



THE BUCKINGHAM SCHOOL

A SPECIALIST SPORTS COLLEGE

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Dear Parent/Carer

INTRODUCTION OF THE FIXED PENALTY NOTICE SCHEME BY BUCKINGHAMSHIRE COUNTY COUNCIL

I am writing to inform you that Buckinghamshire County Council have recently confirmed they will be adopting the **Fixed Penalty Notice** scheme for irregular school attendance and holidays taken during term time; this will take effect from **1st April 2014**.

Attendance at school is essential for pupil attainment and for safeguarding the child, and the introduction of the scheme will ensure a more rigorous approach to monitoring and addressing unauthorised absence at the Buckingham School

The council will issue penalty notices under the following circumstances:

- Irregular school attendance;
- Overt truancy (including pupils found during truancy sweeps);
- Parentally-condoned absences;
- Unauthorised holidays in term-time;
- Being in a public place during the first five days of an exclusion

The scheme will be controlled by the county council; however the day to day attendance issues will still remain within all schools. Within Buckinghamshire, the responsibility for issuing Penalty Notices and managing arrangements for their payment and the collections will be with the Education Welfare Service Specialist Unit.

As a school we shall be adopting this into our own attendance policy and will shortly be placing this on our school website along with additional information regarding the Fixed Penalty Notice.

I trust you welcome this initiative and support the school in ensuring we maintain our progress in student attendance and attainment

Yours sincerely

Matt Wardle
Assistant Headteacher
Behaviour and Attendance

