



Castle View Primary School
Headteacher: Mr I D Worthington

Castle View Primary School

Mead Way Halton Brook Runcom Cheshire WA7 2DZ

Telephone: 01928 563970
Fax: 01928 581417
e-mail: head.castleview@halton.gov.uk
e-mail: sec.castleview@halton.gov.uk
Website: www.castleviewprimaryschool.co.uk

16th December 2016

Dear parents/carers

After much consultation with Halton Education Welfare Service over the increasingly larger amount of unauthorised absences in term time the School Governors have agreed to the issuing of Fixed Penalty notices.

A Penalty Notice is considered appropriate where a child's attendance is irregular i.e. below 95% during the previous 38 weeks and the following circumstances apply:

- Leave of absence for a period of 5 school days or more (10 or more sessions) taken following a request being submitted to the school where that request was not approved as exceptional circumstances by the proprietor of the school.

This will take effect from 1st January 2017.

Yours sincerely

Mr D Richmond-Webb
Chair of Governors