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Dear Parent/Carer,

### Attendance at school and legal intervention

Research commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. The aim of Horsford Primary School is to work with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This letter is to remind to all parents/carers regarding the law that requires them to ensure that their child attends school regularly. The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must to continue take steps to reduce absence to support children's attainment.

The Local Authority operates a system where any pupil will meet the criteria for legal intervention through the issue of a Fixed Penalty Notice where they have:

1. 10 consecutive sessions<sup>1</sup> of unauthorised absence where some or all of the absence may be attributed to an unauthorised holiday in term-time (for absences from 1 September 2019); or
2. 15% unauthorised absence over a period of 6 school weeks for reasons other than unauthorised term time holiday.

The intervention could be in the form of a Fixed Penalty Notice and any pupil who meets either of the criteria, will be referred to the Local Authority for action to be considered.

In order to support schools with the collection of information to send to the court officer. Horsford Primary School may now request medical evidence if a pupil is absent from school for 10 consecutive sessions.

If a Fixed Penalty Notice is issued it is a fine of £60 per parent per child which must be paid in one payment in 21 days. If unpaid, a further invoice for £60 per parent per child is issued; both individual invoices would then have to be paid making a total payment of £120 in 28 days. You should be aware that failure to pay the total amount within the timescale will result in legal action being taken.

I hope we can count on your support in this matter, please do not hesitate to contact me if you have any questions.

Yours sincerely

Ashley Best-White  
Executive Headteacher

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<sup>1</sup> Please note that the school day consists of 2 sessions.