

Boston High School

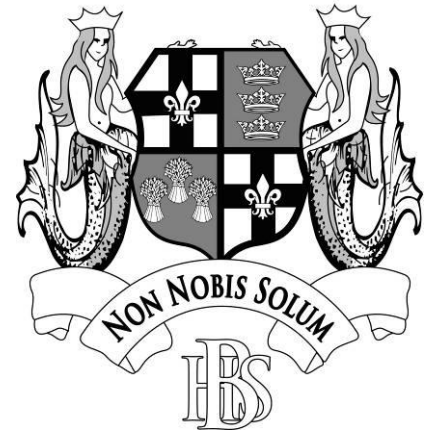
Headteacher: Mr A J Fulbrook B.Ed. (Hons), M.Sc., NPOH

Spilsby Road, Boston, Lincolnshire PE21 9PF

Tel: 01205 310505 Fax: 01205 350235

Email: enquiries@bostonhighschool.co.uk

Web: www.bostonhighschool.co.uk



JC/db

27th February 2018

Dear Parents / Carers,

INTRODUCTION OF FIXED PENALTY NOTICES - Every School day Counts

Attendance to School is very important. It has been proven by research that time off School can affect the grades achieved at GCSE / A-Level. Department for Education research (2016) shows that pupils with no absence are 2.2 times more likely to achieve 5 or more GCSEs or equivalent than pupils missing 10-15 per cent of Key Stage 4 sessions. This is why it is important for us and families to consider absence requests from School during term time.

From 1st April, 2018, we will be implementing the use of Fixed Penalty Notices for repeated unauthorised absences from School where absence meets the criteria. From 1st March 2018, **any new requests** for holidays or time out of School will be addressed by a letter from School stating whether or not the absence requested is deemed as 'exceptional circumstances'. If it is unauthorised and you then take the decision to remove your child from School, our School letter will be followed up with a Fixed Penalty Warning Letter from our Education Welfare Officer. This warning letter will be sent before your requested absence dates so the time off of School during term time can be reconsidered. We will also be issuing Fixed Penalty Notices for continuous lateness to School or low School attendance where medical evidence has not been presented. **To clarify, none of the funds from the fixed penalties will come into our school budget.** Please refer to our Attendance Policy on our school website for an example of the letters.

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 children attend regularly and arrive punctually (8.40am).
- **New requirement for safeguarding reasons – please inform the School each day your child is absent. If we do not receive daily contact we will contact you.**
- Avoiding the organisation of a family holiday during School time.

A Frequently Asked Questions sheet is available on our School website for parents to use. We have also updated our Attendance Policy to reflect this change.

Yours sincerely,

Jemma Curson
Deputy Headteacher.

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