

Houghton Regis

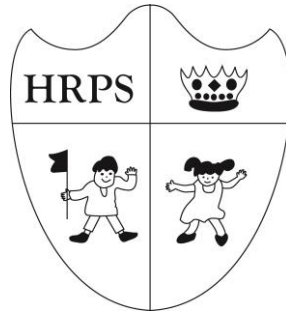
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Primary School

St Michaels Avenue
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LU5 5DH

Dear

Date

Fixed Penalty Action

I am writing to explain that absences **are near** the criteria to pass over to the Local Authority for fixed penalty action due to unauthorised absence recordings on the official school register. I would ask you to look carefully at the attendance print out with this letter and if you are surprised or worried about the absences, please contact Ms Hewer, and together we can make an immediate plan to address the situation. If you would like assistance to understand the computerised Attendance print out –we can go through the absences and meanings of codes with you.

If we do not hear from you and any unauthorised lateness and absences continue, unsupported by medical evidence, we will have no option but to pass over the case to Central Bedfordshire Council Access and Inclusion Service for further action.

We know the following information reflects the 'harsh facts' but we need to share the seriousness of the approaching situation:

Fixed Penalties are £60 per parent per child and can involve action against any adult in the home or anyone who is viewed as having responsibility for a child's education; so as well as mother or father, this could be a step-parent for example or partner in the household. The Central Bedfordshire Council requires the fixed penalty to be paid within 21 days. Payments received after Day 21 will be at the higher penalty rate of £120. per parent per child. After day 28 – if remaining unpaid, the fixed penalty action converts to a magistrate's court case. If found guilty, parents and carers can receive a fine and a criminal record. We want to avoid this action, so please discuss this letter with your child. We look forward working in partnership with you to improve the situation.

Yours sincerely,

Unauthorised Absence codes: 0=Unauthorised absence (no reason offered or reason not acceptable). U= Unauthorised late –arrival after official register closed. G-unauthorised holiday in term time.