



12<sup>th</sup> September 2024

## Information letter to all parents (annual)

Dear Parent/Carer

Here at Luxulyan School we recognise that there are occasions when it is appropriate to authorise an absence, such as when a pupil is genuinely too ill to attend school, has a medical appointment that cannot be taken outside of school hours or a request for leave has been agreed in exceptional circumstances. However, the Government does not support parents taking children out of school unless the school agrees this is appropriate under 'exceptional circumstances'. Any request for leave should be made in writing to the Headteacher using the school's request form.

**If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £80 if paid within 21 days or £160 if paid after this but within 28 days. If your child is further absent from school without authorisation within any 3- year period, you will be committing a further offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices for a second offence are issued per liable parent, per child and each carry a fine of £160, payable within 28 days. Importantly, fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered. Failure to pay the Penalty Notice may also result in legal action. If you are prosecuted and attend court because your child has not been attending school, you could get a fine of up to £2,500. Cornwall Council may also apply for the costs incurred in taking the matter to Court, including legal costs. Absence not authorised by the school may also result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Again, Cornwall Council may also apply for the costs incurred in taking the matter to Court, including legal costs. Money raised from fines is only used by the local authority to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government.**

You are welcome to contact the school to discuss any concerns you may have regarding this or if you feel you would like advice or support in helping your child attend more regularly. Luxulyan School is committed to maximising the education of all its pupils and aims to work with parents to ensure this can be achieved. The decision to submit a request for the issue of a Penalty Notice will be considered when a child's attendance is deemed to be 'not regular'. The definition of 'not regular' in this instance is when it is below the threshold set by Cornwall Education Learning Trust (CELT). For all CELT schools, this attendance threshold is set at 97%, in line with national attendance data. In the Autumn Term, a child's attendance for the previous academic year will be considered before deciding on a course of action. From January onwards, the decision will be based on attendance data from the current academic year.

Yours sincerely

**Nathan Cooper - Headteacher**