



# ATTENDANCE POLICY

|                                |          |
|--------------------------------|----------|
| PERSON RESPONSIBLE FOR POLICY: | D. DUKES |
| APPROVED:                      | MAY 2024 |
| TO BE REVIEWED:                | ANNUALLY |

## 1. AIMS

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence.
- Ensuring every pupil has access to full-time education to which they are entitled.
- Acting early to address patterns of absence.

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

### 1.1 Attendance Matters

Click this [link](#) to see why attendance and punctuality at school is so important.

Adwick Primary School is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all. We will endeavor to provide an environment where all pupils feel safe, valued and welcome.

*Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school. (DfE November 2016)*

For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents/carers the importance of regular and punctual attendance. School attendance is subject to various Education Laws and this school attendance policy is written to reflect these laws and the guidance produced by the DfE.

## 2. LEGISLATION AND GUIDANCE

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)

- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- [Recommended absence periods for preventing the spread of infection, taken from non-statutory guidance for schools and other childcare settings from Public Health England.](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

### **3. SCHOOL PROCEDURES**

#### **3.1 Attendance register**

We will keep an attendance register, and place all pupils onto this register. We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix E for the DfE attendance codes.

Pupils must not be marked present if they are not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes but still need to sign out.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

#### **3.2 Lateness**

Morning start times have previously been revised to accommodate walking from the Lower to the Upper site. Walking between both sites should take no longer than 10 minutes, therefore enough time has been allowed to enable this.

Daily Team incentives, for arriving to school on time each day, are offered to all the pupils in the Team – if 100% of pupils in the Team achieve no lateness, they will earn 10 Bonus Points for every pupil in their Team.

If a pupil is persistently late then the school's Attendance Officer, accompanied by either the EWO or the school's SWO, may do home visits prior to the start of, or during the school day to offer support in order get pupils to school on time.

Please click on the following to see drop-off and pick-up times and procedures <https://www.adwickprimary.doncaster.sch.uk/aims-and-vision/school-day>

### **3.3 Unplanned absence**

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 8.30am or as soon as practically possible.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

### **3.4 Following up absence**

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by either a home visit or a telephone call.
- Ensure proper safeguarding action is taken where necessary.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

### **3.5 First Day Absence**

Parents/ carers are expected to make contact with school prior to 8.30am to explain why their child is absent. The reason for their absence will be recorded in the class register.

As part of our Safeguarding procedures, if school has not received any notification for the absence the Attendance Officer and the SWO will usually do a home visit on the same morning. If this is not possible, then a phone call will be made instead.

If there is no answer at home, a note will be put through the door asking the parent to make contact with the school. The school will continue to try and make contact with the parent.

If no reason is given for an absence, then a text will be sent requesting a reason. If no response is received, then the absence will be marked as unauthorised.

### **3.6 Continuing Absence**

Parents/ carers are expected to make contact with school, prior to 8.30am on each day of absence, to explain why their child is absent. The reason for their absence will be recorded in the class register.

As part of our Safeguarding procedures, if school has not received any continued notification for the absence, the Attendance Officer and the SWO will usually do a home visit during the day of non-notification. If this is not possible, then a phone call will be made instead.

If there is no answer at home, a note will be put through the door asking the parent to make contact with the school. The school will continue to try and make contact with the parent.

If no reason is given for an absence, then a text will be sent requesting a reason. If no response is received, then the absence will be marked as unauthorised.

If a pupil is absent from school for 2 days, a home visit may be made by the Attendance Officer and SWO on the third day regardless of whether the parent/ carer has made contact with the school. If this is not possible, then a phone call will be made instead. It may be necessary to contact other agencies at this point such as the Educational Welfare Officer, Police and Social Care.

### **3.7 Frequent Absence**

In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parents/carers. If this is unsuccessful, the school may refer to the School Nurse if the problem appears to be a medical one. In other cases, the school will seek advice from the Learner Engagement Service and an Attendance Support Plan (ASP) meeting with the Education Welfare Officer (EWO) will be held where targets for attendance will be set.

### **3.8 Persistent Absence**

Any pupil whose attendance is 90% or below is classed as a persistent absentee.

If a pupil is a Persistent Absentee or on the verge of being classified as a Persistent Absentee (e.g. 91%), then the school's Attendance Officer, accompanied by the school's SWO, will usually do home visits on each day of absence. If this is not possible, then a phone call will be made instead.

### 3.9 Absence notes

Any absence notes are kept for 3 years, along with class registers.

### 3.10 Promoting attendance

The school will use opportunities, as they arise, to remind parents/carers, that it is their responsibility to ensure that their children receive their education.

Each year parents receive a link to the Attendance Matters document, this is also available on the school website.

<https://www.adwickprimary.doncaster.sch.uk/aims-and-vision/attendance-matters>

Daily Team incentives, for attending school each day, are offered to all the pupils in the Team – if 100% of pupils in the Team attend, they will earn 10 Bonus Points for every pupil in their Team.

Regular attendance initiatives take place during the year.

An Attendance Trophy is awarded weekly in the Community Meeting to the Team with the highest weekly attendance. The winning Team will:

- Receive the Attendance Trophy for the week.
- Be rewarded with an extended break of 10 minutes.

## 4. HOLIDAYS IN TERM TIME

Legislation effective from 1 September 2013 means that no requests for holidays can be authorised except in exceptional circumstances. Adwick Primary deems exceptional circumstances as:

- If the child and family are attending a funeral.
- To attend a religious festival, ceremony or ritual.

All other holiday requests will be unauthorised.

If a child is taken on holiday during term-time, a Fixed Penalty Notice will be issued to both parents of the child.

## 5. APPROVAL FOR TERM-TIME ABSENCE

The headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for **authorised absence** include:

- Genuine illness
- Hospital appointment
- Emergency medical or dental appointment
- Family funeral
- Cultural/religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision.

## **6. ROLES AND RESPONSIBILITIES**

### **6.1 The governing board**

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

### **6.2 The Headteacher**

The headteacher is responsible for:

- Implementation of this policy at the school.
- Monitoring school-level absence data and reporting it to governors.
- Supporting staff with monitoring the attendance of individual pupils.
- Issuing fixed-penalty notices, where necessary.

### **6.3 The Attendance Officer and the SWO**

The school attendance officer and the SWO:

- Monitors attendance data across the school and at an individual pupil level.
- Reports concerns about attendance to the headteacher.
- Works with the education welfare officers to tackle persistent absence.
- Arranges calls and meetings with parents to discuss attendance issues.
- Advises the headteacher when to issue fixed-penalty notices.

### **6.4 Class teachers**

Class teachers are responsible for recording attendance on a daily basis (both am and pm), using the correct codes, and submitting this information to the school office.

## **6.5 School admin/office staff**

School admin/office staff are expected to take calls from parents about absence and record it on the school system.

## **7. LEGAL SANCTIONS**

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. This is per parent and per child. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

See below Doncaster Council Guidance on Fixed Penalty Notices.

## **8. ATTENDANCE MONITORING**

The attendance officer at our school monitors pupil absence on a daily basis.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

School collects and stores attendance data, to be used for internal purposes.

For example to:

- Track the attendance of individual pupils.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern.



- Monitor and evaluate those children identified as being in need of intervention and support.

## **9. MONITORING ARRANGEMENTS**

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Headteacher. At every review, the policy will be approved by the full governing board.

## **10. LINKS WITH OTHER POLICIES**

This policy links to the following policies:

- Safeguarding & Child Protection
- Behaviour
- Health & Safety
- [Attendance Matters](#)

**APPENDIX A: DMBC Guidance on Fixed Penalty Notices***Information for Parents**What is a Fixed Penalty Notice?*

*The Anti-Social Behavioural Act 2003 introduced Legislation that made provision for a Local Authority to issue Fixed Penalty Notices. These notices require a fine to be paid by Parents of Pupils who have unauthorised absence from School during term-time.*

*A Fixed Penalty Notice can be issued in three situations:-*

- 1. If a Holiday or other leave of absence is taken during term-time without the authorisation of the Headteacher.***
- 2. If a Pupil has a period of unauthorised absence from School following an FPN warning letter, and the attendance does not improve within 15 days. (If you do receive a warning letter from Doncaster Council about your Child's attendance you should get in touch with the Education Welfare Officer, as soon as possible, to discuss the reason for your Child's absence from School).***
- 3. If a child is found on a Truancy Patrol twice during a four month period.***

*A separate Penalty Notice will be issued to EACH parent for EACH child who has unauthorised absence*

*Any absence which does not meet the criteria of being 'an exceptional circumstance' will be marked as unauthorised absence and as such you may be at risk of receiving a Fixed Penalty Notice. Please be aware that BOTH parents are at risk of receiving a Fixed Penalty Notice for EACH child of the family with a period of unauthorised absence from school in line with Section 23 of the Anti-Social Behaviour Act 2003.*

*What are the Penalties?*

*If a Fixed Penalty Notice is issued the penalty is £60 per Parent per Child when the payment is made within 21 days. If payment is not made within this timescale the penalty amount will double to £120 per Parent per Child made within 28 days.*

*Failure to pay within 28 days will result in a summons to appear before the Magistrates Court on the grounds that you have failed to secure your child's regular attendance at School. If the case progresses to Court you may receive a Fine of up to £1000.*

*What must I do?*

*If you are having difficulties in ensuring your child attends school regularly , you should contact your child's school in the first instance. If you receive a warning letter from Doncaster Council about your child attendance you should get in touch with the Attendance & Pupil Welfare Service, as soon as possible, to discuss the reason for your child's absence from school.*

*You should avoid taking your child out of school for a holiday unless there are exceptional circumstances as you may receive a Fixed Penalty Notice.*

*Can I get help if my child is not attending school regularly?*

*The Local Authority Education Welfare Officers support schools, parents and pupils so that high levels of attendance can be achieved. In the first instance you should contact your child's school who will offer advice and support. You can seek advice from a Local Authority Education Welfare Officer on 01302 736504.*

*Every school in Doncaster is supporting the message that school attendance is a high priority. We hope that parents will help us to ensure that all Doncaster children achieve the very highest levels of attendance at school.*

**APPENDIX B: Letter from school to parents re changes to LA statutory procedures – September 2018 (reviewed October 2021)**21<sup>st</sup> September 2021

Dear Parent/Carer,

Good attendance at school is the single most important factor in ensuring that your child will maximise their learning opportunities. By attending school every day your child takes an important step in reaching their full potential. Research completed by the Department for Education found that every day missed was associated with a lower attainment outcome at both KS2 and KS4. The more time your child spends around other children, the more chance they have of making friends and feeling included, boosting their social skills, confidence and self-esteem. Promoting positive school attendance is therefore everyone's responsibility.

You may be aware that school absence in Doncaster is one of the highest in England and schools have been working with Doncaster Council to look at how we can ensure all children attend school as much as possible. The school wants your child to have the education and skills they need to live a happy and fulfilling life. With this in mind Doncaster Council has made two major changes in how it will respond to requests from schools when schools are considering enforcing poor attendance.

**Unauthorised Leave (Holidays in term time)**

You will be aware that no leave of absence from school for a holiday in term time can be taken without the authorisation of the Headteacher/Principal and should you take your child out of school for a holiday you may be issued with a Penalty Notice. From September 2018 Doncaster Council will continue to issue Education Penalty Notices to each parent for each child they take out of school for a holiday. Please note, Adwick Primary does not authorise any holidays except in exceptional circumstances. Adwick Primary deems exceptional circumstances as:

- If the child and family are attending a funeral.
- To attend a religious festival, ceremony or ritual.

All other holiday requests will be unauthorised.

**Irregular Attendance at School**

The school may write to you to advise there are concerns with your child's irregular attendance at school. It is very important that you work closely with the school to ensure your child is able to attend school every day wherever possible. If your child's attendance is not at the expected level the school will offer support to you and your child to ensure an improvement in attendance is made. However, should the support not have the required improvement in attendance we may send you a penalty notice warning letter. If there are any further unauthorised absences in the following 15 school days the school may

request Doncaster Council to issue you with an Education Penalty Notice. The penalty notice is a fine of £120 but reduced to £60 if you pay it within 21 days. Doncaster Council will decide if a penalty notice can be issued but may decide to prosecute you instead. Where Doncaster Council decide a prosecution should take place, they will write to you offering you to attend a meeting with an Enforcement Court Officer. Following this meeting the Enforcement Court Officer will decide if a prosecution will take place and a summons will be requested from Doncaster Magistrates Court.

If you are experiencing any difficulty with your child's attendance, please contact us immediately so we can work together to ensure improvements are made.

Yours faithfully

A handwritten signature in black ink, appearing to be 'S. H.', written over a horizontal line.

Headteacher

**APPENDIX C: EPN Warning letter re poor attendance at school**

***(EPN Warning letter re poor attendance at school – each parent/carer to receive a separate warning letter)***

*School Logo and Address*

*Name of Parent/carer  
Address of parent/carer*

*Date of letter*

Dear

**Pupil's Name:**  
**Attendance level:**

**Re: Education Penalty Notice Warning Letter**

As you are aware it is your legal responsibility to ensure that your child attends school regularly. However, your child's attendance, as shown above, falls below the minimum expected level of **96%**.

If your child fails to attend school regularly you may be guilty of a criminal offence and could be prosecuted under the Education Act 1996 Section 444 (1) or 444 (1a). Education Penalty Notices have been introduced under the Anti-Social Behaviour Act 2003 as an additional sanction to address the problem of poor school attendance.

Your child's attendance will be closely monitored and I ask that you ensure there are no further absences from school without a justifiable reason. Please can you also make sure any medical appointments are made outside of school hours where possible.

If there is any unauthorised absence from school within the next 15 school days you may receive an Education Penalty Notice from the Local Authority. If you are issued with an Education Penalty Notice, you will be required to pay a fine of £120, reduced to £60 if paid within 21 days of the date of the notice. If issued, there is no right of appeal. Payment of the Education Penalty Notice will discharge your liability for the six week evidential period covered by the notice. However, if payment is not received, the Local Authority may decide to prosecute you for failing to ensure the regular attendance of your child at school.

If you have any questions about this letter or require additional support, please contact ***(insert name of contact at school)***

Yours sincerely

Headteacher/Principal

**APPENDIX D: DMBC Guidance on Education Penalty Notices****Doncaster Council  
Attendance and Pupil Welfare Service  
Attendance and Pupil Welfare****Code of Conduct under the Provision of the Education (Penalty Notices)  
Regulation 2004 and subsection (1) Section 23 Anti-Social Behaviour  
Act 2003****RATIONALE**

- 1 Regular and punctual attendance of pupils at schools is, under section 7 of the Education Act 1996, a legal requirement, parents being responsible for ensuring that any child of compulsory school age receives efficient full-time education that is suitable to the child's age, ability and aptitude and to any special educational needs the child may have. Compulsory school age is defined as: Commencing at the start of term commencing on or after a child's fifth birthday and concluding on the last Friday in June of the school year in which the pupil becomes 16. It is also essential for pupils to attend school regularly in order to maximise the opportunities available to them. The Attendance and Pupil Welfare Service in Doncaster will continue to investigate cases of irregular attendance at school and following a strict process of targeted casework delivery, instigate statutory action where appropriate.
- 2 Under the provisions of subsection (1) of section 23 of the Anti-social Behaviour Act 2003, it will now be possible that in certain cases of unauthorised absence a fixed penalty notice may be issued to the parent(s)/carer(s) responsible. Under these provisions the penalty is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days of receipt.
- 3 Doncaster Council will ensure the smooth administration of the necessary process and in order to fully comply with legislation on Human Rights will also ensure the consistent, fair and transparent application of fixed penalty notices throughout Doncaster. This Code of Conduct will govern the issuing of fixed penalty notices across Doncaster.

**Section 576 Education Act 1996: Definition of a Parent**

The education-related provisions of the Anti-social Behaviour Act 2003 apply to all parents who fall within the definition set out in this section of the Education Act 1996. This defines 'parent' as:

- All natural parents, whether they are married or not.
- Any person who, although they are not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person.
- Any person who, although not a natural parent, has care of a child or young person – having care of a child or young person means that a

person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law.

Throughout this document, references to 'parent' mean each and every parent coming within the definition, whether acting jointly or separately, and should not be taken to mean that provisions only apply to 'parent' in the singular.

## **THE CONTEXT IN DONCASTER**

- 4** Excellent educational attainment for Young People is a key aim of the Children and Young Peoples Plan and improving attendance of all children and young people is a key factor in achieving this goal. The Local Authority, through the Attendance and Pupil Welfare Service, and in partnership with schools is establishing a rigorous approach to addressing unauthorised absence from school
- 5** It is the Local Authority that has the responsibility for developing the Code of Conduct that will govern the Fixed Penalty Notice Procedures. Although the regulations make provision for a Head teacher, the police and authorised LA staff to issue Penalty Notices relating to unauthorised absence, the responsibility for issuing and managing the arrangements for these Penalty Notices in Doncaster will rest solely with the Head Of Attendance and Pupil Welfare and the staff of this service. This will ensure that all procedures relating to Penalty Notices are consistently applied, that enforcement action is not duplicated and any subsequent court action that may be necessary can be integrated within existing arrangements.
- 6** Regular and punctual attendance at school is both a legal requirement and a necessity for pupils to maximise their educational opportunities. In law, an offence is committed if a parent/carer fails to secure a child's regular attendance at a school, at which s/he is a registered pupil, and the absence is not authorised by the Head teacher. A range of supportive measures are in place to ensure that parents and pupils are assisted both by school staff and, where appropriate LA staff, to overcome barriers to regular attendance. This support is provided through a wide continuum of assessment and intervention strategies and sanctions of any nature are used only where parental co-operation is either absent or deemed insufficient. Sanctions are never used as a punishment, only as a means of enforcing attendance where there is a reasonable expectation that parents can exercise their responsibility more effectively



**CIRCUMSTANCES WHEN A FIXED PENALTY NOTICE MAY BE ISSUED****7 Unauthorised leave of absence (holidays) taken during term time**

Parents will be expected to complete a holiday application form at least 4 weeks in advance of the proposed holiday. The form will include information about the use of Penalty Notices as a consequence of leave of absence taken in term time without the Headteacher's authorisation.

Where a parent/carer has taken a child out of school for a holiday or other leave of absence without authorisation, there should be evidence on the attendance certificate of unauthorised absence. The headteacher will notify the local authority that an unauthorised leave of absence has taken place and will complete the following documents:-

- A completed pro-forma witness statement
- A certificate of attendance for the period in question
- A copy of the holiday application form and reply
- A completed referral form

If a holiday form has not been completed but a Headteacher has sufficient evidence that the child has been absent from school due to an unauthorised holiday/leave of absence. The Headteacher or their representative should provide this evidence in the witness statement and submit the following documents to the Attendance and Pupil Welfare Service:

- A completed referral form
- A certificate of attendance for the period in question
- A copy of the letter to parent advising that the absence will be unauthorised

On receipt of these, the Attendance and Pupil Welfare Service will issue a FPN by first class post to the parent(s). Where a parent fails or refuses to pay a penalty issued in these circumstances, the Headteacher will be asked to supply a Headteacher's certificate of attendance and a completed witness statement within 2 weeks. The evidence provided by the Head teacher will be the only evidence laid before the court, alongside a Certificate of Confirmation of Non-payment of the Fixed Penalty. This will be done after 28 days have lapsed since the Notice was received. From that point, the court hearing will be scheduled for a date within 21 days subject to court availability.

**8 Unauthorised absence following a warning letter being issued during an attendance initiative**

- Education Welfare Officer receives a referral for poor attendance. Following home visit parent is sent a warning letter about FPN. This procedure may be implemented as part of an

attendance initiative, in which case the letter is handed to the parent or left at the home address

- If there is any unauthorised absence in the following 15 school days a Fixed Penalty Notice will be issued
- A Head teachers Certificate will be provided as evidence of this absence. This will show the 2 weeks of attendance prior to the warning letter being issued, the week the warning letter was issued and the three weeks following, with a level of attendance of less than 95%
- The EWO has completed a proforma witness statement which will support a prosecution should the penalty not be paid.

The EWO will be required to supply the following documentation to Attendance and Pupil Welfare Support:-

- A completed referral form

On receipt of this, the Attendance and Pupil Welfare Service will issue a FPN by first class post to the parent(s). Where a parent fails or refuses to pay a penalty issued in these circumstances, then the evidence provided by the Headteacher will be laid before the court, alongside a witness statement completed by the EWO and a Certificate of Confirmation of Non-payment of the Fixed Penalty. This will be done after 28 days have lapsed since the Notice was received. From that point, the court hearing will be scheduled for a date within 21 days, subject to court availability.

## 9 Unauthorised absence following a warning letter being issued during the Enforcement process

- Education Welfare Officer receives a referral for poor attendance. A School Attendance Panel is convened and subsequently a warning letter is issued to the parent via first class post.
- If there is any unauthorised absence in the following 15 school days a Fixed Penalty Notice may be issued
- A Headteachers Certificate will be provided as evidence of this absence. This will show the 2 weeks of attendance prior to the warning letter being issued, the week the warning letter was issued and the three weeks following, with a level of attendance of less than 95%
- The EWO has completed a proforma witness statement which will support a prosecution should the penalty not be paid.

The Attendance and Pupil Welfare Service will issue a FPN by first class post to the parent(s). Where a parent fails or refuses to pay a penalty issued in these circumstances, then the evidence provided by the Head teacher will be laid before the court, alongside a witness statement completed by the EWO, copies of the letters and a Certificate of Confirmation of Non-payment of the Fixed Penalty. This will be done after 28 days have lapsed since the Notice was received.

From that point, the court hearing will be scheduled for a date within 21 days, subject to court availability.

- 10** A child is located twice on a truancy patrol during a four month period unless there is a justifiable reason for absence.
- Child is located during a truancy patrol.
  - Letter is sent to parent/carer advising them that if the child is located a second time during a truancy patrol a Fixed Penalty Notice will be issued
  - The absence is unauthorised and the Headteachers Certificate of attendance is available for the evidential period
  - The evidence has been reported by an Education Welfare Officer, a Neighbourhood Response Team Officer, a Police Officer or a Police Community Support Officer whilst taking part in a LA approved truancy operation.

Where a parent fails or refuses to pay a penalty issued in these circumstances, then the evidence provided by the Headteacher will be laid before the court, alongside a witness statement completed by the reporting officer, copies of the letters and a Certificate of Confirmation of Non-payment of the Fixed Penalty. This will be done after 28 days have lapsed since the Notice was received. From that point, the court hearing will be scheduled for a date within 21 days, subject to court availability.

- 11** A parent will not receive more than three Fixed Penalty Notices relating to the absence of a named child in a 12 month period.

In cases where families contain more than one child with unauthorised absence multiple issuing of Notices may be necessary but this will be the subject to careful consideration by the Attendance and Pupil Welfare Service.

Penalty notices will only be issued by post and never as an 'on the spot' action; this is to ensure that all evidential requirements are in place and to meet Health and Safety requirements.

No flexible payment terms will be agreed.

**12 Procedure for withdrawing Penalty Notices**

Guidance only allows a Penalty Notice to be withdrawn in the following circumstances:

- Proof has been established that the Penalty Notice was issued to the wrong person
- The use of the Penalty Notice did not conform to the terms of this Code of Conduct.

Where a Penalty Notice is withdrawn, a notice confirming this will be issued to the recipient.

### **13 Payment of Penalty Notices**

Arrangements for payment will be detailed on the Penalty Notice.

Payment of a Penalty Notice discharges the parent/carer of liability for the period in question and s/he cannot subsequently be prosecuted for the period covered by the Penalty Notice.

Payment of a Penalty Notice within 21 days is £60 and payment after this time but within 28 days is £120.

The LA retains any revenue from Penalty Notices to cover enforcement costs. In compliance with auditory regulations, any surplus monies will be paid to the consolidated fund.

### **14 Non-payment of Penalty Notices**

Non-payment of a Penalty Notice will trigger a prosecution under Section 444 of the Education Act 1996 on the basis that the parent has failed to secure regular school attendance. The non-payment of the Penalty Notice cannot be used as a reason for prosecution.

### **15 Policy and Publicity**

The utilisation of Penalty notices as a sanction for unauthorised absence from school will be included in the LAs attendance guidance.

All policies in schools relating to school attendance will include information on the utilisation of Penalty Notices and this will be brought to the attention of all parents.

The LA will provide information on the use of Penalty Notices in publicity campaigns about the importance of school attendance, and within its range of leaflets which are available to parents.

**Appendix E**

The following codes are taken from the DfE's guidance on school attendance.

| Code | Definition                    | Scenario  |
|------|-------------------------------|---|
| /    | Present (am)                  | Pupil is present at morning registration  |
| \    | Present (pm)                  | Pupil is present at afternoon registration                                      |
| L    | Late arrival                  | Pupil arrives late before register has closed                                   |
| B    | Off-site educational activity | Pupil is at a supervised off-site educational activity approved by the school   |
| D    | Dual registered               | Pupil is attending a session at another setting where they are also registered  |
| J    | Interview                     | Pupil has an interview with a prospective employer/educational establishment    |
| P    | Sporting activity             | Pupil is participating in a supervised sporting activity approved by the school |
| V    | Educational trip or visit     | Pupil is on an educational visit/trip organised, or approved, by the school     |
| W    | Work experience               | Pupil is on a work experience placement   |

| Code                      | Definition                  | Scenario   |
|---------------------------|-----------------------------|--|
| <b>Authorised absence</b> |                             |  |
| C                         | Authorised leave of absence | Pupil has been granted a leave of absence due to exceptional circumstances |
| E                         | Excluded                    | Pupil has been excluded but no alternative provision has been made         |
| H                         | Authorised holiday          | Pupil has been allowed to go on holiday due to exceptional circumstances   |
| I                         | Illness                     | School has been notified that a pupil will be absent due to illness        |
| M                         | Medical/dental appointment  | Pupil is at a medical or dental appointment                                |

|                             |                                   |   |
|-----------------------------|-----------------------------------|---|
| <b>R</b>                    | Religious observance              | Pupil is taking part in a day of religious observance   |
| <b>S</b>                    | Study leave                       | Year 11 pupil is on study leave during their public examinations  |
| <b>T</b>                    | Gypsy, Roma and Traveller absence | Pupil from a Traveller community is travelling, as agreed with the school   |
| <b>Unauthorised absence</b> |                                   |   |
| <b>G</b>                    | Unauthorised holiday              | Pupil is on a holiday that was not approved by the school   |
| <b>N</b>                    | Reason not provided               | Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time) |
| <b>O</b>                    | Unauthorised absence              | School is not satisfied with reason for pupil's absence   |
| <b>U</b>                    | Arrival after registration        | Pupil arrived at school after the register closed   |

| <b>Code</b> | <b>Definition</b>                                 | <b>Scenario</b>  |
|-------------|---|--|
| <b>X</b>    | Not required to be in school                      | Pupil of non-compulsory school age is not required to attend   |
| <b>Y</b>    | Unable to attend due to exceptional circumstances | School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody |
| <b>Z</b>    | Pupil not on admission register                   | Register set up but pupil has not yet joined the school  |
| <b>#</b>    | Planned school closure                            | Whole or partial school closure due to half-term/bank holiday/INSET day  |