

[Parent/Carer's full name and
Address]

[Date]

Sent by Post

Dear [Parent Name]

We are writing to remind you of Devon Council's policy in relation to school attendance.

Parents/carers have a legal duty to ensure their child who is of compulsory school age receives an efficient, full-time education. Parents/carers are therefore committing an offence if they fail to ensure the regular and punctual attendance of their child at the school at which the child is registered unless the absence has been authorised by the school.

All leave of absences from school can only be agreed by the school in advance, so it is therefore very important that you apply to the school by completing an S2 form as far in advance of any absence as is reasonably possible. Please be aware that a school can only grant leave in 'exceptional circumstances.

In situations where a child accumulates 10 or more unauthorised absences (the equivalent of 5 school days) within any six-month period, parents/carers will make themselves liable to receiving a Penalty Notice per parent/carer per child.

The Penalty Notice carries a penalty of £60 if paid in full within 21 days or £120 if paid in full after this time but within 28 days. We are unable to accept part or late payments and there is no legal right to appeal the Penalty Notice once it has been issued. If a Penalty Notice goes unpaid, this is likely to result in Court proceedings being taken against you for an offence of failing to ensure regular school attendance contrary to section 444 Education Act 1996. If convicted, you may face a fine of up to £2500 and/or a maximum 3 month's imprisonment.

You are reminded to read both the School's Attendance Policy (on the school website) regarding taking holidays in term time and the Local Authority's Penalty Notice Code of Conduct.

For further information or to discuss this, please speak to the Head Teacher or Attendance Officer at school.

Yours sincerely