



Headteacher
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Child Absence

Dear Parents and Carers,

We have been instructed by the Education Welfare Services at Cornwall Council to inform you of the following information regarding child absence, including unauthorised absences from school (for example, taking your child out of school without obtaining permission):

“In the case of an unauthorised absence the Education Welfare Services may be notified and a Penalty Notice may be issued. Please note that a Penalty is issued to each parent for each child taken out of school. A Penalty Notice carries a fine of £60 if paid within 21 days, increasing to £120 if paid within 28 days. If the fine is not paid after 28 days, it may result in legal action being taken against you. Parents have a duty to ensure their child’s regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996.”

As an example, a two parent family with two children would be fined £240 (if paid within 21 days) – Mother pays £60 x 2 children; Father pays £60 x 2 children = £240.

We are aware of exceptional circumstances whereby permission can be granted. However, we are unable to grant permission for absences including holidays.

We politely remind all parents and carers that they must inform school of any absence their child has, as failure to do so may result in the absence being recorded as ‘unauthorised’, and could be subject to a referral being issued to the Educational Welfare Services, following Cornwall Council procedures. This service can be contacted through the Cornwall Council website.

We ask you to be honest with your child’s illness. Reasons do not have to be accepted and medical evidence may be requested. Issues with professional, ongoing medical intervention will be carefully considered. Our school aims to, as a minimum, meet the national average for attendance, which is 96%.

We hope you find this information useful. If there are any issues around absence, please arrange an appointment to speak to the school’s attendance team.

Yours sincerely,

Mrs L. May
Headteacher