



The Laurels
PRIMARY SCHOOL

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Headteacher: Charlotte Bull

23rd October, 2019

Dear Parent/Carer,

Attendance at school and legal intervention

Research commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. At The Laurels Primary School, our aim is to work with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This letter is to remind to all parents/carers that the law requires them to ensure that their child attends school regularly. The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment.

The Local Authority operates a system whereby a pupil will meet the criteria for legal intervention when they have 10 sessions of unauthorised absence from school within a recorded 10 school week period. Any pupil at The Laurels Primary School, who meets this criteria will be referred to the Local Authority for action to be considered.

If a Fixed Penalty Notice is issued, a fine of £60 per parent per child will be issued which must be paid in one payment within 21 days. If a Notice is unpaid within 21 days, the fine will double to £120 per parent per child if paid within 28 days. If a fixed penalty notice fine is not paid in full with the timescale set out above, the Local Authority is required to start legal proceedings against the parent(s) in the local Magistrates' Court for the offence of failing to ensure their child has attended school regularly.

I hope we can count on your support in this matter, please do not hesitate to contact me if you have any questions.

Yours sincerely,

Mrs Beth Collins
Assistant Head