



Parent/Guardian

Our Ref: GS/Fix penalty notice letter

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14th April 2016

Dear Parent/Guardian

I am writing to let all parents know of an important change which the local authority has made to its attendance policy. With immediate effect, the threshold for fixed penalty notices issued to parents for non-attendance of their children has been significantly reduced. This means that families with students absent for several days for unauthorised reasons are more likely to receive a fixed penalty notice. Families taking children on holiday in term time are particularly at risk from this.

I anticipate that the total number of fixed penalty notices issued will rise and the number of families subject to this fixed penalty notice will rise too.

Fixed penalty notices within Northamptonshire are triggered by periods of unauthorised absence and carry the tariff of £60 rising to £120 if unpaid within 21 days. The local authority imposes the fixed penalty notice and the academy does not benefit financially from this.

As a safeguarding issue, we do need to be aware of your child's whereabouts in term time and will therefore supply a Notification of Unauthorised Absence form for you to complete when these exceptional circumstances arise.

Thank you for your continued support.

Yours sincerely,

Mr Gavin Stanger
Senior Assistant Principal