



Cawston VC Primary School



Headteacher:
Mrs K Swann

Tel and Fax: Norwich 01603 871249
office@cawston-pri.norfolk.sch.uk
www.cawston-pri.norfolk.sch.uk

Aylsham Road
Cawston
Norwich
Norfolk
NR10 4AY

18th September 2014

Dear Parent/Carer

Attendance at school and legal intervention

This is a reminder to all parents/carers regarding the law that requires them to ensure that their child attends school regularly. The Government remains very clear that schools must aim to have the highest attendance possible for all of their pupils in order for them to achieve their maximum potential.

The Local Authority operates a system where any pupil who has an attendance of 85% or less, with at least 15% unauthorised absence over a 6 week period or 10 consecutive sessions unauthorised absence, will meet the criteria for legal intervention which could be in the form of a Fixed Penalty Notice.

Any pupil in Cawston Primary School who meets either of the criteria, will be monitored by the Attendance team and 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 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 will result in legal action being taken.

Research has shown that children often do not catch up on work missed, which can have serious consequences for their learning and progress. Our aim is to ensure that all our pupils receive the most from their education. I hope we can count on your support in this matter.

Yours sincerely

Mrs K Swann
Headteacher

