



Dear Parent/Carer

ABSENCE FROM SCHOOL

As part of our Attendance Policy, in compliance with the Local Authority Policy, and to ensure a consistent approach across our clusters, the Headteacher will only authorise five days of absence during the school year. Any authorisation of absence will be dependent on the student’s last 12 months school attendance. The school’s attendance policy can be viewed on the school website.

Please note that an absence of 10 days will result in 50 missed lessons, a 5% reduction in annual attendance and a significant impact on your child’s learning.

Yours faithfully

Mrs L Picton
Headteacher



NOTIFICATION OF PLANNED ABSENCE FROM SCHOOL

Please complete and return to your child’s Head of Year at least **10 days** before the absence begins.

Name of Student:	Form:	Current attendance % (to be completed by school):
Date absence begins:		
Date of return to school:		
Reason for absence:		
Parent/Carer signature:	Date:	
Parent/Carer name (print):		
Address:		
Telephone number:	Email address:	
Head of Year signature:	Date:	

Please note you will receive an email sent to the above address informing you if the request has been authorized or not.

Cold Bath Road, Caerleon, Newport, South Wales, NP181NF

Tel | Ffôn 01633 420106 Fax | Ffacs 01633 436011

Online | Ar-lein caerleoncomprehensive.net e-Mail | e-Bost attendance@caerleoncomprehensive.net

Fixed Penalty Notices linked to Unauthorised Absence

Following Welsh Government Legislation, Newport City Council has adopted a Code of Conduct which allows the Local Authority to issue Fixed Penalty Notices to the parents of pupils who lose five school days or ten school sessions which are unauthorised.

Protocols and procedures in relation to Fixed Penalty Notices

Issue of a Fixed Penalty Notice

- A Fixed Penalty Notice can only be issued in cases of unauthorised absence;
- Fixed Penalty Notices will be restricted to one notice per parent of a pupil in an academic year;
- In cases where there is more than one poorly-attending pupil, notices may be issued for more than one child;
- There will be no restriction on the number of times a parent may receive a formal warning of a possible Fixed Penalty Notice

Fixed Penalty Notices may be considered appropriate when:

- At least 10 sessions (5 school days) are lost due to unauthorised absence during the current term. These do not need to be consecutive;
- Unauthorised absences of at least 10 sessions (5 school days) due to holidays in term time or delayed return from extended holidays; or
- Persistent late arrival at school, i.e. after the register has closed, in the current term. "Persistent" means at least 10 sessions of late arrival;
- Truancy, where the child has come to the attention of the Police or public during school hours for being absent from school, without an acceptable reason.

Fixed Penalty Notices are currently set at £60 and must be paid within 28 days. Non-payment within this timeframe results in a total Penalty of £120. Non-payment of fines will result in prosecution.