

Colman Junior School
South Park Avenue
Norwich NR4 7AU



Colman Infant School
Colman Road
Norwich NR4 7AW

Mrs Julie Sandford
Headteacher

4th September 2019

Dear Parent/Carer

Attendance at School and Legal Intervention

Research* commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. At both Colman Infant School & Colman Junior School our aim is to work with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This letter is to remind all parents/carers that the law requires them to ensure that their child attends school regularly. The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment.

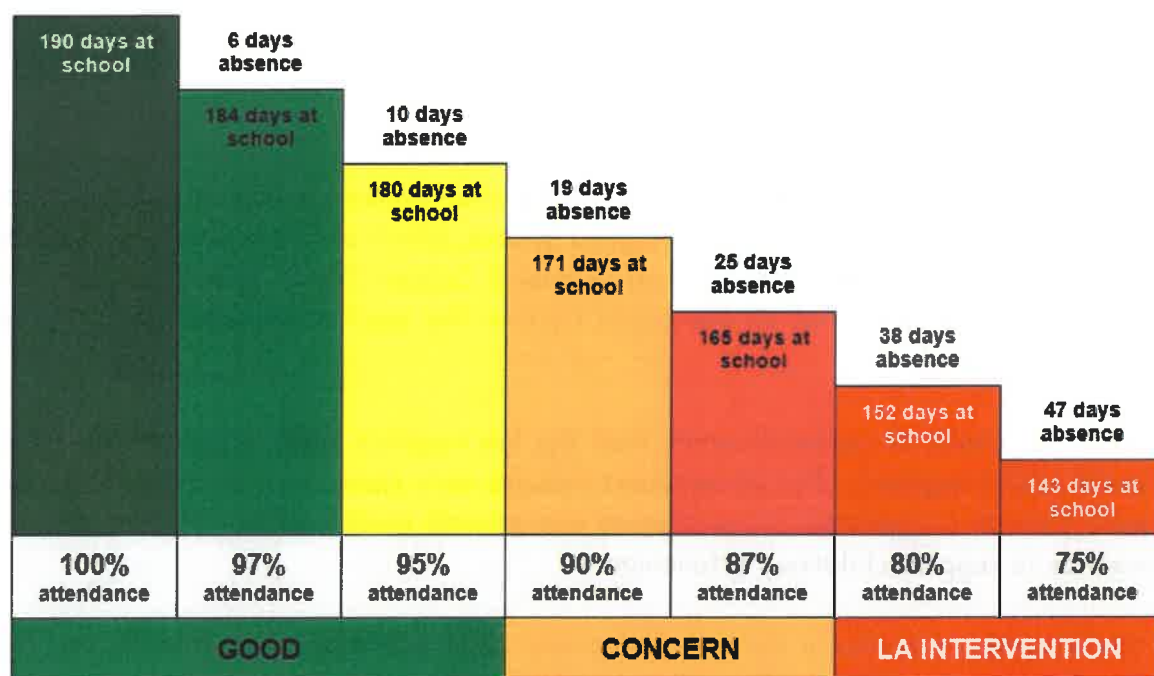
The Local Authority operates a system where any pupil will meet the criteria for legal intervention through the issue of a Fixed Penalty Notice where they have:

- 1: 10 consecutive sessions (please note that the school day consists of 2 sessions) of unauthorised absence where some or all of the absence may be attributed to an unauthorised holiday in term-time; or**
- 2: 15% unauthorised absence over a period of 6 school weeks for reasons other than unauthorised term time holiday.**

Any pupil at Colman Junior School and/or Colman Infant School who meets either of the criteria, will be referred to the Local Authority for action to be considered.

If a Fixed Penalty Notice is issued it is a fine of £60 per parent per child which must be paid in one payment within 21 days. If a Notice is unpaid within 21 days, the fine will double to £120 per parent per child if paid within 28 days. If a fixed penalty notice fine is not paid in full within the timescale set out above, the Local Authority is required to start legal proceedings against the parent(s) in the local Magistrates' Court for the offence of failing to ensure their child has attended school regularly.

Our Federation has a designated attendance officer who will be in contact with any families who may be subject to referral to the Local Authority in the hope of preventing this from happening. Our school offers voluntary attendance panel meetings to see if we can provide any assistance or solutions that may help with your child's attendance.



This graph shows how many days absence in a school year effects a child's attendance.

Yours sincerely

Julie Sandford
Headteacher