - AUTHORISED AND UNAUTHORISED ABSENCES

I am writing to draw your attention to the Attendance section, which can be found under the Information tab, on the school's website. Here you will find the Attendance Policy and other relevant information.

Full time attendance at school during term time is essential for your child's success and fulfilment. Understandably, there are times of illness or emergency medical appointments when pupils are unable to attend and we appreciate your promptness in communicating the reasons, via telephone or email, to Mrs Clarke in the School Office.

Children should attend school at all other times unless there are exceptional circumstances. Any request for a special leave of absence should be made by completing the 'Application for Leave of Absence Form' which can be downloaded from the school's website or obtained from the School Office, in advance of the special event. Please note that family holidays do not fall into the category of a special circumstance.

I am informing you that, having considered the Local Authority and Government's guidelines together with the policy of other local schools, the Board of Governors has made the decision to support the issue of Penalty Notices when parents take their children out of school for unauthorised absences of three consecutive days or more. This will come into effect from 24<sup>th</sup> February, following the half-term holiday. A Penalty Notice includes a fine of £60 per child, per parent/carer, if paid within 21 days; this rises to £120 per child, per parent/carer, if paid within 28 days. Should the full amount not be paid within the time specified, each parent may be liable to prosecution at the Magistrates Court.

There are 190 school days within a year and thirteen weeks in which to take a holiday. We appreciate your co-operation with this in order to prevent fines being issued.

If you have any questions, or would like further information, please contact the School Office in the first instance.

Yours sincerely

*S A Barnard-Taylor*

Mrs S A Barnard-Taylor  
Headteacher

