



St Mary's Catholic Primary School

Haig Avenue, Leyland. PR25 2QA

www.st-marys-leyland.lancs.sch.uk

01772 422431

Where every child is valued and nurtured

Friday 5th February 2016

Dear Parents and Carers

Re: Use of Penalty Notices

I am writing to inform you that from February half term, we will be actively using Penalty Notices for:

- Children who take unauthorised holidays within term time,
- Children who have unauthorised absence
- Children who are persistently late

If children meet the thresholds in these areas then penalty notices may be applied for from Lancashire County Council.

For clarification on authorised / unauthorised absences, please refer to the school's attendance policy which is available on line under the '*Attendance*' tab on our school website or alternatively, please contact the school office where a copy is held.

If you need any further information, please do not hesitate to speak to me.

Kind regards

Mrs L O'Mahony

Headteacher