

# St. Augustine's Catholic Primary School

Head of School: Rachel Swindell

Assistant Head: Amy Casey

Chairman of Governors: Stephen Thomson



*We try to follow Jesus by loving each other and caring for God's world.*

19<sup>th</sup> October 2018

## Attendance at school and legal intervention

Dear Parent/Carer,

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 St Augustine's Catholic Primary 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 of 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.

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:

- 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 2017); or
- 15% unauthorised absence over a period of 6 school weeks for reasons other than unauthorised term time holiday.

Any pupil at St Augustine's Catholic Primary 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,

**Rachel Swindell**  
Head of School

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

**St. Augustine's Catholic Primary School, West End, Costessey, Norwich. NR8 5AG**

Tel: 01603 – 743317

Fax: 01603 - 743833

Email: [office@st-augustines.norfolk.sch.uk](mailto:office@st-augustines.norfolk.sch.uk)

Website: [www.st-augustines.norfolk.sch.uk](http://www.st-augustines.norfolk.sch.uk)

