



Monday 9<sup>th</sup> September 2024

Dear Parents,

We hope this message finds you well. As we begin the new academic year at Bowes Primary School, we would like to remind you of the importance of regular attendance. We are committed to supporting all our children in their academic and social development, and a consistent school routine plays a key role in helping them reach their full potential.

With this in mind, please note that any leave of absence between September 2024 and July 2025 will only be authorised in exceptional circumstances. If your child is absent from school without prior approval, you may be issued a Penalty Notice by the Local Authority.

The Penalty Notice is charged per parent, per child, with an initial fee of **£160**. However, if the payment is made within **21 days (this include weekends)**, this amount is reduced to **£80**. Please be aware that if payment is not made within 28 days, the charge will remain at **£160**.

In the event of a second penalty being issued for the same child, a flat rate of **£160** will apply, and it will need to be paid within 28 days. Unfortunately, the Local Authority cannot accept late or part payments, and reminders will not be sent.

Should payment not be made within the required time frame, the Local Authority may consider referring the matter to the Magistrates' Court for prosecution under the Education Act 1996.

We understand that unexpected circumstances can arise, so if you have any questions or would like to discuss this further, please do not hesitate to get in touch with us. We are here to support you and your child's journey at Bowes Primary School.

Thank you for your attention and cooperation.

Yours sincerely,

**Effie Demetriou**  
Headteacher

