

TEMPLEWOOD SCHOOL
Pentley Park,
Welwyn Garden City,
Herts, AL8 7SD



☎ 01707 324251
admin@templewood.herts.sch.uk
www.templewood.herts.sch.uk

Consultant Headteacher: Mrs C Hollingsworth
Headteacher: Mrs K Toal

Dear Parents/Carers,

INTRODUCTION OF FIXED PENALTY NOTICES

I am writing to advise you that, with effect from 16th April 2018 we will be implementing the use of Fixed Penalty Notices for unauthorised absences from school where such absence meets the criteria.

A fixed penalty notice is described as a suitable intervention in circumstances of frequent absence where the parent is not taking responsibility for improving their child's attendance, despite frequent intervention from the school. This could include term time holidays, frequent unsupported absence for illness as well as where a parent has failed to engage in any supportive measures.

The primary responsibility for issuing penalty notices rests with the Local Authority. The Local Authority Issues penalty notices on behalf of Hertfordshire schools. The criteria for a fixed penalty to be issued are:

- The pupil's absence must have been **unauthorised** for at least **15 half day sessions** in the previous and/or current term.

AND

- The parent or carer has not co-operated with any proposed voluntary or supportive measures to improve their child's attendance.

Penalty notices involve the recipient paying a fine of £60 per child, if paid within 21 days, or £120 if paid within 28 days. If parents do not pay, they will be liable for prosecution for the offence and could be subject to a fine of up to £1000. Separate notices are issued to each parent in respect of each child.

It is vital that the school works in partnership with you to ensure good attendance is maintained throughout the school year. Therefore it is important that you support the school by following our attendance policy (held on the school website.)

Please do not hesitate to contact either myself or Mrs Toal should you have further questions.

Yours Faithfully,

Clare Hollingsworth

Consultant Head



