



Bramley Church of England Primary

13 September 2017

Dear Parents/Carers

Attendance/Leave of absence/Fixed Penalty Notice

Following a recent High Court ruling, we have been informed by Hampshire County Council that fixed penalty notices must be issued to parents where a child has 10 or more unauthorised absence sessions (5 days or more).

Previous records of attendance are not taken into account.

Therefore, from September 2017, holidays taken in term time, for example, will result in a £60 fine, per parent, per child. Please be aware that these are not rules which have been introduced by the school, but we do have a legal duty to enforce them. (For full information, please see the Council Code of Conduct).

If you need to take your child out of school during term time, a Leave of Absence form must be completed, and returned to the Head of School/Executive Headteacher. You will then be notified if approval has been given.

If your child is absent due to sickness, may we remind you to please call the main school number 01256 881339 before 9.00 am to report, a message can be left on the ansaphone.

The following can be found on our website:

- Hampshire County Council Code of Conduct
- Hampshire County Council Guidelines
- Bramley C of E Primary School – Attendance Policy
- Leave of Absence form

Kind regards

Glen Golding
Executive Headteacher

Executive Headteacher: Mr Golding

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