



2nd September 2016

Dear Parent/Carer

RE: Unauthorised Absence & Fixed Penalty Notice

The county council and its schools are very keen for all pupils in Northamptonshire to have the very best educational outcomes that are possible. School attendance is a key area. In line with government expectations, the council firmly believes that for pupils to progress and achieve their full potential that they need to attend school.

Due to changes to legislation on 1st September 2013, the Department of Education amended regulations removing the Head teacher's ability to authorise leave of absence for a family holiday. All holidays in term time are unauthorised unless there are "exceptional circumstances".

From June 2016 penalty notices are now issued to each parent of each child for unauthorised holiday of 5 days (10 sessions) or more during a 6 weeks period. Penalty notices are currently £120, reduced to £60 if paid within 21 days. Failure to pay the penalty notice in full at the end of the 21 day period may result in prosecution.

Should you have any queries please do not hesitate to contact the attendance office on 01604 493211 extension 337/338 or alternatively email attendance@thomasbecket.org.uk

Yours sincerely

Mrs A McMahan
Snr Attendance & Welfare Support Officer

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