



Saredon Road
Cheslyn Hay, Walsall
WS6 7JQ

Acting Headteacher: Mrs J. White

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Email: office@cheslynhay-primary.staffs.sch.uk

www.cheslynhay-primary.staffs.sch.uk

23rd October 2015

Dear Parents,

The vast majority of pupils in our school have excellent attendance and it was super to see how many pupils had achieved 100% attendance at our recent special assembly. School attendance has a direct link to final achievement and the government has taken steps to ensure that all children benefit from good attendance at school; therefore we feel that all parents should be aware of the following information:

Changes in the law regarding parents taking their children out of school were introduced in 2014 by the DfE. These changes meant that parents risk receiving a penalty notice (fine) issued by the local authority for taking their child out of school in term time without permission from the Head teacher, who cannot give permission for holidays in school term time. The Local Authority (Staffordshire) has reviewed the criteria for issuing these penalty notices and this has resulted in some changes which are outlined below and which came into effect from 23.2.15.

Penalty Notice for leave of absence (holiday) in term time

- There is no minimum % of attendance at which a fine can be issued*
- More than one Penalty Notice could be issued for repeated absence without permission during term time.*
- A combined total of ten sessions (not necessarily grouped as 5 consecutive days) could trigger a penalty notice.*
- Pupil attendance will be monitored across the previous three terms, regardless of academic year.*

Penalty Notice for Persistent Absence:

- Parents whose child is repeatedly absent will now only receive one warning notice period to bring about improvement in attendance in a single academic year. If attendance deteriorates again then no further formal warning will be issued and the Local Authority can automatically consider other statutory actions if unauthorised absence re-occurs.*

Further details and a copy of the revised Code of Conduct for issuing Penalty Notices can be obtained from the council's website:

<http://www.staffordshire.gov.uk/education/welfareservice/attendance/home.aspx>

If you have any queries, or concerns about your child's attendance please contact us.

Yours sincerely,

J. Toplis
Chair of Governors

'Every Child Matters – Every Day Counts'





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