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# Broom Barns Community Primary School

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Dear Parents/Carers

## **EDUCATION RELATED PENALTY NOTICES FOR UNAUTHORISED ABSENCE/HOLIDAY**

I am writing to update you regarding recent changes made by the Local Authority to the Hertfordshire Code of Conduct. This will affect the number of unauthorised absence sessions which could trigger a fixed penalty notice being issued to parent/carers.

### **Fixed Penalty Notices**

In the past, Fixed Penalty Notices could only be issued when a pupil had 21 or more unauthorised absence sessions. Hertfordshire County Council has now reduced the number of absence sessions to 15 (7.5 days) with effect from 1 February 2016, so Fixed Penalty Notices can now be issued by the County when a pupil reaches this lower level of unauthorised sessions. A copy of the new Code of Conduct is available, upon request, from the school office.

The school's attendance policy makes it clear that term time holidays are not permitted and will not be authorised. Application forms for Leave of Absence still need to be completed three weeks prior to any proposed absence and sent to the school office. Forms are available to download from the school website. Parents/carers are individually responsible for ensuring their child's regular attendance meaning separate penalty notices will be issued and each parent is liable to pay the penalty.

Good attendance forms part of the partnership between the school, parents and students and your support in avoiding absences during term time is very much appreciated.

Yours sincerely

Mrs J Currant  
Headteacher