

# Eastchurch Church of England Primary School

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Kent ME12 4EJ

Mrs Sarah Hunt  
Head of School  
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June 17

Dear Parents/Carers,

From January 2016 penalty notices are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct revised April 2017.

Pupils are expected to attend school every day when the school is open and where there are more than 10 sessions or 5 days unauthorised absence in a 50 day period - these do not need to be consecutive, the school may request a Penalty Notice.

The following circumstances will be considered as appropriate reasons for the issuing of Penalty Notices:

- Overt truancy
- Parentally condoned absence
- Unauthorised Leave of Absence for a holiday
- Delayed return from Leave of Absence without agreement
- Persistent lateness after close of register

From September 2013 the Department for Education amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise a leave of absence. Requests for leave of absences in term-time will **not** be authorised as the Regulations only allow Head Teacher's to authorise absence (leave) in "exceptional circumstances".

## Payment of a Penalty Notice from September 2013

£60.00 **per parent per child** if paid within 21 days, £120.00 **per parent per child** if paid **BEFORE** 28 days. Non-payment of a Penalty Notice may result in a prosecution process under the provisions of Section 444 or 444(1)A of the 1996 Education Act or under Section 103 of the Education and Inspections Act 2006.

Please note; The Penalty Notice applies to each child and each parent. For example where there are two parents in the household and one child, the Penalty Notice will be £240.00 reducing to £120.00 if paid within 21 days.

At Eastchurch Primary School, we consider attendance and these new legal powers so important that we are bringing this to your attention.

Yours sincerely

Miss M Crowe  
Head of School  
St. Clement site

Mrs S Hunt  
Head of School  
All Saints site

