



Head Teacher - Mrs Valerie Rose

Gedney Church End Primary Academy.
Church End, Spalding PE12 0BU

Date

Dear

FIXED PENALTY NOTICE: FORMAL WARNING

Attendance Percentage	Description
96-100%	As expected
91-95%	At risk of persistent absence
80-90%	Persistent absence
51-79%	At risk of severe absence
50%	Severe absence

This letter is being sent to **all parents** to remind them of their legal responsibility to ensure a high level of attendance for their child/ren. A Fixed Penalty Notice may be issued when attendance is poor for those children of compulsory school age i.e. the term in which they turn five. **This warning letter applies until September 2024.**

To request a leave of absence from school for your child/ren, you should apply at least one week in advance by contacting the school office in writing via email. Any exceptional circumstances that you would like to be considered must be clearly set out in the written request. You must only then remove your child/ren if the absence has been authorised and notified to you in writing via email.

I am unable to authorise a request for a leave of absence when the reason for the absence is a family holiday. In circumstances deemed exceptional by me, some requests (or parts of) may be granted although this is extremely rare.

Please accept this personalised letter to you as a formal warning that if you remove your child/ren from school during term time whether you have requested the leave or not and when it is not deemed to be exceptional circumstances and/or has not been approved by the school, a Fixed Penalty Notice may be issued. Failure to pay the Fixed Penalty Notice may result in further legal action being taken against you.

A Fixed Penalty Notice is a strategy used by schools to address the unacceptable levels of attendance of children attending their school under the following legal framework:

- Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise
- Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act
- In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60.00 or £120.00 per parent per child.

Should you wish to discuss this matter further, please contact me.

Yours sincerely,

Mrs V Rose
Headteacher

Tower Road Academy, Ashlawn Drive, Boston, Lincolnshire, PE21 9PX



part of Keystone Academy Trust

Registered office: Bourne Westfield Primary Academy, Westbourne Park, Bourne, Lincolnshire, PE10 9QS