



ALL SAINTS CHURCH OF ENGLAND JUNIOR SCHOOL

Westborough Road, Maidenhead, Berkshire SL6 4AR
Head Teacher: Richard D Rhodes

5th April 2019

Dear Parent/Carer,

Here at All Saint's Junior School we are committed to providing a full and efficient education to all pupils. For a child to reach their full educational achievement, a high level of school attendance is essential. As a school we have a zero tolerance of unauthorised absence.

I am sure you are aware that following a change in legislation in September 2013, Head teachers are no longer permitted to authorise absences unless there are exceptional circumstances. Up until recently we have not had as many issues with leave of absences taken during term time.

However, there does seem to be a growing trend and we are receiving more and more requests for pupils to be taken out of school during term time. This causes disruption not only to the individuals learning but the class as a whole.

After careful consideration and approval from the Governors we will be changing the way we deal with unauthorised absences.

From 3rd June 2019 in line with our current attendance policy, any absences which are unauthorised, including leave of absences during term time, will be referred to the Local Authority and you may be issued with a Fixed Penalty Notice in line with Achieving for Children's Penalty Notice code of conduct.

The circumstances in which a Fixed Penalty Notice might be issued include:

- Truancy
- Parent-condoned absences
- Persistent lateness after the register has closed
- Unauthorised absences
- Deliberate taking of a holiday in term time.

Fixed Penalty Notices are issued per parent / carer, regardless of whether they live at the home or not, and are issued per child.

The penalty per child will be £60 if paid within 21 days or £120 if paid between 22 and 28 days. Where payments are unpaid after 28 days, parents may be liable for criminal prosecution at the Magistrates Court with a fine of up to £1000 plus costs and/or a criminal conviction.



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Obviously, the school will work with parents and carers to try and avoid such action being taken but, ultimately, parents and carers are urged not to plan absences - particularly extended trips overseas - during term time. Generally, these do not fall under the definition of exceptional circumstances and are not authorised.

If you have any questions or concerns about the impact this will have on you are any questions please contact Mrs Hales, Business Manager

Yours Faithfully

Richard Rhodes
Headteacher