



Ancaster  
Church of England Primary School

Monday 26<sup>th</sup> September 2022

Dear Parents and Carers,

I am writing to make you aware of changes that are being made to our school processes of applying for a leave of absence for your child(ren) which are not deemed to be an exceptional circumstance. Often, the request for absence is mostly due to family holidays which are scheduled to be taken during term time. At Ancaster, these instances are always recorded as 'unauthorised'.

From today, where paperwork has been completed requesting a holiday that is not deemed to be an exceptional circumstance, we will notify you that the holiday will be recorded on our attendance system as an 'unauthorised absence'. We will now also issue a Fixed Penalty Warning Notification letter at the same time. The purpose of this warning letter is to make parents aware that should the unauthorised absence related to the family holiday go ahead, we will then provide the details to the Local Authority for them to begin the process of issuing a Fixed Penalty Notice (FPN).

Details of the absence and proof that parents have been warned of the potential outcomes as well as the parental contact information we hold on record at school will all be shared with Lincolnshire County Council. They will then directly liaise with parents and carers about the outcome of the Fixed Penalty Notice.

Fixed Penalty Notices may also be issued where we have concerns relating to the attendance/lateness of a child or children from a family and where direct support and intervention has not resulted in an increase in the child's attendance rates. Where there are large, or increasing, periods of unauthorised absence due to non-attendance, then a formal warning letter would be issued as part of the process of improving the child's attendance at school.

The school does not profit from Fixed Penalty Notices being issued with all monies related to this being administrated and collected by Lincolnshire County Council. The Local Authority operate a Code of Conduct around FPNs and this can be found by clicking on this link [Fixed penalty notices - code of conduct – Introduction - Lincolnshire County Council](#)

Whilst I appreciate that we have all had a difficult period over the last 2 years, at Ancaster we have seen our attendance rates decline in the last year and this is supported by a significant rise in unauthorised attendance figures. There is a renewed focus nationally, which is being driven by the Department for Education and the Local Authority which supports the use of Fixed Penalty Notices as a tool to tackle poor attendance at school and I look forward to seeing Ancaster's attendance rates return to those seen prior to the beginning of the pandemic. Should you need to discuss the contents of this letter further, please do not hesitate to contact me.

Yours Sincerely,

Mr Sam Eden  
Headteacher

Ancaster Church of England Primary School  
Mercia Drive Grantham NG32 3QQ

Tel: 01400 230871 Email: [enquiries@ancaster.lincs.sch.uk](mailto:enquiries@ancaster.lincs.sch.uk) Web: [www.ancasterprimary.org.uk](http://www.ancasterprimary.org.uk)  
Head Teacher: Mr Sam Eden