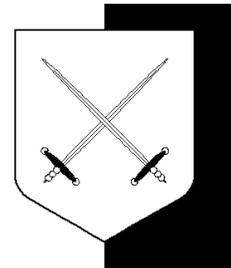




**St Paul's C.E. (C)**  
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12th March 2015

Dear Parents and Guardians

Staffordshire County Council has informed us that, in line with national requirements, from 23rd February 2015 they are introducing a new code of conduct regarding attendance. The letter below, from Staffordshire County Council, gives an outline of the new code of conduct for you to see. We will update our attendance policy, which can be found on our website, in line with this guidance and must warn you that penalties for absence and lateness will be applied.

*Last year the Department for Education (DfE) introduced changes to the law regarding parents taking their children out of school during term time. This in turn meant that the Local Authority had to amend its Code of Conduct which sets out how it will implement these changes and its use of penalty notices to ensure we promote the highest standards for attendance.*

*At the time we implemented these changes, we promised to review this Code of Conduct again after twelve months. In September 2014 the Local Authority undertook this review and produced a set of draft proposals which were then circulated to all of Staffordshire's schools to seek the views of Head teachers and Chairs of Governors, 97 responses were received.*

*As required by the statutory guidance, we have taken account of the responses and of the views of Staffordshire's Police and Crime Commissioner, and have amended the Code of Conduct in line with the proposed changes, these having secured the overwhelming support of schools.*

*The main changes made are:*

*Penalty Notice for leave of absence*

- Removing the requirement for attendance to be below 87% before a Penalty Notice can be issued.*
- Clarifying that a parent can now receive more than one Penalty Notice per academic year.*
- Confirming that ten sessions of unauthorised absence do not have to be consecutive and only two sessions have to be for unauthorised leave of absence*
- Confirming that the period for calculating the ten sessions will be based on the previous three school terms*

*Penalty Notice for persistent absence*

- *Parents will now only receive one warning notice period for improvement in attendance in a single academic year. If attendance deteriorates again then no further formal warning notice will be issued and the Local Authority can automatically consider other statutory actions if unauthorised absence re-occurs.*

*The local Authority will continue to monitor all unauthorised absences from school and support head teachers in challenging parents who fail to meet their legal obligations.*

Thank you for your co-operation in this matter.

Yours sincerely

N Bickley  
Headteacher