



**SOUTH WOOTTON INFANT SCHOOL**  
9 Church Lane, King's Lynn, Norfolk PE30 3LJ

**Headteacher: Miss Joanne Davenport**  
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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 South Wootton Infant 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 all parents/carers that the law that 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.

Before booking a holiday, it is expected that you would make an appointment to discuss the possibility with the Headteacher and explain the reasons behind your decision. A form should then be completed to inform the school of your decision.

The Local Authority operates a system where any pupil will meet the criteria for legal intervention through the issue of a Fixed Penalty Notice where they have:

1. 10 consecutive sessions<sup>1</sup> of unauthorised absence where some or all of the absence may be attributed to an unauthorised holiday in term-time (for absences from 1 September 2018); or
2. 15% unauthorised absence over a period of 6 school weeks for reasons other than unauthorised term time holiday.

Any pupil at South Wootton Infant School who meets either of the criteria, will be referred to the Local Authority for action to be considered.

If a Fixed Penalty Notice is issued it is a fine of £60 per parent per child 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 within 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

*JKDavenport*

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<sup>1</sup> Please note that the school day consists of 2 sessions.