

PROTECT



Our Ref: MS/LNdT  
Date: 2<sup>nd</sup> July 2014  
Enquiries to: Margaret Smith  
Tel: 01473 265348  
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To: Parent / Carer

Dear Parent / Carer

**Re: Amendments to Penalty Notices Code of Conduct to tackle non-school attendance**

Reducing absence from school is a key priority both nationally and locally. In Suffolk, we appreciate that the majority of parents ensure that their children attend school regularly.

Suffolk County Council is committed to providing all children with the best start in life and works hard to improve the attendance of a small but significant minority.

This letter is to inform you that, from 1<sup>st</sup> September 2014, the Education Attendance Service on behalf of Suffolk County Council will be issuing fixed penalty notice fines when unauthorised absence occurs and where a pupil is stopped with parents / carers during a truancy sweep and the absence is not authorised by the school.

It is important that you ensure that your child(ren) attend school regularly and if your child is absent from school you must make the school fully aware of the circumstances. Please remember that schools are limited in the reasons they can accept for absences and they are required to notify the Local Authority if a pupil is regularly missing school for unacceptable reasons.

If you are concerned about your child's school attendance it is important that you contact your child's school as soon as possible to discuss the problem.

Thank you for your support in this matter.

Yours sincerely

A handwritten signature in black ink, appearing to read "Margaret Smith".

Margaret Smith  
Lead Attendance Officer

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[www.suffolk.gov.uk](http://www.suffolk.gov.uk)