



# MAIDEN ERLEGH

## SCHOOL

Headteacher: Mr P. Gibson

MSc (Educational Leadership), BA (Economics)

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Dear Parent/Guardian

### **Absence Penalty Notice Information**

Maiden Erlegh School is committed to ensuring that your child receives the best possible education to best prepare them for the next stage of their life. Each school day is carefully planned and each lesson informs a wider programme of learning. Therefore, every lesson really does count. Your child is a valued member of our school community and every day missed is a day lost.

I am writing to you to ensure that you and all parents/guardians are aware of action that may be taken for Unauthorised Holiday, in term time during the academic year, when a request for leave due to exceptional circumstances is declined.

Under the education related provisions of the Anti-Social Behaviour Act 2003, Local Authorities, schools and the police have the duty to issue penalty fines to parents or carers of children who are absent from school for the purpose of family holidays during term time without authorisation from the Headteacher.

Where a request has not been made and a pupil is absent from school, the school reserves the right to challenge parents/guardians and record the absence as unauthorised accordingly.

In accordance with the School Attendance Policy, if permission is not given by me for Exceptional Leave the following action may be taken.

A referral will be made to the Local Authority Attendance Team to investigate the absence further and you may be liable for a penalty notice. This is a fine of £60 per parent/guardian for each child absent from school. The issuing of such a notice gives you the opportunity to pay a penalty fine instead of being prosecuted for an offence under Section 444 of the 1996 Education Act.

I would ask that all parents/guardians consider any request for leave very carefully and work with us to promote full attendance and access to education.

Please receive this letter as a positive approach which seeks to avoid the necessity for this action. I very much look forward to seeing you at future school events planned during the exciting year ahead.

Yours sincerely

Mr P Gibson  
Headteacher