



Diocese of Norwich
Education and
Academies Trust

St Peter's Church of England Primary Academy

Executive Headteacher: Mrs Christine Livings

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Dear Parent/Carer

Attendance at School – Changes to Legal Intervention

I am sure you will be aware that the law requires all parents to ensure that their child attends school regularly.

Research has shown that children who have time off school often fail to catch up on work missed, which can have serious consequences for their learning and progress. The Government ruling very clearly states that all schools must ensure the highest attendance possible for all of their pupils in order for them to achieve their maximum potential.

The Local Authority has introduced a system where any pupil who has an attendance of 85% or less, with at least 15% unauthorised absence over a 6 week period: or 10 consecutive sessions unauthorised absence, will be liable for Legal Intervention. This will be in the form of a Fixed Penalty Notice.

If a Fixed Penalty Notice is issued Parents/Carers will be fined £60 per parent per child. This fine must be paid to the Local Authority in one single payment within 21 days. If the fine is not paid, a further notice for £60 per parent per child will be issued. If this occurs, both individual invoices would then have to be paid – making a total payment of £120 per parent within the next 7 days. Failure to pay the total amount within the timescale will result in legal action being taken by the Local Authority.

As notified, with immediate effect, any pupil who attends St Peter's CofE Primary Academy who falls into the unauthorised absence category listed in paragraph three above, will be referred to the Local Authority and will be subject to Local Intervention.

Our aim is to ensure that our pupils receive the most from their education and I hope we can count on your support in this matter.

Yours sincerely

Mrs R Newman
Executive Headteacher