



# Baston CE Primary School

Date

Dear

## **FIXED PENALTY FORMAL WARNING**

**NAME OF CHILD/YOUNG PERSON:**

**DATE OF BIRTH:**

**PUPIL REGISTERED AT:**

This letter is a **Fixed Penalty Formal Warning** and is being sent to you because your child has an unacceptable level of unauthorised absence.

During the period to , was absent/lateness on sessions out of possible half-day sessions of which were unauthorised and in addition she/he was late on occasions.

's attendance will be reviewed from the date of this warning, with the expectation that his/her attendance increases to 100%. Failure to comply may result in a Fixed Penalty being issued.

**Please note if your child's attendance has fallen below 90% due to illness or a medical condition you will be required to provide evidence showing that you have sought appropriate medical advice.**

Requesting the Local Authority to issue a Fixed Penalty Notice is a strategy used by schools to address the unacceptable levels of attendance of children attending their school under the following legal framework:

- **Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise**
- **Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act**
- **In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60.00 or £120.00.**

Should you wish to discuss this matter further or to access appropriate support, please contact the school on the above contact details.

Yours sincerely

Rebecca Mills  
Headteacher

Headteacher Mrs Rebecca Mills BA QTS (Hons) NPQH  
103a Main Street, Baston, Peterborough, PE6 9PB  
Telephone 01778 560430

e-mail [enquiries@baston.lincs.sch.uk](mailto:enquiries@baston.lincs.sch.uk) [www.baston-school.co.uk](http://www.baston-school.co.uk)