



ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

Dorset Road, Christchurch, Dorset, BH23 3DA

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6th February 2024

Dear Parents,

Fixed Penalty Notice

Under the guidance of BCP, all unauthorised holidays and absences taken during term time will now result in a Fixed Penalty Notice. This will take effect from **Monday 19th February 2024**. Please see more about our attendance policy on our website, under the heading 'Attendance'.

The law states that it is:

- the responsibility of parents to ensure that compulsory school aged children (5 to 16 years) access an appropriate educational provision;
- our duty to ensure that parents are fulfilling their responsibilities and if they fail to do so then BCP has a statutory power to intervene - where appropriate this intervention may be legal action.

Following amendments to the Education (Pupil Registration) (England) Regulations 2006 that came into effect 1 September 2013, schools are only allowed to grant leave of absence from school in **exceptional circumstances**.

When making a written request for leave of absence from school in term time you need to explain why the circumstances are exceptional, and therefore cannot be taken within the normal 13 weeks holiday your child has from school. There is no obligation for schools to grant this leave of absence and therefore the absence will be recorded as unauthorised if you take your child out of school without permission. This will result in a request being made to BCP to issue a Fixed Penalty Notice.

It is very important to let the school know if you are taking your child out of school to help us to safeguard your child. Please keep the school updated with any changes to your home address or phone number so that we have the most up-to-date information on our system. Please let the school office know if you have moved house or changed phone number.

Yours sincerely,

Elizabeth Rippon

Headteacher



*We are all God's children and will
Try to live, love, work and serve
as Jesus taught us.*