

5th September 2023

Dear families

PENALTY NOTICE FOR UNAUTHORISED ABSENCE

The government has introduced Fixed Penalty Notices as a way for Local Education Authorities to deal with some cases where children miss school for reasons that cannot be approved by the school.

The issuing of a Fixed Penalty Notice will give a parent the opportunity of paying a fine instead of going to court. The fine is £60 per parent, per child which rises to £120 if not paid within 2 weeks.

This letter is to inform you that Oxfordshire County Council issue Penalty Notices in some cases of poor attendance/punctuality. We can issue a Fixed Penalty Notice when there are 6 or more (out of 60) unauthorised session absences i.e. Code O = Unauthorised Absence or Code = U Late After Registration (after 9:30am). This equates to 3 days absence within a 30-day period.

This does not include unauthorised absence due to holidays taken in term time i.e. Code G = Unauthorised Family Holiday, which will be dealt with separately (please refer to the Penalty Notice for Term Time Holidays letter). Explanation of Attendance codes and penalty procedures can be found on the school website.

Please ensure that your child attends school regularly and, if they are unable to do so, that the school is fully aware of the circumstances. If there are any difficulties which your child is experiencing then please contact us on 01865 749933 or via email: office@gfcs.uk

Yours faithfully



Mr T Stacey
Director for Raising Standards