

South Nottingham Catholic Academy Trust



The Becket School: A Catholic Voluntary Academy

Our Lady & St Edward Primary & Nursery
Catholic Voluntary Academy

St Patrick's Catholic Primary and Nursery School,
A Voluntary Academy



St Edmund Campion Catholic Primary School:
A Catholic Voluntary Academy

Blessed Robert Widmerpool
Catholic Voluntary Academy

12th December 2013

Introduction of Penalty Notices for Unauthorised Absence.

The South Nottingham Catholic Academy Trust is committed to the continuous raising of achievement of all our pupils. Regular attendance at school is critical if our students are to be successful and benefit from all of the opportunities presented to them for both personal and academic enrichment.

From January 2014 we will begin to refer parents to the local authority for consideration of a penalty notice to be issued where appropriate. There are circumstances which may be considered as appropriate reasons for the issuing of Penalty Notices. These include:

- Leave of absence taken without authorisation by the Head Teacher
- Persistent lateness
- Excessive unauthorised absence

On receipt of the Notice, the penalty will be £60 if paid within 28 days, rising to £120 if paid after 28 days but within 42 days. Failure to pay the penalty in full by the end of the 42 day period may result in prosecution by the by the local authority. It should be stated that it is the local authority who make the decision whether or not to issue a penalty notice to parents based on the evidence provided by school. The full administration of the notice is handled by the local authority.

Our Attendance Policy is available on the website for each school contained within the South Nottingham Catholic Academy Trust.

Yours sincerely,

Rev Christopher Thomas
Chair of South Nottingham Catholic Academy Trust Executive Committee

Company Number: 7743523

Registered Office: The Becket School, The Becket Way, Wilford Lane, West Bridgford, Nottingham NG2 7QY
Chair of the Executive Committee: Rev. Christopher Thomas Company Secretary: Mrs Mary Robson