



SHERINGHAM HIGH SCHOOL

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Headteacher: Dr Andrew Richardson

16th September 2016

Dear Parent/ Carer,

Attendance at school and legal intervention

You will be aware that the law requires all parents to ensure that their child attends school regularly and for a number of years now the school has been working hard to further improve students' attendance at school. Research has shown that children often do not catch up on work missed, which can have serious consequences for their learning and progress. The Government is very clear that all schools must aim to have the highest attendance possible for all of their students in order for them to achieve their maximum potential. I am sure that you are well aware that there is a clear link between a student's attendance at school and their success in GCSE examinations. It is, therefore, very important that parents and carers work closely with the school to ensure regular attendance wherever possible. In our school reports on your child's progress we clearly indicate his/her percentage attendance. Please compare this with the table below:

Attendance during one school year	Equates to sessions absent	Which is approximately	Which means the number of lessons missed
95% or more	Good attendance		
94% or less	10 sessions	1 week	25 lessons
90% or less	20 sessions	2 weeks	50 lessons
85% or less	30 sessions	3 weeks	75 lessons
80% or less	40 sessions	4 weeks	100 lessons
75% or less	50 sessions	5 weeks	125 lessons

Norfolk County Council has issued the following statement:

A school can refer a case to the County Council to issue a Fixed Penalty Notice for either:

- 1) 15% or more unauthorised absence for reasons **other** than a term-time holiday within a six week period.
- 2) Where in a 12 week period, there are unauthorised absences bringing attendance below 90% and some or all of the absence may be attributed to an unauthorised holiday in term-time. We will only issue a PN for holiday absences where there are other unauthorised absences which take the attendance percentage below 90% in a 12 week period.

If a Fixed Penalty Notice is issued, it is a fine of £60 per parent per child which must be paid in one payment in 21 days. If unpaid, a further invoice for £60 per parent per child is issued. Both individual invoices would then have to be paid making a total payment of £120 in 28 days. Failure to pay the total amount within the timescale would result in legal action being taken.

I would also like to clarify the position regarding a student going on a holiday during term time. The law states that parents should not take a child out of school on holiday in term time - it can be disruptive both to the student's learning and to the school. The law is clear: Headteachers may not grant any leave of absence during term time unless there are 'exceptional circumstances'. Please note that no holidays will be authorised unless there are exceptional circumstances which will be looked at on an individual basis. Any application for holidays must be made at least two weeks in advance.

Our aim is to ensure that our students receive the most from their education and I hope we can count on your support in this matter. However, if you have any concerns about your child's attendance, please do not hesitate to contact your child's Form Tutor or Student Manager. Alternatively, Mrs Melton, our Student Support Officer and Mrs Ransome, Head of LSU, are always ready to give advice and support.

Yours sincerely,

Dr. A Richardson
Headteacher