



Ryhope Infant School & Early Days Daycare

Shaftesbury Ave, Ryhope, Sunderland SR2 0RT

Headteacher: Mrs C Ray

18th July 2014

Dear Parents/Carers

INTRODUCTION OF FIXED PENALTY NOTICES - Every Schoolday Counts

As a result of recent legislation, the Governing Body of Ryhope Infant School has reviewed the Attendance Policy (see the school website) and as from September 2014, we will be implementing the use of Fixed Penalty Notices for unauthorised absences from school (for children of statutory school age) where such absence meets the criteria.

The criteria for issuing FPNs are contained in the Sunderland Local Code of Conduct, a copy of which can be found on the school website. A frequently asked questions response sheet has been prepared to assist parents in understanding how the scheme is administered, and this is also available on the school website.

There is much research which demonstrates the links between regular attendance at school and academic achievement – the more a pupil attends the more they can achieve. If your child has two weeks off or a number of odd days absence from school over a sustained period of time, those days cannot be recovered, the learning is missed and your child will be in danger of falling behind and not achieving their full potential.

It is important that we work in partnership with you to ensure that good attendance is maintained throughout the school year. Therefore, it is essential that you support the school by:

- Ensuring that your child/children attend regularly and arrive punctually.
- Informing the school on the first day of absence if your child is unable to attend due to illness. Some indication should be given of the likely length of the absence.
- Providing a dated note explaining the absence when your son/daughter returns to school if the information has not been communicated by other means.
- Avoiding the organisation of a family holiday during school time (this applies to holidays to be taken from 1st September 2014).

In the case of unauthorised term time leave (i.e holidays requests), the letter that is sent by me refusing a term time leave application will be regarded as the formal warning. If you then take the decision to remove your child from school for the purpose of the holiday, I may request the Local Authority to consider issuing a Fixed Penalty Notice.

It is expected that you will contact School at an early stage and that we will work together to resolve any attendance problems; there may be times when external agencies are needed to offer specialist support. It is vital that you contact us at the earliest opportunity if your child appears unhappy about school so that we can work together to support you and your child.

For further information please visit our school website: <http://www.ryhopeinfantschool.org.uk/>

Yours sincerely

Mrs C Ray
Headteacher

Ms S Brown
Chair of Governors

