

WALPOLE CROSS KEYS PRIMARY SCHOOL

28 Sutton Road, Walpole Cross Keys,
King's Lynn, Norfolk, PE34 4HD.

Executive Headteacher: Ms J. Borley



Telephone 01553 828680
office@walpolecrosskeys.norfolk.sch.uk
www.walpolecrosskeysprimary.co.uk

14th September 2018

Dear Parent/Guardians,

ATTENDANCE AT SCHOOL AND ISSUING OF PENALTY NOTICES

The Government's priority is to ensure that every child attends school regularly and where attendance is deemed to be unsatisfactory, that it is addressed promptly. There is clear evidence that any absence can and will have an impact on attainment. It is therefore important that schools maintain good attendance levels and that parents support this by ensuring their children attend school regularly.

This letter is to remind all parents/guardians that the law requires them to ensure that their child attends school regularly. With this in mind, as of 12th September 2017, Walpole Cross Keys Primary School and the Local Authority introduced the issuing of warnings and penalty notices.

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 sessions¹ of unauthorised absence where some or all of the absence may be attributed to an unauthorised holiday in term-time (for absences from 12th September 2017); or
2. 15% unauthorised absence over a period of 6 school weeks for reasons other than unauthorised term time holiday.

Any pupil at our school, who meets either of the criteria, will be referred to the Local Authority for action to be considered. Whilst parents/guardians can provide explanations for absences, it is at the schools discretion as to whether absence will be authorised or unauthorised. Medical evidence will also be requested to support absences.

If a Fixed Penalty Notice is issued it is a fine of £60 per parent per child which must be paid in one payment within 21 days. If a Notice is unpaid within 21 days, the fine will double to £120 per parent per child if paid within 28 days. If a fixed penalty notice fine is not paid in full within the timescale set out above, the Local Authority is required to start legal proceedings against the parent(s) in the local Magistrates' Court for the offence of failing to ensure their child has attended school regularly.

Our aim is to ensure that our pupils receive the most from their education and I hope we can count on your support in this matter. We would be grateful if you could complete the return slip below and hand to the office by **Friday 21st September 2018**.

Yours sincerely

A handwritten signature in blue ink that reads "Ms J Borley".

Ms J Borley
Executive Headteacher

¹ Please note that the school day consists of 2 sessions

I confirm receipt of the Walpole Cross Keys Primary School letter regarding attendance at school and issuing fixed penalty notices dated 14th September 2018.

Signed: _____ Print Name _____

Date: _____