



Almondsbury, Olveston, St Helen's, St Peter's and Severn Beach Primary Schools
working with Marlwood Secondary School

17th July 2017

Dear Parents,

Each year, as a cluster of primary schools, we review our approach to managing attendance, to ensure that it is consistent across the local primary schools. This is important as we have families who have children in more than one of our local schools and so we want to make sure that attendance is managed in a consistent way.

Our shared attendance policy is available for parents to view on each of our school websites and it includes the criteria for which a Penalty Notice can be applied for by the school.

Penalty Notices were introduced under Section 23(1) of the Anti Social Behaviour Act 2003 to address unauthorised absences from school. It is a fine issued by South Gloucestershire Council to parents/carers of a child who has failed to attend school regularly and whose absence is unauthorised.

As a cluster of schools, we have decided that from September 2017 we will be requesting that the Local Authority issue Penalty Notices. This brings us in line with our local secondary schools and many other South Gloucestershire primary schools.

When might a Penalty Notice be issued?

A Penalty Notice may be issued to a parent in one or more of the following circumstances where more than 10 sessions of absence are recorded in any 7 week period during the school year. There are 2 sessions per day, one in the morning and one in the afternoon:

- where unauthorised absences are recorded
- where more than 10 sessions of unauthorised holiday are recorded and;
 - a) the parent has not informed the school; or
 - b) the leave was not authorised; or
 - c) the child did not return on the agreed date
- where the child is persistently late arriving at school after registers have closed
- where a combination of more than 10 sessions of a) to c) above have been recorded.

How much is the fine?

The fine is £60 (per parent, per child) if paid within 21 days of receipt of the notice; rising to £120 if paid after 21 days but within 28 days. For example a two parent family taking 2 children out of school for an unauthorised holiday would be liable for a total of £240 if paid within 21 days or £480 between 21 and 28 days. The payment must be made in full – part payments will not be accepted -details of how to pay are printed on the Penalty Notice.

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How can I avoid receiving a Penalty Notice?

- Ensure your child attends school every day, on time
- Make sure your child knows that they cannot have odd days off school – ‘Every Lesson Counts’
- Speak to the class teacher if your child is beginning to miss odd days
- Don’t take family holidays in term time

For more information, please read the South Gloucestershire parental guidance on Penalty Notices at the following link:

<http://www.southglos.gov.uk/education-and-learning/schools-and-education/behaviour-and-attendance/school-attendance/authorised-and-unauthorised-absence-from-school/>

Yours sincerely,

The Headteachers of Severnside Partnership Schools