



# Netherfield Primary and Pre-School

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18<sup>th</sup> December 2017

Dear Parent/Carer

**Re: Revised Attendance Policy and Fixed Penalty Notice Fines**

I am writing to inform you about a recent change of policy for Netherfield Primary School which relates to the issuing of Fixed Penalty Notice Fines for unauthorised absences from January 2018. The new policy is on the school website. The change follows guidance from the Local Authority and brings us into line with other local schools and Carlton le Willows Academy.

The school has high expectations and we believe all pupils should fulfil their potential academically. We know that children who do not attend regularly are put at a serious disadvantage – and often underachieve. In a small number of cases, despite significant support, student attendance has fallen short of expectations. Ofsted insist that we improve our attendance using all the means at our disposal – including the use of Fixed Penalty Notices.

As a result, we have changed the criteria for issuing Fixed Penalty Notices. Penalty Notices may be used in a range of circumstances where unauthorised absences occur, such as:

1. Unauthorised holiday absence during term time.
2. Where the school suspects a holiday has been taken and parents/carers have failed to provide medical evidence to the contrary.
3. Unnecessary parental condoned absence.
4. Continued persistent absence without supporting medical evidence.
5. Persistent late arrival at school (after the registers have closed)

In respect of unauthorised holidays in term time, a Fixed Penalty Notice will be requested if a student has missed a minimum of three school days (six sessions) during the previous six school weeks.

For other unauthorised absences a Fixed Penalty Notice will be issued for absences of more than three school days (six sessions) over a six-week period. (Please note the unauthorised absences do not have to run consecutively and can be on any day or session in a six-week period).

Fixed Penalty Notices can be issued by post to your home address. In all cases, parents/carers will be given notice that we are applying for such a notice. A Penalty Notice will incur a cost of £120 per child, per parent, reducing to £60 per child, per parent if paid within 21 days.

Should you have any questions about the new policy, please do not hesitate to ask either me, Mrs Balfe or Mrs Roper.

Yours sincerely

Peter Hardern  
Headteacher