

Sprowston Cluster of Schools



Cecil Gowing Infant
Falcon Junior
Garrick Green Infant
Hainford and Frettenham Primary Partnership
Hall School
Lodge Lane Infant
Old Catton Junior
Sparhawk Infant and Nursery
Spixworth Infant
Sprowston Community High
Sprowston Infant
Sprowston Junior
White Woman Lane Junior
Woodland View Junior

Dear Parents and Carers

The Local Authority has asked that schools distribute the following information about school attendance and legal intervention:

You will be aware that the law requires all parents to ensure that their child attends school regularly. Research has shown that children often do not catch up on work missed, which can have serious consequences for their learning and progress. The Government is very clear that all schools must aim to have the highest attendance possible for all of their pupils in order for them to achieve their maximum potential.

The Local Authority has introduced a system where any pupil who has an attendance of 85% or less with at least 15% unauthorised absence over a 6 week period, or 10 consecutive sessions (i.e. 5 school days) unauthorised absence, will meet the criteria for legal intervention which could be in the form of a Fixed Penalty Notice.

From 7th January 2014, any pupil who meets either criterion will be referred to the Local Authority for action to be considered.

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.

This guidance follows the change in law (September 2013) which stated that head teachers may not grant any leave of absence during term time, unless there are exceptional circumstances.

Please do not hesitate to get in touch with your child's school if you are unsure how these changes affect you.

Yours sincerely

A handwritten signature in black ink, appearing to be 'L. King'.

Headteacher