



Date: 11-9-23

## \*This letter is for your information only\*

Dear Parent/Carer,

I am writing to inform you of the changes the Local Authority have made to the Education Penalty Notice Code of Conduct for Absence and Exclusion. Please see below:

Where a child's attendance is below 95% and one of the following circumstances applies the LA can issue a Penalty Notice:

### **Poor school attendance**

- At least 10 sessions (5 school days) lost to unauthorised absence including Leave of Absence not approved by the Principal within a period of no more than 10 weeks. A penalty warning letter will be sent on 10 sessions of unauthorised absence and if a further unauthorised absence occurs within the 10 week period and your child's attendance is below 95% a Penalty Warning Notice will be requested from the Local Authority.

### **Lateness**

- In cases where a child persistently arrives at school after the register has closed and has accumulated 10 unauthorised late marks within a period of no more than 10 weeks. A penalty warning letter will be sent on 10 sessions of unauthorised late marks and if a further unauthorised late mark occurs within the 10 week period and your child's attendance is below 95% a Penalty Warning Notice will be requested from the Local Authority.

This list is not exhaustive and further details are available on request.

Yours Sincerely

Elaine Wilkinson  
(Learning Mentor)