



Aldborough Primary School

Headteacher: Mrs H Bearman

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Dear Parent/Carer

At Aldborough Primary School we are committed to providing all students with the best education possible. In order to do this we need all students to attend regularly and punctually throughout the year. We are very pleased that the school already has many students whose attendance is excellent. With families, learners and staff all working together attendance at Aldborough Primary school will be consistently excellent. It has been proven that there is a definite link between excellent attendance and positive achievements.

New guidelines will come into force on the 19th August, and one of the ways the government are looking at tackling low attendance is by discouraging the taking of holidays during term time (a 1 week holiday is 25 hours of learning which will have a significant effect on achievement and anxiety from lost learning and gaps in knowledge). They will be changing how the fines will be applied and over the time period that the holidays occur. Penalty Notice Fines are per parent, per child and will be issued after 10 sessions (equivalent of 5 days) of absence over a 10 week period. Offences are considered over 3 years:

- **First offence** - £80 per parent, per child (£160 if not paid within 21 days)
- **Second offence** (within 3 years) - £160 per parent, per child if paid within 28 days
- **Third offence** (within 3 years) - Case presented to Magistrate's Court. Prosecution can result in criminal records and fines up to £2,500.

We have attached a more detailed document provided by Norfolk County Council if you would like to know more.

If you are concerned about your child's attendance, please do not hesitate to contact us.

Kind regards

Mrs H Bearman

Head teacher

