



St Mary's Catholic Primary School

Headteacher: Mr T Moran
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Re: School Holiday Absence –

Date

Dear

As part of our school policy we monitor all pupils' school attendance on a regular basis. We know that X was recently absent from school for a period of X days for an unauthorised holiday. As a result of this, their attendance is currently X%, which is below 95%, the level at which a child is considered by the Department for Education to be 'Persistently Absent.'

I am writing to let you know that if there are further periods of holiday absence, totalling more than 12 sessions in any 100 sessions, then the school may apply to the local authority to issue a Fixed Penalty Notice.

If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the Penalty Notice may result in legal action. Absence not authorised by the school may result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Cornwall Council may also apply for the costs incurred in taking the matter to Court.

We clearly want to avoid this happening. I am writing to request your support in ensuring that no further periods of unauthorised holiday absence is taken.

Should your child be experiencing difficulties with attendance, you are welcome to contact the school for an appointment to discuss how we can help. We are available to support you with any worries or concerns regarding attendance or any other difficulties you may be experiencing.

Yours sincerely,

Mr T Moran
Headteacher

