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Ref: SWi/ML

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Dear Parent/Guardian

Attendance at School and Legal Intervention

Research commissioned by the Department for Education shows missing school for even a day can mean children are less likely to achieve good grades, which can have a damaging effect on their life chances. At Smithdon High School our aim is to work with parents to ensure that all students receive the most from their education and reach their full potential.

This letter is to remind all parents and carers of the law which 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 student will meet the criteria for legal intervention if they have:

1. 85% attendance or less, with at least 15% unauthorised absence over a six week period, or
2. Below 90% attendance within a twelve week period, where some or all of the absences are due to unauthorised term time holiday absence.

The intervention could be in the form of a Fixed Penalty Notice. Any student at Smithdon High School who meets 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 unpaid, a further invoice of £60 per parent per child will be issued. Both individual invoices would then have to be paid, resulting in a total payment of £120 within 28 days. Please be aware that failure to pay the total amount within the timescale will result in legal action.

I hope we can count on your support in this matter; please do not hesitate to contact me if you have any questions.

Yours sincerely

**Mr S Wilson**  
**Headteacher**