



Dear Parent /Carer,

Securing Excellent School Attendance – Use of Fixed Penalty Notices (FPNs)

The vast majority of parents and carers at Burlington Infant and Junior school secure 95% or above attendance and punctuality for their child. It is our aim, working with parents to ensure every child has excellent attendance and punctuality in order to secure the best possible chance of success, progress and achievement in school.

Unfortunately, a very small minority fail to ensure regular and punctual good attendance. Regular and punctual attendance at school is a legal requirement and a responsibility of parents and carers: under section 444 of the Education Act 1996, an offence occurs if a parent or carer fails to secure their child’s attendance at the school where they are a registered pupil and the absence is not authorised by the school.

To supplement the existing strategies currently employed by the school and Local Authority and, like a number of other local schools, Governors have agreed that Fixed Penalty Notices (FPNs) may be used at Burlington Infant and Junior School from September 2018. A penalty fine of £60 per child, per parent (which would increase to £120 if unpaid) will be issued in accordance with Achieving for Children’s Code of Conduct for FPN’s and our own attendance policy. The Education (Penalty Notices-England) Regulations 2007 prescribe the necessary details for the operation of the Fixed Penalty Notice scheme. Penalty fines are paid to the local authority and are not received by the school.

Fixed penalty notices may be issued in the following circumstances for unauthorised absences:

- Absence due to parents who fail to send their child/ren to school when they are fit and well
- Unauthorised term time leave (including family holiday)
- Unauthorised delayed return from an extended holiday
- Persistent late arrival at school

We always work with parents where there is an attendance or punctuality worry. However, when this fails to improve attendance and punctuality, we may issue a FPN for the above reasons. If you feel there are any issues which are preventing your child attending school regularly or punctually, or you would like further support, please contact Terri Easty our Family Liaison Officer in the first instance.

Both schools are aware parents may have questions about issuing FPNs from September 2018 and will be organising open mornings next term so that any issues can be discussed.

With thanks and best wishes,

Mrs Pip Utting
Headteacher

Mrs Su Yay Walker
Headteacher

Mr Matt Martin
Chair of Governors

Mr Jason Lebidenuse
Chair of Governors

Burlington Road • New Malden • Surrey • KT3 4LT

