

HERTFORDSHIRE COUNTY COUNCIL

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5th February 2016

Dear Parents / Carers

Education Related Penalty Notices For Unauthorised Absence / Holiday

I am writing to advise you that we have been notified by the Local Authority of recent changes to the Hertfordshire Code of Conduct. This will affect the number of unauthorised absence sessions which could result in a fixed penalty notice being issued to parent/carers.

Fixed Penalty Notices

Previously, Fixed Penalty Notices could only be issued when a child had 21 or more unauthorised absence sessions. With effect from the 1st February 2016, Hertfordshire County Council have reduced this number to 15 sessions, so Fixed Penalty Notices can now be issued when a child reaches this reduced level of unauthorised absence. A copy of the new Code of Conduct is available via the Hertsdirect website.

As a reminder, requests for Leave of Absence must be made at least 3 weeks before any proposed absence and forms are available from the school office. Parents/carers are individually responsible for ensuring their child's regular attendance at school meaning separate penalty notices will be issued and each parent is liable to pay the penalty.

A copy of our Attendance Policy is available on our website.

Your help in avoiding absences during term time is greatly appreciated and I would like to thank you for your continued support.

Yours sincerely



Suzanne Stace
Headteacher

