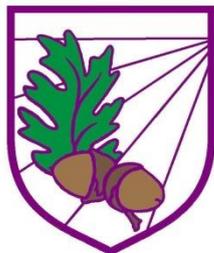


Oak View Primary and Nursery School

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Headteacher: Yvonne Davis

30 November 2017

Dear Parents/Carers

Attendance and The Education (Penalty Notices) (England) Regulations 2007

As I am sure you are aware, as a school we are working hard to improve our attendance in order to meet government expectations. We can, of course, only do this with your continued support in making sure your children are in school during term time and should they be absent from school, that it is for adequate reasons as outlined in our attendance leaflet and attendance policy.

I would therefore like to take this opportunity to remind all parents that the Autumn term ends on 19th December and Spring term begins on Thursday 4th January when **all** children are expected to return to school. I would also like to remind you that the school does **not** authorise any absences during the final and first week of terms unless for medical reasons which can be evidenced by prescribed medicines or a doctor's note, from a UK doctor. **Please note that we do not authorise holidays from school at any time.**

In light of the above, you should note that if your child does acquire 15 or more unauthorised absent sessions (including late after the register closes) you will incur a fine. One day is the equivalent to 2 sessions.

The notice requires you to pay a penalty of £60 within 21 days, rising to £120 if paid after 21 days but within 28 days. Each parent is liable to pay a separate penalty and penalty notices are issued for each child to whom the absence relates.

Payment of the penalty enables you to discharge your liability for the offence for the period in question of failing to ensure your child's regular attendance at school. (section 444, The Education Act 1996).

Failure to pay the penalty means you are liable to prosecution for the offence, by summons to appear before the local Magistrates Court. On conviction you may be liable for a fine of up to £1,000 per parent. This is a criminal offence which carries a criminal record. The Local Authority will ask for costs of £125 to be awarded against you.

Yours sincerely

Mrs S Abad Murillo
Assistant Head - Attendance



Empowering skilful, independent learners for the future