



WADDINGTON
REDWOOD
A PRIORY ACADEMY

22nd September 2021

Dear Parent/Carer,

RE: Fixed Penalty Notice Warning Letter

At Waddington Redwood Primary Academy, we take pride in supporting children with their attendance, working with parent/carers and children to achieve this. Children are rewarded for achieving regular good attendance.

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late. Waddington Redwood Primary Academy expects attendance of at least 97%.

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent/carer and any adult with day to day responsibility who fails to ensure their children's regular attendance at school.

The Education (Child Registration) Regulations 2013 removed provision for Headteachers granting leave of absence of up to 10 school days for a family holiday in 'special circumstances' and only allow leave to be granted in 'exceptional circumstances'.

These exceptional circumstances may include – family trauma, bereavement, serious illness, close family wedding or religious events e.g. confirmation.

On this note, I wish to remind you that leave of absence will **not be granted** for the purpose of a holiday unless deemed to be exceptional circumstances. If you decide to continue with your holiday arrangements and it has not been authorised then please be aware that you may be fined and the terms of the fixed penalty notice below will be implemented.

This letter constitutes as a **Fixed Penalty Notice warning letter** and is for your information. If your child has 4½ days or 9 half sessions of unauthorised absence, your details will be sent to the County Council for a Fixed Penalty Notice to be issued.

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.**

Headteacher: Mrs F Kent BSc (Hons) QTS NPQH

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Waddington Redwood Primary Academy is part of The Priory Federation of Academies Trust. For further information please contact The Priory Federation of Academies Trust, Cross O'Cliff Hill, Lincoln LN5 8PW **Telephone:** 01522 889977
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- 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.

Applying for leave of absence:

If you still feel that it is necessary to request leave of absence there are set procedures, we would like you to follow.

These are to apply in writing to the Headteacher at least 4 weeks before the requested first date of leave of absence, giving the following details –

- Name of child and class they are in
- Name of parent/carer, address and contact details.
- Reason for the request, including stating the 'exceptional circumstances'.

Evidence may be requested to substantiate requests e.g. medical appointment card, letter from employer. Granting leave of absence will be at the discretion of the Headteacher taking into account the Attendance Policy, the child's previous attendance pattern, the nature of the absence and impact on the child's education. **Authorised absence will not be granted if attendance is below 90%.**

If you have any further questions with regard to attendance, please do not hesitate to contact me.

Yours sincerely,



Mrs. F Kent
Headteacher