



Headteacher: Mrs Stav Stavrinou

16th September 2021

Dear Parent/Carer

There is a very clear and demonstrable link between good attendance at school and good educational outcomes. Also, when a child is absent or late to school, this causes disruption to the rest of the class and causes your child to fall behind. In order to ensure that our pupils attend school every day, I am writing to you to let you know that we are working in partnership with Haringey Council, who will be issuing Fixed Penalty Notices to parents whose children are:

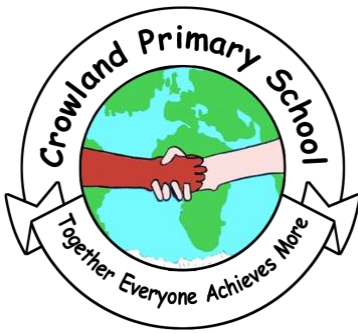
- Absent from school for 6 or more sessions in any six week period and the absences have been marked as unauthorised in the school's register
- Persistent late arrival at school after the register has closed
- Holidays taken in term time without the agreement of the Headteacher
- Delay in returning from extended holidays without the agreement of the Headteacher

It is a parent's responsibility to ensure that their children receive a full time education. This is stated in Section 7 of the 1996 Education Act:

"The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable to his age, ability and aptitude, and to any special educational needs he may have, either by regular attendance at school or otherwise".

Regular attendance has been defined in law as meaning that a child must attend school every day. Unless your child cannot attend school due to an unavoidable cause or is too unwell to come to school, we expect your child to attend school every day, on time, on days when the school is open.

Schools can only authorise a pupil's absence in exceptional circumstances, and being absent from school due to a family holiday will not be considered as an exceptional circumstance. We understand that family circumstances differ however, and we will consider every request for leave on an individual basis. Please put your request in writing, by completing a request for leave of absence form which can be obtained from the school office.



All Headteachers must follow the Department for Education guidance in relation to taking leave when schools are open, but it is the Headteacher's decision whether to accept any parental explanation for absence, and to mark an absence as authorised or unauthorised in registers. Please be aware that pupils arriving to school after the official close of registers will be marked as being 'unauthorised absent' unless there are legitimate reasons for your child's late arrival.

Should your child be absent for unauthorised reasons, you may be issued with a Fixed Penalty Notice by Haringey Council. This is a penalty of £120, payable for each of your children that have been absent from school for unauthorised reasons. **The penalty is payable by each parent.** This means that both you and your partner will have to pay the penalty. If the penalty notice is paid within 21 days, there is a 50% discount, so the amount payable is £60 per penalty notice. Late or part payments are not accepted.

Every day in school counts towards your child's future, and I thank you in advance for supporting the Crowland Community in ensuring excellent school attendance.

This letter acts as a warning that any unauthorised absence may result in a penalty notice being issued to you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Stav Stavrinou', written over a light blue horizontal line.

Stav Stavrinou
Headteacher