



Dear

I am writing to remind you that parents/carers are committing an offence if they fail to ensure the regular and punctual attendance of their child at the school at which the child is registered, unless the absence has been authorised by the school.

All leave of absences from school can only be agreed by the school in advance, so it is therefore very important that you apply to the school in writing as far in advance of any absence as is reasonably possible. Please be aware that a school can only grant leave in 'exceptional circumstances'.

Parent/s and/or carers who take their child or children out of school without authorisation, be that by failing to apply at all, applying retrospectively or having their request refused, may be issued with a Penalty Notice per child per parent/carer who has 10 or more unauthorised absences within any six month period.

The Notice carries a penalty of £60 if paid in full within 21 days or £120 if paid in full after this time but within 28 days. We are unable to accept part or late payment and there is no legal right to appeal the Penalty Notice once it has been issued.

Failure to comply with a Penalty Notice may result in prosecution proceedings being initiated against you for an offence of failing to ensure your child's regular school attendance which is contrary to section 444 of the Education Act 1996. If convicted, you may face a fine of up to £1,000.

You are reminded to read both your child's School Attendance Policy (normally on the school website) regarding taking holidays in term time and the Local authority's Penalty Notice Code of Conduct which can be accessed at www.torbay.gov.uk/attendance.

For further information or to discuss this, please speak to the Head Teacher or Attendance Officer at your child's school.

Yours sincerely

Stephanie Musselwhite
Attendance Improvement Officer