

Holy Cross Catholic Primary School



Charles Street, St, Helens, Merseyside, WA10 1LN

Telephone: (01744) 678319

Headteacher - Mrs Carol Gillespie

Web Address: <http://www.holycrossprimarysthelens.co.uk> E-mail: holycross@sthelens.org.uk

Dear Parents/Carers

Absence and Fixed Penalty Notice

As you are aware, it has always been school policy that any absence of a child is explained by parents/carers usually by phone call on the first day of absence, or by letter. Visits for dentist, doctors or hospital appointments must be evidenced with a letter or appointment card. If we do not know why your child has been absent from school, we will not authorise the absence. This is then classed as an unauthorized absence.

If a child has had 'twenty half days or 10 full days absence in a ten week period, a fixed penalty notice can be applied'. We work alongside our Education Welfare Officer to constantly review how many absences there have been in a ten week period for every pupil. We will write to you to advise you if your child is nearing this number.

As you know, Headteachers can no longer authorise 'holidays' in term time, planned extended periods of absence are now called 'leave of absence' and must be applied for by completing a form (available from the school office). Any extended period of absence for 'ill health' will require a medical note for the absence to be coded as authorised.

It is vitally important for you, if Fixed Penalty Notices are to be avoided, to explain why your child has been absent. The collection of payments of a 'fixed penalty notice' is organised through the Local Authority and not school.

Your local council can give **each parent** a Fixed Penalty Notice fine of £60, which rises to £120 **each** if you do not pay within 21 days. If you do not pay the fine after 28 days you may be prosecuted for your child's absence from school. A prosecution could entail you getting a fine of up to £2,500, a community order or a jail sentence up to 3 months. The court also gives you a Parenting Order.

Fixed Penalty Notice Charges

£60.00 per child per parent.

E.g. 1. 3 children in a family are taken on a holiday in school time, this results in £180.00 per parent payable within two weeks

E.g. 2. 20 half days unauthorised absence this results in £60.00 per child per parent.



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Parenting Order

This means you have to go to parenting classes. You'll also have to do what the court says to improve your child's school attendance.

Education Supervision Order

If the council thinks you need support getting your child to go to school but you're not co-operating, they can apply to a court for an Education Supervision Order.

A supervisor will be appointed to help you get your child into education. The local council can do this instead of prosecuting you, or as well.

School Attendance Order

You'll get a School Attendance Order if the local council thinks your child is not getting an education.

You have 15 days to provide evidence that you've registered your child with the school listed in the order or that you're giving them home education. If you do not, you could be prosecuted or given a fine.

To help us to ensure that Fixed Penalty Notices are avoided children need to be in school. Any absence must be explained so that it can be coded correctly. If we do not have a reason for absence we will advise you of this.

Your continued support is much appreciated.

Yours sincerely

Mrs C Gillespie

Headteacher.



St Helens
Chamber
Member

