



SUTTON MANOR COMMUNITY PRIMARY SCHOOL

Dear Parents/Carers

Absence and Fixed Penalty Notice

I am writing to you to explain in more detail for you the changes to 'absence procedures' in school.

It has always been our policy that any absence of a child is explained by parents usually by letter. This includes visits to the Doctors, hospital or dentist. This is even more important now. If Fixed Penalty Notices are to be avoided School has to code all absences.

If we do not know why your child has been off school I cannot authorize the absence. This is then classed as an unauthorized absence.

If a child has had 'twenty half days absence in a ten week period a fixed penalty notice can be applied'.

With our Education Welfare Officer I will now need to look at how many absences there have been in a ten week period. I will write to you to advise you if your child is nearing this number.

As you know Head teachers can no longer authorize 'holidays' in term time, planned extended periods of absence are now called 'leave of absence' and must be applied for by completing a form (available from the school office).

Any extended period of absence for 'ill health' will require a medical note for the absence to be coded.

It is vitally important for you, if Fixed Penalty Notices are to be avoided, to explain in writing why your child has been absent.

The collection of payments of 'fixed penalty notice' is organized through the Local Authority and not school.

Once a fixed penalty notice has been issued if it is not paid within 14 days it doubles. After a further seven days if it remains unpaid the matter passes to the 'courts'. Passing to the court will result in a 'criminal record'.

P.T.O

Fixed Penalty Notice Charges

£60.00 per child per parent.

E.g. 1. 3 children in a family are taken on a holiday in school time, this results in £180.00 per parent payable within two weeks

E.g. 2. 20 half days unauthorised absence this results in £60.00 per child per parent.

To help us to ensure that Fixed Penalty Notices are avoided children need to be in school. Any absence must be explained so that it can be coded correctly.

If we do not have a reason for absence we will write to you to advise you of this. Whilst you may be unhappy about this it is to help you to be aware of your child's absences and ultimately avoid a Fixed Penalty Notice.

Your continued support is much appreciated.

Yours sincerely

M Gladman (Mrs)
Head Teacher.