



**Snettisham Primary School**  
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14<sup>th</sup> September 2016

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 Snettisham 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 regarding 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 where they have:

1. 85% attendance or less, with at least 15% unauthorised absence over a 6 week period; or,
2. Below 90% attendance within a 12 week period where some or all of the absences are due to unauthorised term time holiday absence

The intervention could be in the form of a Fixed Penalty Notice. Any pupil at Snettisham 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 in 21 days. If unpaid, a further invoice for £60 per parent per child is issued; both individual invoices would then have to be paid making a total payment of £120 in 28 days. You should be aware that failure to pay the total amount within the timescale will result in legal action being taken.

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

Mrs Darley  
Headteacher