



**Whaplode (Church of England) Primary School**  
Mill Lane, Whaplode, Spalding, Lincolnshire  
PE12 6TS

**Phone:/Fax: 01406 370447**

**Executive Head Teacher: Miss A Muir**  
[whaplode.reception@southlincs-hub.co.uk](mailto:whaplode.reception@southlincs-hub.co.uk)  
[www.whaplodeprimary.co.uk](http://www.whaplodeprimary.co.uk)



*I can do all things through him who strengthens me ~ Philipians 4:13*

22 September 2022

Dear Parents/Carers,

### **Fixed Penalty Notice letters and Government Guidance Regarding Unauthorised Absence**

Whaplode Church of England Primary School is committed to providing an education of the highest quality for all its pupils and recognises this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance and we want to work in partnership with parents and carers to ensure that our learners fully supported in this.

Recently, there has been an increase in families taking their children out of school for the purpose of a holiday during term time. Amendments (2013) to the Education (Pupil Registration) Regulations 2006 removed references to family holidays and extended leave. The regulations also make it clear that there is no entitlement to take a child out of school for the purposes of a term time holiday.

As a result, requests for leave of absences for the purposes of taking a holiday will not be granted unless deemed to be exceptional and unavoidable circumstances and will, therefore, be coded as an unauthorised absence. If you choose to take the unauthorised leave, the school will request that the Local Authority issue a fixed penalty notice.

A fixed penalty notice is a strategy used by schools to address issues around attendance under the following legal framework:

- Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise
- In cases where this duty is not being fulfilled Section 4448 of the same Act empowers the Local Authority to issue a fixed penalty of either £60 or if this is not paid within 21 days, the amount rises to £120
- If not paid within 28 days, the Local Authority may prosecute under section 444(1)



**Absence due to illness**

Where a pupil is absent due to sickness and is genuinely unable to attend school, the school is able to authorise the absence. The school will, however, monitor and engage with parents as soon as a pattern of absence becomes apparent or the level of absence becomes a concern. Any absence where no reason has been provided will be recorded as unauthorised.

Where a child has high levels of unauthorised absence, further legal action by the Local Authority could be considered. This letter should be considered as notice that school may request a Fixed Penalty Notice be issued if the unauthorised absence level meets the criteria as set out under Lincolnshire County Council FPN Code of Conduct ([Fixed penalty notice - Code of Conduct – Lincolnshire County Council](#)) and in line with DFE Guidance.

Please support us in ensuring the best possible attendance for your child in order to give them the education they deserve.

Kind regards,

A handwritten signature in black ink, appearing to read 'AMuir'.

Miss Muir  
Executive Headteacher