



St. Patrick's R.C. Primary School

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2nd October 2018

Dear Parents

Penalty Notices

During a recent visit to school by the Local Authority Attendance Officer we were advised that we should take steps to tackle holidays taken in term time.

As you are aware we take a proactive approach to tackling absence and lateness in school and following consultation with the Governing Body we will be implementing the Local Authority Penalty Notice Procedures for unauthorised holidays in term time. The policy will become effective from Monday 5th November.

The issuing of penalty notices will happen as follows

1. Parent/Guardian will request leave of absence for the pupil.
2. The holiday absence request is refused and parents will receive notification of this along with a Warning Letter issued by the head teacher.
3. If the holiday is taken the absence will be recorded in the register as unauthorised absence.
4. Referral to the Local Authority
5. Penalty Notice fine issued by the Local Authority. Penalty Notice fines are £60 payable within 21 days rising to £120 to be paid within 28 days. (if no payment is received after 28 days then authorisation to prosecute the parent(s) will be sought based on the unauthorised leave of absence).

Please note one fine is issued per parent/guardian for each individual child.

Example A family of four comprising of 2 parents and 2 children at school (4x £60)
=£240

We hope that you will work with us and ensure you take your child out of school during school holiday time.

Yours sincerely

Mrs N Hughes
Headmistress

All members of the St. Patrick's R.C. Primary School share a responsibility for safeguarding and promoting the welfare of children and young people and have a duty to follow the procedures approved by the Local Safeguarding Children Board and take appropriate action if they have concerns about a child's welfare. Please find link to Tees Local Safeguarding Children Board's Procedures (<http://www.teescpp.org.uk>)