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DOVE FIRST SCHOOL  
Dove Lane  
Rocester  
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Headteacher  
Mrs K Gilchrist

Dear Parents,

25th March 2015

## **Absence and Punctuality**

### **Code of Conduct for Penalty Notices**

You may remember that last year the Department for Education introduced changes to the law regarding parents taking their children out of school during term time. On 23 February 2015 Staffordshire County Council released a revised Code of Conduct for Penalty Notices. We have been asked by the County Council to outline to our parents the main changes:

### **Penalty Notice for leave of absence**

Warnings and Penalty Notices will be issued to each parent.

The requirement for attendance to be below 87% before a Penalty Notice can be issued has been removed.

A parent can now receive more than one Penalty Notice per academic year.

Ten sessions of unauthorised absence do not have to be consecutive and only two sessions have to be for unauthorised leave of absence.

The period for calculating the ten sessions will be based on the previous three school terms.

### **Penalty Notice for persistent late arrival**

Warnings and Penalty Notices will be issued to each parent.

Penalty notices can be issued for persistent late arrival at school, i.e. after the register has closed, in the current and previous term. "Persistent" means at least 20 sessions of late arrival. These late episodes do not need to be consecutive.

### **Penalty Notice for persistent absence**

Warnings and Penalty Notices will be issued to each parent.

Parents will now only receive one warning notice period for improvement in attendance in a single academic year. If attendance deteriorates again then no further formal warning notice will be issued and the Local Authority can automatically consider other statutory actions in unauthorised absence re-occurs.

Yours sincerely,

Karen Gilchrist