



**William Stukeley Church of England Primary School**

Spalding Road, Holbeach, Lincs, PE12 7HG

Tel: 01406 422102

Email: [enquiries@williamstukeley.lincs.sch.uk](mailto:enquiries@williamstukeley.lincs.sch.uk)

Acting Executive Head Teacher: Mrs C Underwood

**Private and Confidential**

xxx  
xxx  
xxx  
xxx  
xxx

Dear xxx

**FIXED PENALTY FORMAL WARNING**

**NAME OF CHILD/YOUNG PERSON:**      xxx  
**DATE OF BIRTH:**                              xxx  
**PUPIL REGISTERED AT:**                      xxx

Thank you for your letter dated xxx. This letter is a **Fixed Penalty Formal Warning** and is being sent to you because you have requested a period of absence from school for your child during term time.

The period you have requested from xxx to xxx, is not deemed to be exceptional circumstances and therefore will be coded as unauthorised absence. If you choose to ignore this warning, a Fixed Penalty Notice may be issued for the above period of absence.

A Fixed Penalty Notice is a strategy used by schools to address the unacceptable levels of attendance of children attending their school under the following legal framework:

- **Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise**
- **Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act**
- **In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60.00 or £120.00.**

Should you wish to discuss this matter further, please contact the school on the above contact details.

Yours sincerely

Mrs C Underwood  
Acting Executive Head Teacher

