

LUXULYAN SCHOOL

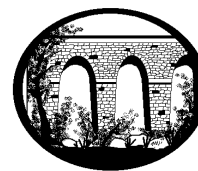
Luxulyan Bodmin Cornwall PL30 5EE

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Executive Head: Mr S Gynn

Head of School: Mrs S Le-Doux-Lucas



14th September 2018

Dear Parent/Carer,

Penalty Notices in Relation to Non-School Attendance

The law states that a **planned absence** from school should only be authorised for pupils in 'exceptional circumstances'. Here at Luxulyan School we recognise that there are occasions when it is appropriate to authorise an absence; we look at each request on its own merit, taking into account purpose, attendance history and study commitment.

I do appreciate the fact that the vast majority of our parents fully support their children's regular attendance at school, and understand the important link between attendance and achievement. However, during the academic year 2017-18, **we have many absence requests** from parents - most of these have been unauthorised by the school as they were for holidays and, therefore, not considered 'exceptional circumstances'.

In order to try and reduce the amount of holiday requests we receive, we have grouped our INSET days for 2018-19 so that families can have a two week Autumn half term holiday at a time when costs may have reduced due to the time of the year. We informed parents of this in October 2017.

From September 2018, due to the huge increase in the amount of absence requests we now receive, we may request that the Local Authority issue penalty notices to parents who remove their children from school without authorisation. Please see the Local Authority Penalty Notice Guidelines by clicking on this link.

<https://www.cornwall.gov.uk/media/16361069/penalty-notice-leaflet.pdf>

Further information on the Law surrounding pupil attendance and holidays in term time can be found at: <https://childlawadvice.org.uk/information-pages/school-attendance-and-absence/> Please be aware that the school does not issue Penalty Notices, this is a matter which is under the jurisdiction of the Local Authority, and there is no financial gain for a school to take this course of action. Any decision to impose a Penalty Notice will only be taken after consultation between the Education Welfare Office and the Headteacher.

I would like to reiterate my appreciation for the efforts of the vast majority of our parents who ensure their children's regular attendance.

Yours sincerely

Mrs Le-Doux-Lucas
Head of School