



ST. ANDREW'S CE (VA) JUNIOR SCHOOL

Headteacher: **Mrs Karen Smith**

☎ (01484) 712895 ☎ (01484) 381069

✉ office@standrews.calderdale.sch.uk

www.standrews.calderdale.sch.uk

Waterloo Road,
Brighouse,
West Yorkshire
HD6 2AN

KS/SH

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Dear Parent/Carer,

ATTENDANCE PENALTY NOTICE

Following the Supreme Court Ruling in favour of the Isle of Wight appeal in respect of what constitutes regular attendance. I would like to take this opportunity to clarify the Calderdale Penalty Notice Code of Conduct which came into place on 24 April 2017.

Penalty Notices can be issued if **any** of the following three conditions apply:

- A pupil has accrued at least five consecutive days of unauthorised leave of absence.
- A pupil has accrued at least 5 days or 10 sessions of unauthorised absence in any 6 week period (longer periods can be considered)
- A pupil has accrued a level of absence that the governing body deem to be evidence of a failure to attend regularly.

Penalty Notices are issued by The Education Welfare Service or by the Police Service not by school directly.

There can be no alterations to the timescales and amount of payment requested. A Penalty Notice is fixed at a fine of £120 which the recipient has 28 days to pay.

If you have any questions regarding this please contact The Education Welfare Service on 01422 266120.

Kind Regards

Mrs K Smith
Head Teacher