

**Long Stratton High School**

Manor Road, Long Stratton, Norwich NR15 2XR  
T: 01508 530418 E: office@lshs.org.uk F: 01508 531708

www.lshs.org.uk

**Headteacher**

Dr Roger Harris BSc (Hons), MA, PhD, NPOH  
E: head@lshs.org.uk



**Achievement For All**

**Notification of Pupil Absence**

**Name of Pupil** \_\_\_\_\_

**Form Group** \_\_\_\_\_

**My child will be absent from school (please give dates):**

**From** \_\_\_\_\_ **to** \_\_\_\_\_ **(equal to** \_\_\_\_\_ **days)**

**The reason for the absence is:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of Parent** \_\_\_\_\_

**Date** \_\_\_\_\_

**This form should to be completed by the Parent or Carer and returned to Mrs Gallant (Assistant Head teacher). Please do this as soon as possible before the period of absence.**

**As from September 2013 no school has been allowed to authorise holiday due to a change in the 2006 legislation, Education (Pupil Registration) (England) (Amendment) Regulations (No 756). As a result, if above absence is holiday in term time it will not be authorised, unless the Head teacher deems there are exceptional circumstances. Please see reverse for information on legal intervention by Norfolk County Council.**

## **Attendance at school and legal intervention**

Norfolk County Council has advised all schools that parents and carers should be made aware of the criteria for legal intervention for low attendance.

The law requires all parents to ensure that their child attends school regularly. Research has shown that children often do not catch up on work missed, which can have serious consequences for their learning and progress. The Government is very clear that all schools must aim to have the highest attendance possible for all of their pupils in order for pupils to achieve their maximum potential.

The Local Authority operates a system where any pupil will meet the criteria for legal intervention through the issue of a Fixed Penalty Notice where they have:

1. 10 consecutive sessions of unauthorised absence where some or all of the absence may be attributed to an unauthorised holiday in term-time (for absences from 1<sup>st</sup> September 2017); or
2. 15% unauthorised absence over a period of 6 school weeks for reasons other than unauthorised term time holiday. This equates to 9 sessions.

Any pupil at Long Stratton High School who meets either of the criteria, will be referred to the Local Authority for legal action to be considered. If a Fixed Penalty Notice is issued, it is a fine of £60 per parent per child which must be paid in one payment within 21 days. If a Notice is unpaid within 21 days, the fine will double to £120 per parent per child, if paid within 28 days. If a fixed penalty notice fine is not paid in full within 28 days, the Local Authority is required to start legal proceedings against the parent(s) in the local Magistrates' Court for the offence of failing to ensure their child has attended school regularly.

I hope we can count on your support in maximising your child's attendance, aiming for 100%, which will show outstanding commitment to learning and ensure the best chance of achieving success.