

Dear Parents and Carers,

At our school, we work in conjunction with our families to ensure that pupils attend school consistently and we appreciate the importance that you as parents place on regular attendance.

As you will be aware changes to Government legislation a few years ago, meant that Headteachers were no longer able to authorise leave unless for exceptional circumstances. This meant that families faced a penalty for taking their children on holidays during term time. Previously, this fine has been enforced where children have been absent for ten unauthorised days; however, Northamptonshire County Council have reviewed their policy. Therefore from the the 22<sup>nd</sup> April 2016, parents will be issued a fixed penalty fine, if their child has an **unauthorised absence for five consecutive days or ten sessions**.

To provide families with further information in relation to this change, please view the letter from Jonathan Lewis, the Assistant Director for Learning Skills and Education in Northamptonshire. The letter can be found in the Correspondence section of the school's website at [www.cogenhoe.northants.sch.uk](http://www.cogenhoe.northants.sch.uk).

If you have any further queries or concerns, please don't hesitate to contact myself or a member of the team,

Kind regards,

Caroline Stewart  
Headteacher