

This matter is being dealt with by:

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Dear Head Teacher

19th October 2017

I am writing to advise you that a decision was taken at Children and Young People's Committee on Monday 16th October to equalise the threshold for issuing Education Penalty Notices.

The decision taken by elected members means that head teachers can issue or request the local authority to issue an Education Penalty Notice for any unauthorised leave of absence in excess of three days over a six week period regardless of whether the unauthorised absence relates to a family holiday or is more general in nature. Currently where the absence is more general in nature Education Penalty Notices can only be issued where the unauthorised absence is in excess of five days over a six week period.

The decision also means that we will remove from the Code of Conduct any reference to the local authority sending out Warning Letters where a pupil has three days of unauthorised absence over a six week period where the absence is more general in nature. The change to the threshold for more general absence to bring it in line with holiday related absence means that the need to send out warning letters and introduce a monitoring period is not required.

Accordingly the Nottinghamshire Code of Conduct will be amended to reflect these changes and it will take effect from Monday 6th November. Therefore any new requests for Education Penalty Notices where the six week period of evidence commences on or after the 6th November will be subject to the revised threshold.

The Nottinghamshire Code of Conduct will be amended and sent out to you for reference before the 3rd November. Should you intend to apply the change within your school, please can you communicate the change to parents and ensure any relevant school policies and related documents and/or correspondence are up to date to reflect the latest change to the threshold.

If you have any queries please do not hesitate to get in contact. My e-mail address is denis.mccarthy@nottscc.gov.uk

Yours sincerely

Denis A McCarthy
Service Manager (Family Service)
Nottinghamshire County Council