

RBWM LETTER FOR ALL PARENTS FROM SCHOOLS

Dear Parent/Carer,

The Local Authority has brought to the attention of every school in Windsor & Maidenhead the powers in the Anti-Social Behaviour Act 2003 to tackle poor school attendance.

These came into force on 27th February 2004 and include Penalty Notices, which mean that for pupils with unauthorised absence from school (i.e any absences that the school has not given permission for) their parents/carers may be subject to a prompt fine of either £60 or £120.

Penalty Notices will be used as a deterrent to prevent a pattern of unauthorised absence developing. They will be issued simply by posting to a pupil's home after possibly just one warning and cases of absence without acceptable cause will also include pupils caught on truancy sweeps, unauthorised leave of absence in school term time and persistent late attendance after the Register has closed.

Letters about the arrival of Penalty Notices and how they might operate will be sent to the parents/carers of every pupil with a recorded unauthorised absence within this school year.

At St Mary's we consider that regular attendance is so important and these legal powers are so significant, that we are now bringing this to the attention of every parent/carer with a child in this school. It means that any parent/carer of a pupil with a level of unauthorised absence may now have a potential liability in the form of a Penalty Notice issued by the Local Authority.

If you believe at any stage that your child's absence record from school may leave you liable to receive a Penalty Notice it is extremely important that you take action without delay to secure their regular attendance.

Support and guidance on attendance is always available and if you have any questions about this or if you need any help to achieve an improvement then please contact us to discuss the situation.

Advice and support can also be made available to you through the Education Welfare Service by contacting your local office.

Yours faithfully

Mrs J. Laycock