



Smithdon High School  
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Ref: SWi/LT

21 September 2018

Dear Parent or Guardian

**Attendance at School and Legal Intervention**

As you know, there is a strong relationship between a pupil's attendance and the progress they make; our partnership is to ensure your children achieve their potential.

I am writing to clarify for all parents and guardians that the law requires them to ensure that their child attends school regularly. The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment.

The Local Authority operates a system where any pupil with 10 consecutive sessions (5 days) unauthorised absence or at least 15% unauthorised absence over a six week period will meet the criteria for legal intervention, which could result in the form of a Fixed Penalty Notice.

Any pupils attending Smithdon High School who meet either of the criteria will be referred to the Local Authority for 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, a further invoice for £60 per parent per child is issued. Both individual invoices would then need to be paid within 28 days. It should be noted that a 'Parent' can include any individual who shares day to day responsibility for a child.

I hope we can count on your support in this matter.

Yours sincerely

**Mr S Wilson**  
Headteacher

