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Headteacher: Mrs Mandy Williams**

15th July 2015

Dear Parents and Carers

Fixed Penalty Notices for unsatisfactory school attendance

The Education Welfare Service has reviewed the Fixed Penalty Notice process and a new Code of Conduct has been approved by the Cabinet Member. In line with the majority of schools in West Sussex, from September 2015, Downview *will* make referrals to the local authority for unsatisfactory school attendance. This will include children's absence from learning due to unauthorised holidays taken during term time.

All referrals that schools make to the Education Welfare Service will now immediately result in a Fixed Penalty Notice being issued. There will no longer be a period of fifteen school days for attendance to improve. Therefore there will be equality across the system and the response from the FPN team will be the same regardless of the reason for absence.

A Fixed Penalty Notice will be issued for 10 unauthorised absences (5 school days as there are two sessions in the school day), in a 10 week period, an unauthorised absence can be:

- an unauthorised holiday in term time
- persistent late arrival at school after the register has been taken at 8.50 am
- any absence marked in the register as unauthorised

Please see the attached guide for further details of Fixed Penalty Notices.

The Government has directed that headteachers may now only grant leave for a holiday in exceptional circumstances. Please contact Mrs Williams in writing with any request for a child's absence from learning.

We should like to thank you for your on-going support with your child's learning through ensuring good attendance. Please remember we would much rather work with parents/carers to resolve poor attendance than resort to enforcement actions like Fixed Penalty Notices or Court.

Mrs S Hawthorn
Chair of Governors

