

Dear Parent/Carers,

As it is coming towards the Summer holidays, we wanted to minimise the amount of absences that happened at the end of in May 2022. This letter is a **Penalty Notice Warning** and is being sent to all parents and carers, as a reminder to let you know that if you are to take your child/children out of school during term time, you can be issued a fine. Please be advised that absences during the term can only be authorised in exceptional circumstances and parents are required to complete a **Absence Request Form** and provide evidence to support application. For further information please speak to a member of the office team.

This warning is notification that should you take your child out of school during term time again and without permission, an application will be made to the Local Authority to issue you with a **Penalty Notice** for the period of absence in question.

- **Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise.**
- **Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act 1996.**
- **In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty. Payment of a Penalty notice is £60 if paid within 21 days or £120 if paid after 21 days but within 28 days; per parent, per child.**
- **Please note, you may also be at risk of losing your child's registered school place and you may not be able to find another school place immediately on your return.**

There is no statutory right of appeal against the issuing of a **Penalty Notice** and it may only be withdrawn in the following circumstances.

1. if you can prove that it is a case of mistaken identity.
2. if the **Penalty Notice** contains material errors
3. Or where evidence from a parent/carer depicts a genuine rationale for the non-payment, i.e. death/or a tragedy.

Please contact the office or Miss Sandi, the Academy's Education Welfare Officer, on **0208 804 4126**, if you would like to discuss the contents of this letter further.

Yours sincerely,



Mrs. J. Bacon
Headteacher