



Dear Parent/Carer

Fixed Penalty Notices introduced for low attendance

At The Thomas Alleyne Academy we are committed to raising levels of attendance for individual students and the school as a whole. Our belief is that good attendance and punctuality are vital if our students are to take advantage of the many educational opportunities we make available to them.

Therefore, with effect from 16th April 2012, we introduced Fixed Penalty Notices. This means that parents who fail to respond to requests by the school to send their children to school or who take unauthorised holidays during term time may be issued with a fixed penalty fine by the Local Authority.

The notices will be issued at the discretion of the Principal and will be applied to parents whose children have at least 15 sessions (2 sessions is equal to one day) of unauthorised absence in the previous and/or current term.

Fixed Penalty Notices will operate following the Hertfordshire County Council Guidance for Schools, a copy of which is available on request.

We know that this will not affect the majority of our parents and we look forward to continuing to work with you on ensuring your child achieves their potential at school.

Yours sincerely

Mark Lewis
Principal