



COLNEY HEATH SCHOOL & NURSERY

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Headteacher: Mr. P. Rose

Penalty Notices for unauthorised absence

We have provided you with our term dates for the coming year and urge you to book holidays when the school is closed. As we do not authorise term time holidays this could mean that county will issue a penalty notice.

We use penalty notices as part of our whole school approach to improving attendance. Penalty notices may be issued once a pupil has 15 or more sessions (a session is a half day) of unauthorised absence in the current and/or previous school term.

The absences may have occurred in a block or a series of odd days and/or unauthorised holiday.

For some children, if they become a persistent absentee due to illness, we will request medical evidence every time they are not in school.

Please remember that as parents you are individually responsible for ensuring your child's regular attendance and if a child lives with both parents a letter will be sent to each of you and separate penalty notices will be issued as each of you are liable to pay the penalty.

The amount currently payable is £60 (per parent per child) if paid within 21 days.

