



Lingham Primary School,
Town Meadow Lane,
Moreton,
Wirral
CH46 7UQ
Telephone 0151-677-5381
Fax 0151-677-9347
Website: www.linghamprimary.co.uk
Email: schooloffice@lingham.wirral.sch.uk

19th September, 2014

Dear Parents,

As there have been some queries regarding the new guidance on taking holidays in term time, I thought it would be useful to update you on **Wirral's Protocol for Fixed Penalty Notices for unauthorised absences**.

The Protocol states that:

"Parents are responsible for ensuring that their child of compulsory school age receives efficient education that is suitable to the child's age, ability, aptitude and to any special educational needs the child may have at school or otherwise.

Wirral's Education Social Welfare Service seeks to ensure that every child and young person receives the maximum benefit from the education opportunities provided by the Local Authority.

The Service utilises a range of strategies and interventions, working in partnership with children and young people, parents and families, school staff and other agencies to overcome barriers to education and achieve improved outcomes.

An offence occurs if a parent or carer fails to secure a child's regular attendance at a school at which they are a registered pupil and when that absence is not authorised by the school and does not meet one of the statutory defences.

Penalty Notices are one of a number of legal sanctions available to deal with these offences.

Circumstances When Fixed Penalty Notices Will Be Issued:

A Fixed Penalty Notice can be issued in cases of unauthorised absence or when an excluded pupil is found in a public place without good reason in accordance with this protocol.

Use of Fixed Penalty Notices will be restricted to **2** per pupil in any academic year.

In cases where there is more than one poorly attending child in a family, notices may be issued for more than one child.

Penalty Notices may be considered appropriate in the following circumstances:

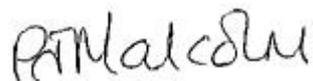
- **Attendance below 85%** with at least 10 days lost due to unauthorised absence. These do not need to be consecutive.
- **5 days or more unauthorised absence** due to holidays in term time.
- Pupils stopped on Police Truancy Sweeps in some circumstances, for example, if this is repeated.
- The presence of an excluded child in a public place at any time during school hours in that child's first five days of a school exclusion without good reason.
- **A pupil arrives late after the registers are closed on 10 or more separate occasions.**

Exceptional Circumstances:

At the time of writing the Department of Education has not issued any guidance to Head Teachers on what constitutes "exceptional circumstances" in relation to requests from parents for family holidays taken in term time. In the absence of this each case must be viewed on its own merits."

I hope you find this information helpful.

Yours sincerely



PJMalcolm
Headteacher

"Enjoy! Achieve! Aspire! Now and in the future.....!"