

Children and Young People's Services

Rosalind Turner
Director for Children & Young People
Endeavour House
8 Russell Road
Ipswich
Suffolk
IP1 2BX

To: Parent / Carer

Your Ref:
Our Ref: AO/ST/Implementation of Penalty
Notices (Parents/Carers) 09.05.07
Direct Line: 01473 264709
Fax: 01473 216853
E-mail: adrian.orr@educ.suffolkcc.gov.uk
Date: 14th May 2007

Dear Parent / Carer

Implementation of Penalty Notices to tackle non-school attendance

Reducing absence from school is a key priority both nationally and locally. In Suffolk, we appreciate that the majority of parents ensure that their children attend school regularly.

Suffolk County Council is committed to providing all children with the best start in life and works hard to improve the attendance of a small but significant minority.

This letter is to inform you that, from 1st September 2007, the Education Attendance Service on behalf of Suffolk County Council will be issuing fixed penalty notices in the following situations where unauthorised absence occurs:

- Where a pupil has taken holiday during term-time for 5 or more days and the absence is not authorised by the school;
- Where a pupil is stopped with parents/carers during a truancy sweep and the absence is not authorised by the school;
- Where a pupil has missed at least 10 sessions (5 school days) due to unauthorised absence in a school term.

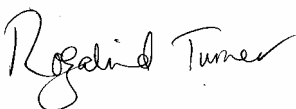
In every case a pupil will have lost a minimum of 10 sessions (5 school days) of unauthorised absence during the current term before a Penalty Notice is considered.

It is important that you ensure that your child(ren) attend school regularly and if your child is absent from school you must make the school fully aware of the circumstances. Please remember that schools are limited in the reasons they can accept for absences and they are required to notify the Local Authority if a pupil is regularly missing school for unacceptable reasons.

If you are concerned about your child's school attendance it is important that you contact your child's school as soon as possible to discuss the problem.

Thank you for your support in this matter.

Yours sincerely



ROSALIND TURNER
Director for Children & Young People