



Date: 16th July 2015

Dear Parents/ Guardians,

**Re: Implementation of Education Fixed Penalty Notice (September 2015)**

You will have received a separate letter from Karen Evans, Head of Education, regarding the implementation of the Education Fixed Penalty Notice which will take effect from September 2015.

A leaflet outlining the process and arrangement for payments will be sent out via schools in September 2015.

The implementation is a Welsh Government All Wales approach and Denbighshire County Council is responsible for developing a local protocol in schools.

Below is an outline for Ysgol Melyd parents/guardians:

- \* It is the view of the Local Authority that no term time holidays are to be taken.
- \* If due to 'exceptional circumstances' you wish to take holidays in term time, a holiday form needs to be requested from the school office, completed and returned prior to any absence being taken. Such applications will be considered on an individual basis.
- \* If your child has at least 20 sessions (10 school days) of unauthorised absence for any reason (including holidays, lateness after close of register and any other unauthorised absence) the school can request that the Local Authority issue you with a Fixed Penalty Notice. This applies to all children from Reception to Year 6.
- \* Fixed Penalty Notices will be restricted to one notice per parent of a pupil per academic year.  
However if your child has further 'unauthorised' absences during the academic year this will be dealt with and could result in parental prosecution.
- \* Fixed Penalty Notices are an intervention to promote better school attendance.
- \* For those parents/ guardians who have submitted holidays for the next academic year 2015/ 2016 you will be contacted individually.

If you have any queries or concerns in relation to the letter from Karen Evans or myself, please contact the school office as a 'first point of contact' in order for us to assist in alleviating any concerns.

Yours sincerely,

Miss. L. Evans  
Head Teacher

