



NOOK LANE JUNIOR SCHOOL

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17th January 2014

Dear parents and carers,

The Governing body have agreed to adopt the October 2013 Local Authority policy on exceptional leave during term time (from 20th January 2014). This means that if you take your child on holiday in term time without authorisation from the Headteacher you may be issued with a fixed penalty notice.

What is a Fixed Penalty Notice?

Education-related penalty notices were introduced by the Anti-social Behaviour Act 2003, which amended section 444 of the Education Act 1996. This allows Local Authorities the power to issue Fixed Penalty Notices to parents who fail to ensure their child's (of compulsory school age 5-16) regular attendance at school.

In what circumstances will Fixed Penalty Notices be issued?

A Fixed Penalty Notice will be issued in 3 situations:

1. If unauthorised term time leave is taken for 5 or more consecutive days.
2. If a pupil has unauthorised absence from school and their parent/guardian fails to co-operate with school staff and the Local Authority's Attendance and Inclusion Officer, to improve the situation.
3. If a pupil has unauthorised absence following a warning letter.

What are the Penalties?

If a Fixed Penalty Notice is issued, parents must pay £60 within 21 days, or £120 within 28 days. Failure to pay within 28 days will result in a summons to appear before the Magistrates Court, on the grounds that you have failed to secure your child's regular attendance at school. A separate Fixed Penalty Notice will be issued to each parent.

Every school in Sheffield supports the message that school attendance is a high priority. We hope that all parents and carers will help us to achieve even better attendance this year.

Yours sincerely,

Steve Arbon-Davis
Headteacher

