



Hockering Lane
Bawburgh
Norfolk NR9 3LR

Headteacher: Mrs J.A. Staff
Tel: 01603 742329
E-mail: office@bawburgh.norfolk.sch.uk

9th September 2016

Dear Parent/Carer

Attendance at school and legal intervention

This is a reminder to all parents/carers regarding the law that requires them to ensure that their child attends school regularly. The Government remains very clear that 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 operates 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 below 90% attendance within a 12 week period where some or all of the absences are due to unauthorised term time holiday absence, will meet the criteria for legal intervention which could be in the form of a Fixed Penalty Notice.

Any pupil who meets either of the criteria 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. 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. Failure to pay the total amount within the timescale will result in legal action being taken.

Research has shown that children often do not catch up on work missed, which can have serious consequences for their learning and progress. Our aim is to ensure that all our pupils receive the most from their education. I hope we can count on your support in this matter.

Yours sincerely,
J. A. Staff

Mrs J.A. Staff
Headteacher

.....
I acknowledge safe receipt of the Attendance at school and legal intervention letter dated 9th September 2016.

Pupil.....

Mother.....

Signature.....

Father.....

Signature.....