

Pickwick Academy Trust



Attendance Policy

Policy Group:	Pupil Well-being and Safeguarding
Policy Ref:	PWS/06
Responsible Reviewing Officer and Job Title:	Rebecca Bone Director of Education
Date Written:	October 2022
Date Approved by the Board:	November 2022
Date of Next Review:	September 2025

1. Introduction

- a. Created using the DfE published statutory guidance “**Working together to improve school attendance: Guidance for maintained schools, academies, independent schools and local authorities**”.
<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>
- b. The guidance is clear that improving attendance is everybody’s business.
- c. Pickwick Academy Trust supports the principles, practice and procedures outlined in the DfE school attendance document. We believe pupils can only take full advantage of their education by regular and punctual attendance at school or otherwise to ensure continuity of learning.
- d. The Education Welfare Service, for the Local Authority (LA), has the responsibility to implement the statutory duties in relation to school attendance. It acknowledges that the LA, Trust and school must apply their powers fairly and consistently. Our schools are located in Wiltshire and Dorset. This policy applies to all our schools although each LA may use different penalty notice forms. Wiltshire Council and Dorset Council forms are attached in the appendices to this policy.
- e. All schools throughout Pickwick Academy Trust understand that regular school attendance is the key to enabling children and young people to maximise the educational opportunities available to them and become emotionally resilient, confident adults who are able to realise their full potential and make a positive contribution to their community. School is the foundation for preparing children and young people for life as adults. We are committed to providing an education of the highest quality for all our pupils/students and endeavour to provide an environment where all pupils feel valued and welcome.
- f. For our children to gain the greatest benefit from their education it is vital that they attend school regularly and punctually. Parents and the school community share the responsibility for supporting and promoting excellent school attendance and punctuality for all.
- g. This policy represents our commitment to support pupils to achieve 100% attendance. It sets out the principles, procedures and practice the school will undertake. Strategies to improve attendance are in place as are clear sanctions and possible legal consequences of poor attendance and punctuality.
- h. Schools will have a senior leader responsible for attendance and dedicated governor. The champion is expected to:
 - Set a clear vision for improving and maintaining good attendance
 - Establish and maintain effective systems for tackling absence
 - Have a strong grasp of absence data
 - Regularly monitor and evaluate progress

- i. This policy will be reviewed, amended as necessary and published annually in accordance with current legislation and guidance.

2. Purpose and Scope

- a. We believe that the foundation for good attendance is based on a strong partnership between school, parents and the child. This includes clear communication with parents and pupils regarding our expectations of what is required to secure excellent attendance for pupils at our school.
- b. All schools within Pickwick Academy Trust will:
 - Provide regular information about attendance through regular communications through newsletters/website
 - Include attendance information in reports about your child's performance in school and how any absence may be affecting their attainment
 - Work with families and children to achieve maximum attendance
 - Work closely as a Trust to ensure we are all doing everything we can to improve attendance across the Trust.
- c. All schools within Pickwick Academy Trust expect:
 - Pupils to arrive at school every day on time and ready to learn
 - Parents to work with the school to ensure that their child attends regularly.

3. The Legal Framework – Roles and Responsibilities –

- a. Under section 7 of the Education Act 1996, parents must ensure their children are educated. For most parents/carers this means registering their child at a school and ensuring their regular attendance. Failure to do so can result in the issue of a Penalty Notice or being prosecuted.
- b. By law schools are required:
 - To take an attendance register twice a day: at the start of the morning session and once during the afternoon.
 - To report to the LA pupils who fail to attend regularly or who are absent for ten consecutive school days or more without known reason
- c. By law the attendance register must show for every session, whether a pupil is present, absent, attending approved educational activity or unable to attend due to exceptional circumstances.
- d. DfE Guidance says that schools must have a policy on how long registers should be kept open; best practice is that this should be for a reasonable length of time but not that registers are to be kept open for the whole session.
- e. Authorised absence is where the school has given approval in advance for a

pupil of compulsory school age to be away or has accepted an explanation offered afterwards as a satisfactory justification for the absence. All other absences are unauthorised.

- f. Reference to the guidance contained in the LA Attendance Policy or Attendance Information Pack and the responsibility of the Education Welfare Service in discharging the statutory duties of the Local Authority in respect of non-attendance at school.
- g. The law says that ensuring a child receives education is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act). For most parents this means registering their child at a school. Permitting absence from school that is not authorised by the school creates an offence in law and parents/carers who do not secure their child's regular attendance at school may be issued with a Penalty Notice or referred to the LA for prosecution in the magistrates' court.
- h. To avoid this happening we will work with parents and carers to address irregular or poor attendance to ensure full-time attendance.
- i. Authorised absences are those that have been agreed by the headteacher.
- j. Unauthorised absences are those where no valid reason has been provided for absence or those absences which the headteacher has not agreed.

4. Responsibilities and Accountabilities

“Better attendance at school by pupils improves their educational achievements and, in turn, their lives and prospects. Even a small reduction in absence would result in many pupils receiving greater benefit from their education.” The National Audit Office.

- a. Attendance at all schools within Pickwick Academy Trust is the business of everyone in our school community. The governors and all staff are committed to supporting all pupils to achieve excellent attendance and regularly review school procedures and strategies to support this.
- b. We expect that parents and carers will work with us if school absence becomes a concern.
Parents and carers are responsible for promoting positive attendance by:
 - Ensuring children arrive at school on time, before registers close, appropriately dressed and in a 'condition to learn' (ie not too tired or too hungry) and with the right equipment for the day
 - Working in partnership with us to help their child(ren) gain an appreciation of the importance of attending school regularly
 - Working in partnership with us to take an active interest in their child's education
 - Working in partnership with us and other agencies (as appropriate) to resolve problems relating to non-attendance or which may have a negative impact on their child's attendance

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- c. The Trustees are responsible for:
 - Ensuring that this policy is implemented and applied via delegated responsibility to the CEO.
 - Ensuring that effective practice on attendance management and improvement is implemented across all schools in Pickwick Academy Trust.
 - Reviewing and approving this policy.
- d. The Local Governance Committees are responsible for:
 - Ensuring the Headteacher puts measures in place to address pupil attendance in his/her school.
- e. The CEO, Directors of Education and Chief Finance and Operation Officer are responsible for:
 - Ensuring this policy is communicated, implemented and applied fairly and consistently in all of the Trust's schools.
- f. The Head (refers to Headteacher and Head of School) is responsible for:
 - The implementation of the policy in his/her school.
 - Ensuring all staff are aware of this policy and its contents.
- g. All staff members are responsible for:
 - Being aware of this policy and its content and raising any concerns about a pupil's attendance with the DSL or Head.
- h. Schools will keep registers electronically (paragraph 31) and preserve every entry in the attendance or admission register for 6 years (previously 3 years) from the date the data was entered (paragraph 36)

5. Procedures

- a. Our schools will communicate with parents/carers the time the register is taken in the morning and afternoon. The registers will remain open for up to 20 minutes. Pupils arriving late, but before registers close will be marked as late (L). Pupils arriving after the registers have closed will be coded U (Late after registers close) which counts as an unauthorised absence for the whole session.
- b. Absence is recorded as unauthorised until a satisfactory reason is provided. If the reason given is not satisfactory and/or evidence of the reason cannot be provided, the absence will be coded as unauthorised absent. Ongoing and repeated lateness after the close of registration is considered as unauthorised absence and may be taken into account if any legal action is taken.
- c. We will contact parents to address and improve attendance where:
 - A pupil's attendance falls below 95% - Communication (letter or conversation) with parent by class teacher, family support worker or Headteacher
 - A pupil's attendance falls below 90% - Letter one is sent

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- A pupil has more than 3 weeks where they haven't achieved full attendance in a short term
- A pupil has more than 4 recorded lates in a term
- A pupil has a regular pattern of absence

d. Parents are asked to:

- Notify the school when their child is unable to attend, with a reason, on the first and subsequent days of absence. Parents should make contact with school before the start of the school day. Please phone the school office. Please keep the school informed, in cases of ongoing absence. The decision whether or not to authorise an absence will always remain with the school
 - Arrange medical or dental appointments outside of school hours unless there is urgent need for an appointment.
 - Tell the school if their child is going to be late, the reason why and expected time of arrival.
 - Only request leave of absence/holiday in term time if it is for an exceptional circumstance. The process for requesting leave of absence is explained further in this policy. The following are examples of unauthorised absence - *Birthdays, Minding other younger children in the family, Day trips and holidays.*
- e. We will contact parent/carers if a child is absent and the parent/carer has not advised that the child will not be in school. Parents can expect contact on every occasion of an **un-notified** absence. The attendance manager or nominated member of staff will initially phone parents within an hour of registers closing. If we cannot speak directly with parents/carers then we will make contact with nominated emergency contacts to establish the reason for absence; this is in line with school safeguarding procedures.
- f. If, after 3 days of absence, your child has not been seen and no contact has been made with the school, a home visit **may** be made by school staff, to ascertain the safety and well-being of your child and establish the reason for absence from school.
- g. After **10 days of unexplained absence** and no contact with the school, we are obliged to notify the local authority. The local authority will follow their procedures for Children Missing from Education (CME) and parents may expect contact and visits from an Education Welfare Officer to ascertain the well-being and safety of your child.

6. Requesting Leave of Absence in Exceptional Circumstances

- a. In accordance with Department for Education guidance, leave of absence from school including for holidays in term-time, may only be authorised in exceptional circumstances.

- b. Parents are required to complete a leave of absence request form which must outline the exceptional circumstances for which the leave has been requested.
- c. Leave of absence request forms must be completed in advance of the dates requested. We do not give retrospective agreement for leave of absence so any absence not advised to the school in advance will be unauthorised.
- d. Requests will be considered by the headteacher and parents/carers will be advised if their request is agreed.
- e. Any pupil who has taken a term time holiday will be required to provide medical evidence if they are ill in the period directly before or after the dates advised to school.
- f. Parents/carers will be asked to provide evidence if a pupil does not return to school on the agreed date following a holiday as a result of delayed or cancelled flights or other travel arrangements.
- g. Where an extended unauthorised leave of absence is taken, it is likely parents will be issued with a penalty notice from the local County Council. This will be in the sum of £160 per parent/carer for each child, but is reduced to £80 per parent/carer for each child if paid within 21 days of issue.

7. Collecting your Child from School

- a. We ask that all parents/carers ensure that they are able to collect their children from school on time. If parents are unable to collect their child as usual then they will need to communicate the alternative arrangements they have made with the school. We will not release children in these circumstances to anyone who we have not been advised of.
- b. If a child remains uncollected from school, the protocol is that the school office will call parents/carers and then the child's emergency contacts.
- c. If a child is still not collected after an hour, the Safeguarding leads/Headteachers are informed. The child will either be taken to After School Club (and parents/carers charged) or Children's Services will be contacted.

8. Consequences of Persistent and Severe Absence

- a. We will always work with you to address any attendance concerns. If we have been unable to resolve the issue, despite a number of interventions, then we may have to refer you to the Local Authority.
The Local Authority/ Education Welfare Service has a range of actions available which include:
 - New threshold – 10 sessions of unauthorised absence in a 10 week period. Once threshold is met schools must consider whether a penalty notice could be issued or whether support is appropriate (Support is not considered appropriate where the absence is related to a

holiday in term time)

- A penalty notice
A parent may now only receive 2 penalty notices* in respect of the same child in a 3 year rolling period
1st penalty notice = £160 if paid within 28 days, reduced to £80 if paid within 21 days
2nd penalty notice = £160
A 3rd offence (e.g an unauthorised family holiday) within the 3 year period must be considered for prosecution or one of the other legal interventions
Also applies to anyone who has moved into the county – LAs have to check with previous LA to establish whether any PNs have been issued previously
- The Local Authority may initiate court action under Section 444 of the Education Act 1996, which could lead to fines of up to £2,500, imposition of orders such as Parenting Orders or even imprisonment.
- In some cases, action may be taken under the Children Act 1989 to protect the welfare and development of the child.

9. Monitoring Arrangements and Strategies for improving and Maintaining Good Attendance

- a. Formal Attendance Reviews will take place at the end of each term. This will include monitoring of registers to analyse overall absence for each pupil and identify pupils with low attendance, a pattern of absences that may lead to Persistent Absence (PA), Severe Absence (SA) patterns and levels of broken weeks, lateness, authorised absence and unauthorised absence and reasons for absence.
- b. A pupil is classed as a persistent absentee when they miss 10% or more schooling across the school year and as a severe absentee if they miss more than 50% of schooling for whatever reason, whether it be authorised or unauthorised, or a mixture of both. Absence at this level is doing considerable damage to a child's educational prospects and we need parents' full support and encouragement to tackle it.
- c. PA and SA pupils are tracked and monitored carefully through our pastoral system, and we combine this with tracking academic progress to assess the effect on the pupil's attainment. Absence for whatever reason disadvantages a pupil by creating gaps in his or her learning.
- d. The Attendance Manager will be responsible for putting in place actions for each pupil of concern. Initially we will try to resolve the problem with parents/carers and this may involve requesting medical evidence in order for the school to authorise any further absence due to ill health and/or an attendance meeting with the Attendance Manager.
- e. We may ask parents to agree to an Attendance Contract which details how we will work together to improve attendance. However, if absence continues the school may make a referral to the Local Authority for interventions that may include penalty notices and court action.

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- f. At all the schools within Pickwick Academy Trust we take every opportunity to promote excellent attendance for all pupils.
- g. If there are specific issues which might impact on your child's attendance it is important that you talk to us so that we can support you and your child. You can speak to your child's class teacher, the school's Pastoral Leader or Head by contacting them via the school office.
- h. There may be times when we ask other agencies to become involved to help us understand and work with you to encourage regular school attendance. (eg, LA, school health, Ethnic Minority and Traveller Advisory Service, Medical Needs Reintegration Service). If we feel that this would be helpful we will discuss with you first.
- i. We are very keen to listen to the views of children and parents with regard to attendance matters and we welcome any feedback which helps us to shape how we work with families to address attendance issues and reward excellent attendance.
- j. The attendance policy will be reviewed annually by the Trust Board to ensure that it continues to meet the needs of the school community.
- k. We will ensure that the policy reflects current DfE and Local Authority guidance so that parents may be assured of the standards that we strive to achieve.
- l. All new parents are introduced to the policy and information on attendance in the schools' prospectus. It is also accessible on the school website.
- m. School attendance will feature in the school newsletter and we will advise parents of any changes to policy and procedures.
- n. Our policy is available in other languages if required.

10. Equal Opportunities

The policy positively reflects the aims and ambitions of Pickwick Academy Trust.

11. References, acknowledgements and associated documents

This policy will be implemented in conjunction with other Pickwick Academy Trust policies in the same group of policies.

12. Appendices

Appendix 1: Attendance Register

Appendix 2: Grounds for deleting registered pupils from school admission registers

Appendix 3: Children Missing from Education or who may otherwise be at risk

Appendix 4: Pickwick template letters (letter 1 and letter 2)

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Appendix 5: Penalty Notice Form (Wiltshire Council) – School Notification of Unauthorised Leave of Absence

Appendix 6: Penalty Notice Form (Wiltshire Council)

Appendix 7: School Attendance Request for Penalty Notice – Holiday (Dorset Council)

Appendix 8: School Attendance Request for Penalty Notice Warning (Dorset Council)

Appendix 9: Pickwick template letters (3) for use for unauthorised leave of absence (non-statutory school age), leave of absence not requested in advance and unauthorised leave of absence (statutory school age)

Appendix 10: Leave of Absence Request Form

Appendix 11: School Notification of Unauthorised Leave of Absence (10 sessions of holiday time in term time) – Wiltshire Council

Appendix 12: Pupil Leave of Absence in Term Time and Unauthorised Absence – notice to all parents and carers (Wiltshire)

Appendix 13: Penalty Notices for Absence from School – Information for Parents and Carers (Wiltshire)

APPENDIX 1

ATTENDANCE REGISTERS: NATIONAL ABSENCE AND ATTENDANCE

CODES PRESENT

Code / \: Present in school / = am \ = pm

Pupils must not be recorded as present if they are not in school during registration. If a pupil were to leave the school premises after registration, they will still be counted as present for statistical purposes.

Code L: Late arrival before the register is closed. Schools should actively discourage late arrival and be alert to patterns of late arrival. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and depending on the structure of the school day not longer than either 30 minutes after the session begins, or the length of the form time or first lesson in which registration takes place. A pupil arriving after the register has closed should be recorded as absent using code U, or another absence code that it is more appropriate

AUTHORISED ABSENCE

The national absence codes must be used. Schools cannot add to the list of codes or use their own local codes. In order to be useful to schools in helping them identify patterns of absence, it is essential that there is consistency of use by staff within each school.

- c Leave of absence granted by the school in exceptional circumstances (not holiday)
Only grant leaves of absence for specific circumstances set out in regulation 11 of the 2024 attendance regulations (paragraphs 37 to 40)
- E Suspended or permanently excluded and no alternative provision made (usually for short periods of suspension)
- I Illness (NOT medical or dental appointments)
- M Medical / Dental appointments
- R Religious Observance
- S Study leave (Yr 11 only)
- T Traveller absence (*where the family is known to be travelling or has informed of travelling for the purposes of work*)

APPROVED EDUCATION ACTIVITY

- B Educated off site (*NOT dual registration and not for a pupil at home doing school work.*)
- D Dual registration (*ie pupil attending other establishment*)
- J Interview (with a prospective employer or another educational establishment)
- K Attending education provision arranged by the LA
- P Approved sporting activity (*arranged by school*)
- V Educational visit or trip (*arranged by school*)

UNAUTHORISED ABSENCE

- G Family holiday (*NOT agreed or days in excess of agreement*)
- N No reason yet provided for absence
- O Unauthorised absence
- U Late (*after registers closed*)

UNABLE TO ATTEND DUE TO EXCEPTIONAL CIRCUMSTANCES

Y School site is closed or partially closed due to unavoidable cause **or** the transport provided by the school or local authority is not available and the pupil does not live within a safe walking distance **or** a local or national emergency has resulted in widespread travel disruption which prevents the pupil from attending school. Pupil is in custody for less than 4 months and returning to school at the end of their custodial period.

ADMINISTRATIVE CODES

X Pupil not of compulsory school age not required to be in school

Z Prospective pupil not on the admission register (to set up registers in advance of pupils joining school)

Planned whole school closure (eg school holidays, teacher training, school used as polling station, staggered starts for different year groups)

APPENDIX 2

The Education (Pupil Registration) (Amendment) (England) Regulations 2016 places duties on all schools in England, including **academies** and **independent schools**. See: <http://legislation.data.gov.uk/ukSI/2016/792/made/data.html>

These duties include providing the local authority (LA) with information about **pupils both leaving and joining the school** at non-standard transition points, i.e. in-year moves or when a pupil leaves before the end of that school's final year of education e.g. a pupil leaving at the end of Y8 so not going into Y9 at that school.

GROUNDINGS FOR DELETING REGISTERED PUPILS FROM SCHOOL ADMISSION REGISTERS

(Regulation 8(1) of the Education (Pupil Registration) (England) Regulations 2006)

- A** Where a pupil is subject to a school attendance order but another school is substituted by the LA or where the LA revokes it as the child will to receive efficient full-time education otherwise than at school.
- B** Where a pupil is registered at another school (except where it has been agreed the pupil should be registered at more than one school).
- C** Where a pupil is registered at more than one school and any other school at which the pupil is registered has agreed.
- D** Where a pupil has ceased to attend the school and it has received written notification from the parent that the pupil is receiving education otherwise than at school.
- E** Where a pupil (other than a boarder) has ceased to attend and no longer ordinarily resides at a place which is a reasonable distance from the school.
- F** Where a pupil granted leave of absence but:
 - (i) the pupil has failed to attend the school within the ten school days immediately following the end of the leave
 - (ii) the school does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
 - (iii) the school and the local authority have failed, after jointly making reasonable enquiries, to find the pupil.
- G** Where a pupil has been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
- H** Where a pupil - that he has been continuously absent from the school for a period of not less than twenty school days and —
 - (i) at no time was his absence during that period authorised;
 - (ii) the school does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
 - (iii) the school and the LA have failed, after jointly making reasonable enquiries, to find the pupil.
- I** Where a pupil is legally detained for a period of not less than four months and

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- the school does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
- J** Where the pupil has died.
 - K** Where the pupil will cease to be of compulsory school age before the school next meets and
 - (i) the pupil will cease to attend the school; or
 - (ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.
 - L** Where a pupil at a school other than a maintained school, an academy, a city technology college or a city college for the technology of the arts, has ceased to be a pupil of the school.
 - M** Where a pupil has been permanently excluded from the school.
 - N** Where the pupil has been admitted to the school to receive nursery but is not being educated beyond this at the school.
 - O** Where the pupil is a boarder at a maintained school or an academy and where charges for board and lodging remain unpaid by the pupil's parent at the end of the school term to which they relate.

Pupils not of compulsory school age (Regulation 8 (3))

The following are prescribed as the grounds on which the name of a pupil not of compulsory school age is to be deleted from the admission register:

- 3 (a) That he has ceased to attend the school, or, in the case of a boarder, that he has ceased to be a pupil of the school;
- b) That he has been continuously absent from the school for a period of not less than twenty school days and (i) at no time was his absence during that period agreed by the proprietor; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness of any unavoidable cause; (iii) the proprietor of the school has failed, after reasonable enquiry, to ascertain where the pupil is;
- c) that the pupil had died;
- d) where the pupil has been admitted to the school to receive nursery education, he has not on completing such education transferred to a reception, or higher class at the school; or
- e) that he has been permanently excluded from the school.

APPENDIX 3: CHILDREN MISSING FROM EDUCATION OR WHO MAY OTHERWISE BE AT RISK

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Aspects of Safeguarding and preventing Children Missing Education contained within the Education (Pupil Registration) (England) Regulations 2006:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf



Date

Dear (name of parent(s))

Re: Child's name

I am writing to advise you that further to our conversation (name of child)'s attendance has fallen to ____%. I am concerned that (name of child) is missing a significant part of their learning. I have enclosed a copy of (name of child)'s registration certificate which show an analysis of attendance, punctuality and whether the absence is authorised or unauthorised.

Regular attendance is extremely important, as missing school can impact on learning. The chart below shows the average number of sessions missed by your child's classmates is XXX sessions. This puts your child at a disadvantage and I am writing to ask if there is anything the school can do to help improve XXX's future attendance. Like you, we want to give XXX the very best chance of doing well. We are aware that absence due to illness cannot be avoided. However, if there are other difficulties that are making attendance a challenge, please do not hesitate to get in touch so that the school can offer support.

INSERT CHART HERE

We will continue to monitor (name of child)'s attendance and look forward to seeing an improvement. Should it fall further, I shall be required to invite you to attend a School Attendance Meeting and the school may request medical evidence for any further absences.

Please continue to work with the school. You are more than welcome to contact me to discuss any queries or concerns you may have.

Yours sincerely

(name)



Date

Dear (name of parent(s))

Re: Child's name

I am writing to advise you that further to my previous letter dated _____ (name of child)'s attendance has fallen further to ___% . I am concerned that (name of child) is missing a significant part of their learning. I have enclosed a copy of (name of child)'s registration certificate which show an analysis of attendance, punctuality and whether the absence is authorised or unauthorised.

Regular attendance is extremely important, as missing school can impact on learning.

I am required to now invite you to attend a School Attendance Meeting (SAM) and we may need to request medical evidence for any further absences.

If there are any particular circumstances which the school may not be aware of which is preventing (name of child) attending school regularly, please do not hesitate to contact me.

Please contact the school office in the next 5 days to organise the meeting.

Yours sincerely

(name)

PN3 – SCHOOL NOTIFICATION OF UNAUTHORISED LEAVE OF ABSENCE

FULL NAME OF PARENT (1):	FULL NAME OF PARENT (2):
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ADDRESS (1):	ADDRESS (2):
POSTCODE:	POSTCODE:

NAME OF PUPIL (1):
NAME OF PUPIL (2):

DOB:
DOB:

ADDRESS OF PUPIL(S):
POSTCODE:

SCHOOL:

PERIOD OF UNAUTHORISED LEAVE OF ABSENCE:	
FROM:	TO:

HEADTEACHER:	AUTHORISED BY PNO:
SIGNED:	DATE:

PLEASE ATTACH COPIES OF:

1. Attendance certificate.
2. Leave of Absence Request Form.
3. Letter to parent stating that the absence has not been authorised OR
4. Where parents have not applied for Leave of Absence in advance a letter to the parent stating that the absence has not been authorised as it is believed that the child was on holiday.

PLEASE NOTE – NOTIFICATIONS CANNOT BE PROCESSED WITHOUT THESE

Appendix 6: Penalty Notice Code of Conduct

Wiltshire Council

Penalty Notice - Code of Conduct

Rationale

- 1.1 Regular and punctual attendance of pupils at school is both a legal requirement and essential for pupils to maximise the educational opportunities available to them. Wiltshire Council's Education Welfare Service will investigate cases of irregular attendance from school and, where appropriate, instigate legal action. Penalty Notices offer a means of swift intervention to detail with unauthorised absence to avoid this becoming entrenched.
- 1.2 Under Section 7 of the Education Act 1996, parents are responsible for ensuring that their child of compulsory school age receives efficient, full time education that is suitable to the child's age, aptitude and ability and to any special educational needs the child may have. This may be by regular attendance at school or otherwise.
- 1.3 Parents are defined in Section 576 of the Education Act 1996: all natural parents, whether they are married or not; any person who has parental responsibility for a child; and any person who, although not a natural parent has care of a child. Having care of a child means that a person with whom a child lives and who looks after a child irrespective of what their relationship is with that child, is considered to be a parent in education law.
- 1.4 If a child of compulsory school age who is registered at a school fails to attend regularly at the school then the parent is guilty of an offence under Section 444(1) of the Education Act 1996. It is the commission of this offence that can trigger the use of a penalty notice. If a penalty notice is used by the Local Authority it provides the parent with an opportunity to discharge liability for the offence and avoid court proceedings.
- 1.5 Wiltshire Council may prosecute for offences under Section 444 (1) of the Education Act 1996. Possible defences available include the following:
 - The pupil's absence was authorised by the school
 - The pupil was ill or prevented from attending by unavoidable cause
 - The absence was on a day exclusively set aside for religious observance by the religious body to which the parent belongs
 - The school is not within walking distance of the child's home and the LA has made no suitable arrangements
 - The parent can show that their trade or business requires them to travel, and the child has attended school as regularly as the nature of the trade of business allows, and the child has attended school for at least 200 sessions during the preceding twelve months
- 1.6 Under Section 103 Education and Inspections Act 2006 a parent of an excluded pupil must ensure that the pupil is not present in a public place at any time during school hours on a day which is one of the first five schools days to which the exclusion relates or, where that exclusion is for a fixed period of five days or less, any of the days to which the exclusion relates, and is stated in the notice under

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section 104 (Education and Inspections Act 2006) to be a day on which Section 103(2) applies. If the excluded pupil is present in a public place at any time during school hours on a school day falling within Section 103(2), the parent commits an offence (section 103(3)). A Penalty Notice may be issued by the Local Authority to offer the parent/s an opportunity to discharge liability for this offence. Wiltshire council may prosecute for offences under Section 103 Education and Inspections Act 2006. A possible defence is reasonable justification for a parent to fail to comply with their duty under Section 103(2) of the act.

Legislation

- 2.1 The Education (Penalty Notice) (England) Regulations 2007 supports offences under section 444 of the Education Act 1996. Penalty Notices supplement existing sanctions available under Section 444 of the Education Act 1996 or Section 36 of the Children Act 1989 to enforce attendance at school or alternative provision. There is no legal requirement to consider a Penalty Notice before proceeding to a section 444 prosecution.
- 2.2 Section 105 The Education and Inspections Act 2006 allows a penalty notice to be issued in respect of excluded pupils in a public place (as mentioned above).
- 2.3 The Anti-Social Behaviour Act 2003 (section 23) adds two sections (444A and 444B) to the Education Act 1996. These sections introduced penalty notices as an alternative to prosecution and enable parents to discharge potential liability for conviction for that offence by paying a penalty.
- 2.4 If it appears that an offence under section 444(1) of the Education Act 1996 has been committed and none of the defences outlined above apply, then consideration can be given to issuing a penalty notice
- 2.5 Penalty Notices will require the parent of a child of compulsory school age whose attendance has been unsatisfactory to pay a penalty currently £160 if paid within 28 days, reduced to £80 if paid within 21 days as stated in the Education (Penalty Notices) (England) (Amendment) Regulations 2013, statutory instrument No 757. (Figures correct at the time of writing, subject to amendment by further Statutory Instrument)
- 2.6 This Code of Conduct complies with the requirements as set out in Sections 14 – 16 of the Education (Penalty Notices) (England) Regulations 2007
- 2.7 The issuing of Penalty Notices must conform to all requirements of the Human Rights Act 1998 and Equality Act 2010

Procedure

- 3.1 In Wiltshire Penalty Notices will be issued by the Education Welfare Service by first class post. In any case where the Penalty Notice is not paid within the prescribed period and where it is not appropriate to withdraw the Penalty Notice the Education Welfare Service will instigate action through the Magistrate's Court as required by legislation. Prosecution in such cases will be for the offence to which the Penalty Notice relates.
- 3.2 No parent shall receive more than three separate penalty notices resulting from the unauthorised absence of an individual child in any twelve-month period
- 3.3 Penalty Notices will be issued individually to each parent for each child according to each parent's liability for the offence or offences. An authorised officer has

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discretion when deciding to issue a penalty notice to one or more parents of a child. The specific circumstances in each individual case will be the determining factor.

- 3.4 The Education Welfare Service will receive requests to issue penalty notices from schools /academies / colleges in Wiltshire, Wiltshire Police and neighbouring Local Authorities. The Education Welfare Service will take forward these requests providing that:
- The circumstances of the case meet the criteria for the issue of a penalty notice as specified in this code
 - All necessary information is provided to the Education Welfare Service in order to establish that an offence, under section 444 (1) of the Education Act 1996 for failure to secure regular attendance or section 103(3) of the Education and Inspections Act 2006 for failure to comply with a duty towards an excluded pupil, has been committed.
- 3.5 The Education Welfare Service will ensure that the issuing of Penalty Notices is closely monitored to make certain that they are not duplicated, not issued where prosecution proceedings for the same offence are being considered and that recipients pay the relevant fine within the time frames specified.

Criteria for the Issuing of a Penalty Notice

- 4.1 Penalty Notices can be issued where a pupil has accrued 10 unauthorised sessions within the six- month period prior to the request being made or evidence of an offence under s.103 (3) Education and Inspections Act 2006 is established.
- 4.2 The issue of a penalty notice will be preceded by having previously issued a formal warning letter to each parent / carer. The letter will:
- Raise concern regarding the level of the unauthorised absence and give advice regarding contact with the school and the Education Welfare Service
 - Advise the parent of the powers of the Local Authority to issue penalty notices
 - State the number of unauthorised absences accrued which give rise to the formal warning being issued
 - Notify the parent that additional unauthorised absence may lead to a penalty notice if no improvement is effected within an agreed period – the standard period shall be fifteen school days except where exceptional circumstances apply e.g. deliberate parentally condoned absence or where a pupil has been located on a truancy sweep / located by the Police during school time and there are additional occurrences of unauthorised absence.
- 4.3 Penalty Notices will not be issued for pupils in the care of the Local Authority. Any attendance concerns will form part of the pupil's Personal Education Plan.
- 4.4 With effect from 22 March 2020 Wiltshire Council will **not** issue Penalty Notices for unauthorised absence **directly related** to the Covid-19 pandemic until such time as the Department for Education (DfE) deems appropriate.

Circumstances in which a Penalty Notice will be issued:

- 5.1 If in the view of an Education Welfare Officer the issuance is deemed appropriate in cases where a parent or parents continually fail to provide an explanation or fails to provide a justifiable explanation for a pupil's absence and this is recorded as an unauthorised absence by the proprietor of the school. This could include late arrival after the register has closed which is recorded as an unauthorised absence where these total 10 or more sessions.
- 5.2 For pupils stopped during a truancy sweep or located by Police during school hours

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where there are found to be additional unauthorised absences totalling 10 or more sessions

- 5.3 Following a request from a School / College / Academy for intervention where the circumstances appear to have been totally avoidable (e.g. too tired after a late night, a birthday treat, family / friends visiting, shopping) where this is unauthorised and these total 10 or more sessions
- 5.4 Where a school/college/academy makes a notification for an instance of unauthorised leave of absence (holiday during term time) which totals 10 or more sessions continuous or aggregated within the previous six months and within the current academic year and where the proprietor has not given permission or where permission was not sought prior to the unauthorised leave of absence being taken
- 5.5 Following notification from a neighbouring Local Authority
- 5.6 For pupils who are stopped by Police in a public place during the first five school days of an Exclusion, whether for a fixed period or permanent exclusion or, where that exclusion is for a fixed period of five days or less, any of the school days to which the exclusion relates as specified in section 103(2) of the Education and Inspections Act 2006 and is stated in the notice under section 104 to be a day on which the parent is subject to this subsection.

Procedure for withdrawing Penalty Notices

- 6.1 A Penalty Notice may be withdrawn by Wiltshire Local Authority if the Authority determines that:
 - It ought not to have been issued
 - It ought not to have been issued to the person named as the recipient
 - It is materially defective
- 6.2 Where a penalty notice has been withdrawn in accordance with the above a notice of the withdrawal will be issued to the recipient and any amount paid by way of penalty in pursuance of that notice shall be repaid to the person who paid it. No proceedings shall be continued or instituted against the recipient for the offence in connection with which the withdrawn notice was issued or for an offence under section 444 (1A) of the Education Act 1996 arising out of the same circumstances.
- 6.3 A Penalty Notice cannot be withdrawn because of an inability to pay
- 6.4 If a Penalty Notice is not paid in full before the expiry of the period of paying it and Wiltshire Council has neither instigated proceedings for the offence to which the notice relates nor is contemplating such proceedings, then the notice will be withdrawn.
- 6.5 If a Penalty Notice has been issued for unauthorised absence **directly related** to the Covid-19 pandemic **before** 16 March 2020 any action relating to this will be suspended until such time as the Department for Education (DfE) deems appropriate.

Appeals

- 7.1 There is no statutory right of appeal against the decision to issue a penalty notice and the sole authority to authorise absence rests with the Headteacher of the school / academy / college
- 7.2 The Education (Pupil Registration) (England) Regulations does not permit Headteachers to give authorisation for absence retrospectively.

Payment of Penalty Notices

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- 8.1 The arrangements for the paying of penalty notices will be detailed on the Penalty Notice
- 8.2 Payment by way of instalment is not permitted. Payment should be made in full according to the dates as stipulated on the Penalty Notice

Non-payment of Penalty Notices

- 9.1 Non-payment of a Penalty Notice will normally result in prosecution under the provisions of section 444 of the Education Act 1996 or prosecution under section 103 of the Education and Inspections Act 2006

Publicity

- 10.1 All schools / academies / colleges / alternative education provisions intending to use penalty notices must:
 - Set out the establishment's process for managing absence
 - Ensure that all parents / carers are aware of the process to request leave of absence during term time
 - Make notifications to the Local Authority without delay when the particular criteria is reached
 - Publish details regarding arrangements of managing absence within the establishment's Attendance Policy



Dorset
Council

School Attendance

Request for Penalty Notice – Holiday

Date:

PLEASE SUBMIT THIS FORM WITHIN ONE WEEK OF COMPLETION OF HOLIDAY ABSENCE.

Please send the following supporting documents with this request: - **Current Attendance certificate (mandatory)**, Holiday request form if completed by parent(s) & Communication from school to parent(s) advising holiday not authorised.

WE WILL ONLY PROCEED IF WE HAVE THESE DOCUMENTS.

School:

Name of Pupil:

Address:

Date of Birth / Gender:

Parent 1: Full name

Address

Tel No (if available)

Parent 2: Full name

Address

Tel No (if available)

*If there are two parents with parental responsibility who you wish the Penalty Notice to go to and they are not at the same address, please provide full details of both their addresses.
Please also indicate which parent the child usually lives with.*

School contact (Name & Tel Number)	
Any other information <ul style="list-style-type: none">• Dates of holiday?• Did both parents go on holiday?	

Email request to: penaltynotices@dorsetcouncil.gov.uk

cc: Inclusion Lead

***Please refer to checklist below before submitting form**



School Attendance Request for Penalty Notice Warning

Date

School:	
Name of pupil:	
Date of birth:	
Parent 1 Full name Address	
Parent 2 Full name Address	
School contact (Name & Tel Number)	
Inset days (Please note any upcoming inset days)	
Social Worker	

Any other information?	
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Please email this form with a up to date Attendance Certificate attached and the Inclusion lead copied in to:

penaltynotices@dorsetcouncil.gov.uk

***Please refer to checklist below before submitting form**



Attendance Penalty Notices Checklist

- Is this the most up to date address for the family? (Please check if unsure)
- Ensure inclusion lead has been CC' d into email.
- Check personal information is correct i.e DOB & surname spelt correctly.
- Please attach an up-to-date attendance certificate.
- Please can you send the request form & attendance certificate and any other information as separate PDF Documents on one email.
- If sending in multiple requests, please ensure all documents are separated and named accordingly.
- All attendance certificates need to show the pupil's name.
- A penalty notice cannot be issued to a child under the age of 5 years old, for further information please visit: [School admissions: School starting age - GOV.UK \(www.gov.uk\)](https://www.gov.uk/school-admissions-school-starting-age)

For further information please contact: penaltynotices@dorsetcouncil.gov.uk or alternatively phone us on 01305 221596

Appendix 9: Sample letter for school use - unauthorised leave of absence (non-statutory school age)

Dear

With reference to your request for to be absent for days for
family holiday / wedding / funeral / other reason (delete as necessary)

I regret to inform you that this will not be agreed on this occasion.

The reason that you have provided for requesting a leave of absence does not indicate an exceptional circumstance

Schools can elect to add in their rationale for making this decision – such as impact on child's education

I must advise you that if you do take your son / daughter out of school for this period of time the absences will NOT be authorised and will mean that your child will have a total of sessions (.....school days) of unauthorised absence.

As _____ is not yet of statutory school age, I will not be referring the absence to the Local Authority on this occasion. You should however be aware that when pupils are of statutory school age (when a child reaches the term following their 5th birthday) and where a pupil accumulates 10 or more sessions of unauthorised absence within a 10 week period, the school must notify the local authority and a penalty notice will be issued to each parent for each child where that applies.

If you would like to discuss this further please contact the school office to make an appointment with me, although it should be noted that this decision is final and has been made in line with Department for Education statutory guidance.

Yours sincerely

Headteacher

***The regulations regarding the issue of penalty notices have changed. Please read the attached leaflet carefully to understand how this may affect you.**

If the penalty notice is not paid in full within 28 days the local authority is required to commence proceedings in the magistrates' court for the offence of unauthorised absence.

Sample letter for school use - leave of absence not requested in advance

Dear

It has been brought to my attention that(Name) was absent from school between(date) and(date).

I understand that this absence is as a result of a family holiday.

The school attendance policy clearly states that parents must request a leave of absence in advance of the absence being taken.

The Department for Education and the local authority advise that headteachers may not authorise absence for the purpose of a family holiday unless there are exceptional circumstances.

You did not request the leave of absence in advance

And/Or *We have reason to believe that you were on holiday.*

And/or *You have been unable to provide us with evidence of illness during this period*

And/or *You have been unable to provide us with evidence of the reason for the delay in your return to school (eg flight cancellation, illness preventing travel)*

Therefore, your child's absence will be recorded as unauthorised.

Where a pupil accumulates 10 or more sessions of unauthorised absence within a 10 week period, the school must notify the local authority and a penalty notice will be issued to each parent for each child where that applies.

If you would like to discuss this further please contact the school office to make an appointment with me, although it should be noted that this decision is final and has been made in line with Department for Education statutory guidance.

Yours sincerely

Headteacher

***The regulations regarding the issue of penalty notices have changed. Please read the attached leaflet carefully to understand how this may affect you.**

If the penalty notice is not paid in full within 28 days the local authority is required to commence proceedings in the magistrates' court for the offence of unauthorised absence.

Sample letter for school use - unauthorised leave of absence (statutory school age)

Dear

With reference to your request for to be absent for days for

family holiday / wedding / funeral / other reason (delete as necessary)

I regret to inform you that this will not be agreed on this occasion.

The reason that you have provided for requesting a leave of absence does not indicate an exceptional circumstance.

Schools can elect to add in their rationale for making this decision – such as impact on child's education

I must advise you that if you do take your son / daughter out of school for this period of time the absences will NOT be authorised and will mean that your child will have a total of sessions (.....school days) of unauthorised absence.

Where a pupil's unauthorised absence amounts to 10 sessions or more within a 10 week period, the Education Welfare Service will be notified and the local authority may issue a penalty notice* to each parent for each child.

If you would like to discuss this further please contact the school office to make an appointment with me, although it should be noted that this decision is final and has been made in line with Department for Education statutory guidance.

Yours sincerely

Headteacher

***The regulations regarding the issue of penalty notices have changed. Please read the attached leaflet carefully to understand how this may affect you.**

If a penalty notice is not paid in full within 28 days the local authority is required to commence proceedings in the magistrates' court for the offence of unauthorised absence.

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Appendix 10: Leave of Absence Request Form

At **XXX School**, we believe that every lesson is important & maximum attendance and punctuality are valuable life skills

Taking your child out of school during term time may harm your child's academic progress.

Schools may agree up to 10 days holiday absence in exceptional circumstances with consideration being given to pupil's attendance, attainment and public examinations. Absences may only be authorised at the discretion of the Headteacher.

Circumstances which are notified to the school or Local Authority **after** a decision has been made by the Headteacher will not be considered. Therefore please be certain to provide details of the exceptional circumstances relating to your application below and attach any supporting evidence.

Please read the attached Local Authority leaflet which explains Penalty Notices issued for unauthorised holidays during term time.

Name of Child(ren)			
Class			
<u>Date of First Day of Absence:</u>			<u>Date of Return:</u>
<u>Number of Days requested</u>	<u>Known siblings and school(s) attending</u>		
Reason for Leave of absence during term time			

Please tick below if you believe exceptional circumstance applies to the reason for this request.

- exceptional family circumstance, **close relatives wedding, funeral etc**
- unavoidable medical / dental appointment (although it is the school's expectation that every effort should be made to secure routine doctor/dentist appointments out of school hours or during the holidays)
- absence, within reason, for an external exam or to attend elite events

Please note that **family holidays will not usually count as a reason to authorise absence in term time.**

Signed: _____

Date: _____

Parent/Carer: _____

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For school use:

Attendance%:

Total sessions pupil absent this academic year:

Total unauthorised absence this year:

Request Authorised Yes/No

Signed: _____ Designation: _____

SCHOOL NOTIFICATION OF UNAUTHORISED LEAVE OF ABSENCE (10 sessions of holiday in term-time)

FULL NAME OF PARENT (1):	FULL NAME OF PARENT (2):
--------------------------	--------------------------

ADDRESS (1):	ADDRESS (2):
POSTCODE:	POSTCODE:

NAME OF PUPIL (1):	DOB:
NAME OF PUPIL (2):	DOB:

ADDRESS OF PUPIL(S):
POSTCODE:
WHO DOES THE PUPIL/S LIVE WITH?
WHICH PARENT IS RESPONSIBLE FOR THE LEAVE OF ABSENCE (<i>Who took the pupil out of school?</i>)
IN THE CASE OF SEPARATED PARENTS ARE YOU AWARE OF ANY ORDERS IN PLACE PREVENTING PARENTS/CARERS RECEIVING INFORMATION ABOUT THEIR CHILDREN?

SCHOOL:

PERIOD OF UNAUTHORISED LEAVE OF ABSENCE:
FROM: TO:

HEADTEACHER:	
SIGNED: DATE:	

PLEASE ATTACH COPIES OF: 1. Attendance certificate showing unauthorised absence 2. Leave of Absence Request Form. 3. Letter to parent stating that the absence has not been authorised OR 4. Where parents have not applied for Leave of Absence in advance a letter to the parent stating that the absence has not been authorised as it is believed that the child was on holiday. PLEASE NOTE – NOTIFICATIONS CANNOT BE PROCESSED WITHOUT THESE

Wiltshire Council



PUPIL LEAVE OF ABSENCE IN TERM TIME AND UNAUTHORISED ABSENCE

Important notice to all parents and carers

With effect from 19 August 2024 Wiltshire Council may issue penalty notices for unauthorised absence from school. This includes unauthorised absence as a result of a holiday taken in term-time. If a pupil accumulates 10 or more sessions of unauthorised absence within a 10 week period the school may issue you with a Notice to Improve School Attendance*. If your child's attendance does not improve the school must notify the local authority and a penalty notice will be issued to each parent for each child where that applies.

A penalty notice of £160 will apply to be paid within 28 days. This will be reduced to £80 if paid within 21 days. (a parent will receive a penalty notice for each of their children)

If a further penalty notice should be issued in relation to the same child within 3 years of the first penalty notice this will be in the sum of £160 to be paid within 28 days. (a parent will receive a penalty notice for each of their children)

If after 28 days the penalty has not been paid, legal proceedings will be taken through the magistrates' court for the unauthorised absence.

***NB: A Notice to Improve School Attendance will not be issued where the unauthorised absence is due to a holiday in term-time**

Appendix 13

The Education Act 1996

Section 444A and section 444B of the Education Act 1996 give powers to the local authority (LA) to issue penalty notices where the parent/carer is considered capable of but unwilling to secure an improvement in their child's school attendance.

Why are Penalty Notices used?

Reducing pupil absence from school is really important. Missing school reduces a pupil's educational attainment chances. Absence from school makes a child more vulnerable to anti-social behaviour and other crime.

A child is less likely to get a job or training when s/he leaves school if they have been regularly absent from school.

What is a Penalty Notice?

A penalty notice is an alternative to prosecution and is used to try and improve a pupil's school attendance without the need to appear in court.

If the fine is paid, a parent or carer cannot be fined or prosecuted again for the period covered by the penalty notice.

Penalty notices are issued to each parent for each child and payment is required for each penalty notice issued

Who issues them?

The Local Authority through the Education Welfare Service.

How are they issued?

By post to your home.

What are the costs?

If this is your first penalty notice then payment of £160 is required within 28 days of receipt of the penalty notice; this sum is reduced to £80 if paid within 21 days. If this is the second penalty notice to be issued to you in respect of the same child within 3 years of the first penalty notice, payment of £160 is required within 28 days of receipt of the penalty notice. If the penalty notice is not paid in full within 28 days the LA is required to start proceedings in the Magistrates' Court for your child's poor school attendance. If you plead guilty, or are found guilty, the courts have a wider range of options which could include a maximum fine of £1000. In addition a Parenting Order could be imposed.

Can I be prosecuted if I pay the penalty notice but my child is still missing school?

Not for the period included in the penalty notice – payment discharges your liability in this respect.

However, legal proceedings might be considered for further periods of poor attendance not covered by the penalty notice.

When are they used?

- When a parent/carer continually fails to provide a reason for a pupil's absence in accordance with school's procedures
- Following notification from a school to the LA that a pupil has had an unauthorised leave of absence
- When a pupil is referred to an Education Welfare Officer and fails to achieve the required improvement in attendance

In most cases a pupil will have had a minimum of 10 school sessions (5 school days) of unauthorised absence during a 10 week period before a penalty notice is considered.

Unauthorised absence is where the school has not given permission for the absence or where no justifiable reason has been given to the headteacher or when a child does not register either in the morning or the afternoon before the school register is closed.

Why have I received this leaflet?

Either – you have received a Notice to Improve School Attendance warning of the possibility of a penalty notice being issued as your child has had at least 10 sessions of unauthorised absence within a 10 week period.

Or – your child has unauthorised absence which has not been agreed by the school but support is not deemed appropriate (eg for a family holiday). You will not have received a Notice to Improve School Attendance in this situation.

What can I do now?

- If you have been issued with a Notice to Improve School Attendance due to unauthorised absence, you should make sure that your child does not have any more unauthorised absence from school.
- You should make contact with the school and arrange to discuss the support available to help improve your child's attendance

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

Yes, talk to your child's school.

The Education Welfare Service may also help:

Please email: EWS@wiltshire.gov.uk

PENALTY NOTICES FOR ABSENCE FROM SCHOOL

EDUCATION ACT 1996

Information for Parents and Carers

With effect from 19 August 2024

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