

Padnell Infant School

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Dear Parents & Carers,

As a Hampshire County Council School we adhere to their policy on unauthorised absences (holidays in term time among other things). The HCC Code of Conduct letter explains that similarly to the world of work, pupils should only be absent or late to school when they are ill or for medical or dental appointments (where these cannot be scheduled outside school hours). Any other absence needs to be requested.

This code sets out for all schools what actions must be taken for any child with 10 or more sessions (5 days) of unauthorised absence. It also states that where parents/carers choose to ignore the law and are complicit in their child's absence then all schools with the Local Authority must take legal action through a Penalty Notice Fine or prosecution in court.

All schools are required to work with Hampshire County Council to take legal action if:

1. A child has unauthorised absence for 10 or more sessions (5 days).
2. A child is continually late to school and this lateness is unauthorised for 10 or more sessions.
3. A child has any unauthorised absence during any formal examination, assessment or testing.

Please note: each parent/carer can be issued a separate Penalty Notice for each child.

Enclosed is the "Information on Penalty Notices for Non-Attendance at Schools" from HCC.

There is a strong link between good attendance and being happy in school and achieving good results so hope you can work with us on this.

Yours sincerely

Mrs Mandy Grayson
Headteacher

Our Padnell promise to be a: **G**iving citizen
Resilient learner
Original thinker
Wise worker

