



An Active Learning Trust School

**National Support School**  
designated by



**National College for  
Teaching & Leadership**

Our ref: ACW/SK  
21 September 2018

Dear Parent/Carer

Data provided by the Department of Education shows that during the academic year 2017, in Cambridgeshire, **3201** primary pupils and **3217** secondary pupils were at some point persistently absent from school (below 90%).

To support schools to secure an early sustained improvement in attendance the Local Authority are introducing a fast track direct referral process for the application of Penalty Notices. The fast track approach seeks to act quickly in cases of unauthorised absence.

All Cambridgeshire schools, academies and alternative providers including Neale-Wade Academy, can now use a new referral form to request that a Penalty Notice be issued by the Local Authority. Cambridgeshire County Council's Penalty Notice Code of Conduct now states that there must be at least 8 unauthorised sessions over an 8-week period with all absences recorded as unauthorised or 90% and below mostly unauthorised over a longer period for the Penalty Notice to be issued together with confirmation of school's efforts to intervene early to support improvement.

Currently the cost of a Fixed Penalty Fine is £60 per parent.

Attending school every day and every lesson is an important part of giving your child the best possible start in life. Please work together with us to support your child's attendance in education.

Yours faithfully

A handwritten signature in black ink, appearing to read 'A Welling'.

Mr A Welling  
Head of School