



BURSLEY ACADEMY

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Dear parents/ carers,

Staffordshire County Council has announced changes to its penalty notices for absence from school. Please find attached a copy of this new guidance which will take effect from 1st January 2018.

The Local Authority will be monitoring all school absences during term time and challenging those school and parents that do not adhere to the new legislation.

Should a family take their child out of school for an unauthorised absence this may result in the school requesting the Local Authority to issue a Fixed Penalty Notice to each parent/carer under Section 444(1) of the Education Act 1996 for failure to ensure their child's regular attendance to school. The penalty details are listed in the table below.

Penalties for Unauthorised Absence		
Timeline	One Child	Two Children
Paid within 21 days	£60 per parent	£60 per child = £120 per parent
After 21 days and before 28 days	£120 per parent	£120 per child = £240 per parent
After 28 days	You will receive a summons to appear before the Magistrates' Court on the ground you have failed to secure your child's regular attendance.	You will receive a summons to appear before the Magistrates' Court on the ground you have failed to secure your child's regular attendance.

These changes have been agreed to help promote and support good attendance. To illustrate the impact of taking holidays in term time, it was noted that if children are taken away for a two-week holiday every year and have the average number of days off for sickness and appointments, then by the time they leave school at sixteen they will have missed a year of school.

As a result of these changes, we have created a 'Request for leave during term time' form for parents to complete to request time off for their children. A copy of this and guidance notes are attached.

Further information can be found on our web site or please contact the school office.

Yours sincerely

Mr Wilkinson
Principal