

SCHOOL ATTENDANCE AT WESSEX GARDENS PRIMARY SCHOOL



2015 / 2017

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AIMS OF THE SCHOOL

At Wessex Gardens Primary School, we aim to provide a high quality education in a safe, caring and disciplined environment so that all children are able to reach their full potential during the primary phase and leave here with positive feelings about education and its value to them.

PRINCIPLES

- ❖ The Education Act 1996 states that all children should attend school regularly and punctually.
- ❖ It is important that all parents/carers and children know that the staff value good attendance and punctuality.
- ❖ It is important that parents/carers and staff are aware of their rights and responsibilities with regard to the attendance of children.

PURPOSE

- ❖ To improve and maintain levels of attendance and punctuality.
- ❖ To minimise disruption to the learning environment caused by lateness and absence.

STATUTORY FRAMEWORK

- ❖ Section 444 of the 1996 Education Act states that
if a child of compulsory school age, who is a registered pupil at a school fails to attend school regularly; his parent is guilty of an offence.
- ❖ The school is obliged by law to differentiate between authorised and unauthorised absence. A letter or telephone message from a parent does not in itself authorise an absence. Only if the Headteacher is satisfied as to the validity of the explanation offered by the letter or message will the absence be authorised.

RIGHTS & RESPONSIBILITIES

Improving attendance at Wessex Gardens Primary school is the responsibility of everyone in the school community: parents/carers, children and all staff. The Headteacher has delegated the day-to-day responsibility of attendance to the Business Manager.

1 The Headteacher and Business Manager

- will ensure that registers are kept accurately and that absence figures are reported in the school census;
- will clarify authorised and unauthorised absences with the class teacher if there is any doubt as to whether the reason for absence is justifiable;
- will send appropriate letters to parents and carers if a pupil's absence gives cause for concern;
- will promote regular attendance at assemblies, with parents/carers at parents' evenings and for each new intake;
- will consult with the Education Welfare Officer if, despite school action, a pupil's attendance continues to give cause for concern;
- will decide on parental requests in respect of leave of absence.

2 The Class Teacher

- will keep an accurate and neat record of attendance and absence;
- will differentiate accurately between **authorised** and **unauthorised** absence;
- will ensure that children and parents are aware of school expectations;
- will promote good attendance and punctuality;
- will monitor attendance and punctuality;
- will communicate with parents/carers and children regarding attendance and punctuality;
- will follow up unauthorised absences;

- will complete an attendance referral form for any child who has frequent absences;
- will meet with parents of children who frequently arrive late;
- will keep all late letters for one term, or longer if there are serious concerns;
- will ensure that absence letters and messages from parents/carers are passed to the administrative assistant.

3 The Administrative Staff

- will daily monitor attendance of lone travellers and children who are on the monitoring list;
- will keep an accurate record of attendance and absence on the pupil database (Integris);
- will prepare a monitoring list of children whose attendance is below 96%;
- will differentiate accurately between **authorised** and **unauthorised** absence;
- will monitor attendance and follow up unauthorised absences;
- will keep all absence letters for one term, or longer if there are serious concerns;
- will analyse monitoring list data for FSM, gender and ethnicity at the end of each academic year.

4 The Education Welfare Officer

- will assist the school in identifying poor patterns of attendance;
- will assist those families who are experiencing difficulties with school attendance;
- will support staff in the development of whole-school approaches to maintain and develop excellent attendance and punctuality;
- will meet with parents/carers of children who has poor attendance;
- will use legal action where necessary.

5 Parents/Carers

- will notify the school as soon as possible that their child is absent through sickness or unavoidable cause;
- will avoid making medical or dental appointments for their child during school hours;
- are aware that permission is only granted for leave of absence if there are extenuating circumstances; will apply to the school in advance for permission to take their child away from school;

6 Children

- will be aware of the importance of excellent attendance and punctuality at school;
- will talk to a member of staff if there is anything which makes them feel unhappy at school and could reduce their willingness to attend.

REGISTRATION

Calling of the registers

- Class teachers are responsible for attendance registers.
- Morning registration will take place at 8.50 am.
- Registers will be sent to the office at 9:00 am
- Afternoon registration will take place at 1:15 pm.
- Register codes will be displayed in the register.
- Registers will be completed neatly in pen.
- Correction fluid and pencils will not be used in the registers.

Who will amend the register?

- The Class Teacher will take the Register between 8:50 am and 9:00 am.
- Children arriving during registration between 8:50 am and 9:00 am will be marked as present.
- Children arriving between 9:00 am and 9:15 am will be marked as late.
- Children arriving after 9.15 am will receive an unauthorised absence mark. *If an acceptable explanation for late arrival is received the absence will be authorised.*
- The designated member of the office staff will be responsible for amending the register after 9:00 am.
- Where a pupil has returned to school following a period of absence the class teacher will provide the information to the designated member of the office staff to amend the register accordingly. ***providing a suitable explanation has been received and accepted.***
- In cases where there is doubt about an explanation contact should be made with the parent/carer.

Monitoring procedures

- Class teachers will monitor children's attendance and punctuality.
- Class teachers will communicate with parents/carers and children to ensure that they understand the impact of poor attendance and/or punctuality on learning.
- The attendance of targeted pupils will be monitored daily by the designated member of the office staff.
- Registers will be monitored weekly by teachers and office staff and any concerns passed on to the Business Manager.
- Class teachers will refer any child with frequent absences to the Business Manager by completing the Attendance Referral Form;
- Office staff will input attendance data onto the Integris System on a weekly basis.
- Where appropriate the designated member of the office staff will generate letters regarding absences and/or poor punctuality - Children who arrive after the close of register three or more times will automatically receive a letter.
- Where there are serious concerns regarding a children attendance/punctuality the matter will be discussed with the EWO and where appropriate the concern will be referred to the EWO.

Daily and Weekly totals

- These will be completed by the designated member of the office staff.

Authorised / Unauthorised

Providing an explanation is received staff may consider authorising the following absences:

- Illness
- Dental / Medical appointments
- Family bereavement

- Day of religious observance
- Participation of approved public performance
- Exceptional leave of absence, where prior approval has been obtained from the Headteacher / Business Manager
- Exceptional family circumstances

Absences will remain unauthorised if no legitimate / acceptable explanation is received from parents/carers.

The following explanations will not usually be deemed legitimate:

- A child being tired
- Day trips
- Holidays
- Birthdays
- Visiting relatives
- Collecting relatives from an airport
- Shopping
- Parent has to look after siblings who are ill. We ask that you make alternative arrangements for someone to look after the sibling whilst you bring your child to school
- Parent illness. We ask that if you are ill and unable to bring your child to school you make arrangements for a friend or relative to bring your child to school
- Parent unable to bring their child to school as they are away and their child is staying with a friend or relative who is unable to bring your child to school. We ask that you ensure that your friend or relative can bring your child to school prior to making arrangements to go away.
- Parent unable to collect their child on time. We ask that you make alternative arrangements or register your child for the after school club that day
- Non urgent medical or dental appointments
- Unexceptional special occasions, e.g. birthdays
- Exceptional leave of absence longer than the duration originally authorised by the Headteacher / Business Manager
- Exceptional leave of absence where prior permission was not sought or where permission was refused

If staff are unsure how to mark a particular absence they should consult with the Business Manager.

In cases where there is doubt about an explanation contact should be made with the parent/carer.

Keeping of notes

- Absence notes should be sent to the school office and they will be retained for the academic year in the school office
- Orange late slips should be retained in a folder by the class teacher

STRATEGIES EMPLOYED TO SUPPORT CHILDREN AND PARENTS/CARERS TO IMPROVE ATTENDANCE

First day response

- On a daily basis the designated member of the office staff will record lateness after 9:00 am.
- On a daily basis the designated member of the office staff will record absence.
- The designated member of the office staff will generate a list of target children to be contacted on the first day of any absence. This list will be reviewed half termly.
- Children travelling to school without adult supervision are deemed as independent travellers and will be contacted as a matter of priority on the first day of absence.
- All other children are monitored

Late Gate / Late arrivals

- After 8.50 am parents/carers/children can only enter the school premises by the main entrance. All children are given a blue late slip to take to registration and be marked as ~~late~~ in the register. Any children arriving after 9.00 am are asked to come to the office with their parent/carer and sign the Late Book. The pupil is given an orange late slip to take to their class teacher. Any child who arrives after 9.00 am without an orange late slip will be asked to go the office to sign in and collect one.
- This ensures that every child is accounted for throughout the school day, it also helps ensure that parents/carers are held accountable for their children's attendance. Finally it allows the school and EWO to monitor those parents/carers who are frequently late (look for patterns etc) and contact families where appropriate.

Letters home

- Children who arrive after the close of register three or more times in one week will either automatically be spoken to face to face or receive a telephone call from the designated member of the office staff.
- Children with outstanding absence notes will receive a text or a letter at the beginning of the following week by the designated member of the office staff.
- Children whose attendance is concerning will receive a telephone call from the designated member of the office staff who will report the outcome of the conversation to the Business Manager.

Business Manager

- If a pattern of concern regarding attendance develops the Business Manager will contact the parents/carers and invite them into school to discuss the matter.
- Where appropriate the Business Manager will inform the family that future absences on health grounds will no longer be authorised without medical evidence.
- If there is a pattern of frequent absences a referral will be made to the Education Welfare Officer.
- Where a family has failed to respond to school contact attempts (phone calls / invitations to attend meetings) and attendance remains a cause of concern the Business Manager will make an urgent referral to the Education Welfare Officer.

Acknowledging good attendance and punctuality

- Each half term the Attendance Administrative Assistant will arrange for children with 100% attendance to be acknowledged with a certificate.
- Children who have achieved significant improvements in either attendance or punctuality may also receive a certificate.
- The nominations will be given to the Headteacher and children will be acknowledged in a special assembly.

Monitoring and Recording Attendance At Wessex Gardens Primary School

**Important
information for
teachers**

Registers are LEGAL documents

They may be required as evidence in court cases

REGISTRATION

Calling of the registers

- Class teachers are responsible for attendance registers.
- Registers will have information regarding registration procedures clearly displayed on their front cover, *see figure 1 below*.

Morning Registration at Wessex Gardens Primary School	
8:50 – 9:00	Present (/) must be in black ink Absent (O) must be in red ink
9:00	Registers must be returned to the office promptly .
9.00 – 9.15	Late before close of Registration (L) Children arriving after 9.00 am must present a Late Slip
9:15 ->	Unauthorised Late (O) place a U in the centre of the circle. (*Please Note: to be entered by designated member of office staff only)
The appropriate absence codes must only be entered <i>if</i> the school accepts the reason for absence, if in doubt discuss with the Business Manager.	

Fig.1

- Children arriving between 9.00 am and 9.15 am must present an orange **Late Slip**¹.
- Children arriving after 9:15 am will receive an unauthorised absence mark . *If an acceptable explanation for late arrival is received the absence will be authorised.*
- Afternoon registration will take place at **1.15 pm**
- Register codes will be displayed in the inside cover of the Register.
- Registers will be completed neatly in Pen.
- Tippex and pencils **must not** be used on the Registers.

Authorised / Unauthorised

Providing an explanation is received staff may consider authorising the following absences:

- Illness
- Dental / Medical appointments
- Family bereavement
- Day of religious observance approved by the Local Authority
- Participation of approved public performance
- Exceptional leave of absence, where prior approval has been obtained from the Headteacher / Business Manager
- Exceptional family circumstances

Absences will remain unauthorised if no legitimate explanation is received from parents/carers.

The following explanations will not usually be deemed legitimate:

¹ This ensures that every child is accounted for throughout the school day, it also helps ensure that parents are held accountable for their children's attendance.

- The child being tired
- Looking after siblings.
- Non urgent medical or dental appointments.
- Parent/carer is unable to bring their son/daughter to school because a sibling is ill, parent/carer is ill or busy.
- Parent/carer cannot collect the child on time.
- Shopping or day trips.
- Unexceptional special occasions, e.g. birthdays, visiting relatives or collecting relatives from an airport.
- Exceptional leave of absence where prior permission was not sought or the application was refused.
- Exceptional leave of absence longer than the duration originally authorised by the Headteacher / Business Manager.

If in doubt please liaise with the Business Manager.

Who will amend the register?

- The Class Teacher will amend the Register between 8:50 am and 9:00 am (and during afternoon registration as appropriate).
- The designated member of the office staff will be responsible for amending the Register after 9:00 am.

Monitoring of Registers

- The Headteacher will have overall responsibility for ensuring that staff update and amend registers correctly.
- All children who are absent and for whom the school has not received a reason to be contacted on the first day of absence.
- The attendance children with attendance concerns or attendance below 96% are recorded on an Absence Monitoring List which will be overseen directly by the Business Manager, thus ensuring that such absences are not authorised.
- The designated member of the office staff will ensure that school staff and class teachers are made aware of any children brought to the attention of the Education Welfare Officer.
- Analysis (FSM/ethnicity/gender) of the group will be carried out termly to identify sections of the community which may require additional support.

Pursuing Absence Notes.

- ~~Reasons~~ Reasons for Absence form to be generated through the database by the designated member of the office staff to children with outstanding absence notes each week.
- Class teachers should send ~~Reasons for Absence~~ forms and absence letters to the office as soon as they are received.
- Where the designated member of the office staff deems it appropriate she may telephone the families concerned in an effort to obtain explanations . she will ensure this information is communicated to the class teacher and that registers are amended accordingly.
- Children who arrive after the close of register three or more times in one week will automatically be contacted by the designated member of the office staff and if it continues they will be contacted by the Business Manager.
- Approximately 2 weeks before the end of half term the designated member of the office staff will note which absence remains outstanding and write to families concerned.
- At the start of the following term the Education Welfare Officer may then contact these families if absence notes are still outstanding².
- Where there are serious concerns regarding a pupil's attendance/punctuality the matter will be discussed with the EWO promptly.

² It should be noted that while the aim is to actively pursue absence notes the decision whether or not to except the explanations given rests with the Headteacher of the school.

SUPPORTING CHILDREN AND PARENTS/CARERS

Holidays in Term Time / Extended Leave of Absence.

- Families will not be granted holidays during term time.
- Families will apply to the school in advance for permission to take their child out of school.
- Families applying for leave of absence will be asked to complete a form and will be referred to the Business Manager who will meet with the parents/carers.
- The school adheres to the LA's advice to schools.
- The form makes reference to the provisions under the Anti-social Behaviour Act 2006/2013 (Fixed-penalty Notice).

Fixed Penalty Notice

A Fixed Penalty Notice is a fine issued by the Local Authority to parents who take their child on holiday, or out of school, during term time without the express consent of the school. Such absences are referred to the Education Welfare Team who may impose a fixed penalty fine of £60 if paid within 21 days rising to £120 per parent for each child if paid within 28 days (Anti-social Behaviour Act 2006/2013). If the notice remains unpaid after the 28th day, the Local Authority prosecutes the parent in the Magistrates Court for the original non-attendance offence under The Education Act 1996, section 444, and not for non-payment of the penalty notice. If found guilty, parents will have a criminal record, possibly receive a fine of up to £1000, for a first offence, and be required to pay costs to the Local Authority. There is no right of appeal against a Fixed-Penalty Notice. Absence from school is governed by the Education (Pupil Registration) (England) Regulations 2006, and as amended 2013.

First day response

- On a daily basis the designated member of the office staff will deliver the First Day response . this is dependent on the information she receives from teachers taking morning registration.
- Independent travellers failing to attend school will be given priority.

Acknowledging good attendance and punctuality

- Each term statistics will be used to identify children who have achieved excellent and/or improved attendance.
- Nominations will be generated by the office staff at the end of each half term.
- A certificate will be presented half termly to nominated children in a special assembly.

Child with attendance concerns



Referred to Business Manager by class teacher OR identified by EWO during meetings.



The designated member of the office staff monitors children's attendance closely placing a child on the tracking list if necessary.

Confers with Business Manager and / or Inclusion Leader where appropriate.



The designated member of the office staff contacts families to arrange an appointment with the Business Manager – EWO to attend meeting where appropriate.



Decision may be taken to ask for medical documentation before authorising future absences.



Referral to EWO for immediate action.

Wessex Gardens Primary School

Attendance Guide for Parents

The following information applies to parents of all children at Wessex Gardens School.

The senior leader responsible for attendance is the Business Manager supported by the office team who are the first point of contact in the school for parents reporting absences.

We have a very successful whole school strategy of improving attendance through working in partnership with parents and children. Attendance at Wessex Gardens is consistently above 96.9% and we need you and your child's contribution to ensure that we maintain this. We are aware that there will be occasional exceptional circumstances that will require individual support or alternative arrangements. As a staff team we are available and we encourage parents to discuss any difficulties they may be experiencing. Good attendance and punctuality ensures that children develop good social skills, have full access to education and achieve their full potential. Please note that parents are not entitled to take their child out of school for holidays and such absences will be subject to a fine from the Local Authority referred to as a Fixed Penalty Notice (see Q11).

*Statistics show that a child who is absent for one day per fortnight
will have missed one year of school (190 days) by the time they
leave secondary education.*

Recognition for excellent attendance

The school celebrates excellent class and individual children's attendance in assemblies. Certificates for 100% attendance are awarded to children:

- half termly for 100% attendance for the half term
- termly for 100% for the whole term
- annually for 100% for the whole academic year

Absences prior to or after a school holiday

Please note that we require a medical document for all absences either prior to or after a school holiday. The Education Social Worker may also visit your home to check that your child is ill.

Q1. When does my child need to arrive at School?

- The school will be open in the morning from 8:40 am or at 8.00 am for children attending the breakfast club.
- Your child should be in class by **8:40 am** for prompt Registration at 8.50 am.
- All children must be accompanied to their class by an adult.
- Children must not be left in school before 8:40 am unless they are with a parent/carer as they will be unsupervised, staff cannot accept responsibility for children arriving before 8:40 am.

Q2. What happens if my child is late?

- If your child arrives after **8:50 am** you should bring your child to their class via the **main entrance** and he / she will be given a blue Late Slip.
- If your child arrives after 9.00 am, they should report to the office to collect an orange Late Slip and sign the Late Book. This is extremely important as your child will not be entered in the register if you do not sign the late book and in the event of an emergency this could have serious repercussions as we have no record that your child is in school.
- If your child arrives after **9:15 am** they will receive an **unauthorised absence** mark for the morning session instead of a late mark.
- Where children arrive after **9:15 am** parents are expected to provide an acceptable reason for lateness. Until such information has been received, and the explanation for lateness accepted by the School, your child's mark will remain as an **unauthorised** absence. This counts as an absence for the morning session and it will be shown on your child's end of year report. Your child may be referred to the Education Welfare Officer for action after he/she has received 3 unauthorised late marks.

Q3. How can I notify the school that my child is absent?

- You can telephone the school on 020 8455 9572 option 1 and leave a message on the first day of absence and update us each day if the absence continues.
- You can email the school at office@wessexgardens.barnet.sch.uk.

Please provide a written explanation on your child's return to school. **Please also bring any medication that a doctor has prescribed into school or an appointment card to show that your child was examined by a doctor.**

If you experience difficulties communicating in this way please speak to the Business Manager.

Q4. What reasons does the school accept for absence?

- Genuine illness. Please show a doctor's appointment card or medical evidence to the office staff when your child returns to school.
- Unavoidable urgent medical/dental appointments. All routine appointments should take place after school or in school holidays.
- Day of religious observance - one day only on the actual day of the observance. Please inform the school office prior to the absence.
- Family bereavement.
- Participation in an approved public performance.



The medical evidence can either be an appointment card to show that your child has been seen by a doctor or any medication that a doctor has prescribed.

We require a medical document for all absences either prior to or after a school holiday. Alternatively the child can be brought into school and the school will authorise the absence if your child is too ill to attend school. The Education Welfare Officer may also visit your home to check that your child is ill.

In cases of recurring absences or attendance below 96% you will need to bring in either an appointment card to show that your child's illness has been assessed by your GP or any medication that has been prescribed for your child. **Please note that unless medical evidence is provided recurring/frequent absences are treated as unauthorised.**

In cases of urgent medical/dental appointments parents are expected to produce an appointment card and children are expected to attend school prior to and after the appointment. Where the appointment is at the beginning of the day you should bring your child to school afterwards. For appointments later in the day your child should be collected early from school.

Alternatively the child can be brought into school and the school will authorise the absence if your child is too ill to attend school

Q5. Can my child attend school when he/she is on medication?

Yes, your child can come back to school as soon as he/she is feeling better. You will need to bring the medication to school and complete a form allowing a member of staff to administer the medication.

Q6. What is an unacceptable reason for absence?

The school will not authorise absences for:

- A child being tired
- Day trips
- Holidays
- Birthdays
- Visiting relatives
- Collecting relatives from an airport
- Shopping
- Parent has to look after siblings who are ill. We ask that you make alternative arrangements for someone to look after the sibling whilst you bring your child to school
- Parent illness. We ask that if you are ill and unable to bring your child to school you make arrangements for a friend or relative to bring your child to school
- Parent unable to bring their child to school as they are away and their child is staying with a friend or relative who is unable to bring your child to school. We ask that you ensure that your friend or relative can bring your child to school prior to making arrangements to go away.
- Parent unable to collect their child on time. We ask that you make alternative arrangements or register your child for the after school club that day
- Non urgent medical or dental appointments
- Unexceptional special occasions, e.g. birthdays
- Exceptional leave of absence longer than the duration originally authorised by the Headteacher / Business Manager
- Exceptional leave of absence where prior permission was not sought or where permission was refused

Please note that this list is not exhaustive.

Q7. What is an unauthorised absence?

These are absences where:

- We do not receive an explanation.
- Your child has frequent absences without medical evidence.
- The explanation is unsatisfactory (see Q6 for details)

Unauthorised absences show up on your child's attendance report that you will receive at the end of each year with your child's report.



Q8. Will the school contact me if my child is absent?

We will make every effort to telephone you if your child fails to attend school in time for morning registration. However, it should be noted that **you are expected to contact the school yourself on the first day of your child's absence by calling 0208 455 9572 and selecting option 1.** Please note, that this is an answering phone service and will not be answered by a member of staff. Therefore, please do not use it for any purpose other than to report absence.

The school will communicate with you regarding attendance issues. These follow Government guidelines stating that a child's attendance at school should be **96%** or above if they are to achieve their full potential.

Q9. Will the school monitor my child's attendance?

The school monitors attendance for all children closely and the name of any child whose attendance is below 96% is entered on a monitoring list if there have been frequent absences. Parents receive a courtesy letter notifying them that their child's attendance is below 96%.

Q10. Can we take family holidays during term time?

NO. Family holidays must be taken during school holidays and **NOT** during term time. If you take your child out of school to go on holiday you will receive a Fixed Penalty Notice.

Q11. What are exceptional circumstances?

An example of an exceptional circumstance is the death of a close family member. Please note that permission can only be granted for a very short period of time and you are required to request leave of absence **PRIOR** to booking any tickets or you will receive a Fixed Penalty Notice. You also need to provide evidence of the bereavement when your child returns to school.

Q12. What is a Fixed Penalty Notice?

A Fixed Penalty Notice is a fine issued by the Local Authority to parents who take their child on holiday, or out of school, during term time without the express consent of the school. Such absences are referred to the Education Welfare Team who may impose a fixed penalty fine of £60 if paid within 21 days rising to £120 per parent for each child if paid within 28 days (Anti-social Behaviour Act 2006/2013).

If the notice remains unpaid after the 28th day, the Local Authority prosecutes the parent in the Magistrates' Court for the original non-attendance offence under The Education Act 1996, section 444, and not for non-payment of the penalty notice. If found guilty, parents will have a criminal record, possibly receive a fine of up to £1,000, for a first offence, and be required to pay costs to the Local Authority. **There is no right of appeal against a Fixed-Penalty Notice.**

Q13. What can I do to encourage my child to attend school?

Make sure your child gets enough sleep and gets up in plenty of time each morning to have breakfast before coming to school. Ensure that they leave home in school uniform and any items they need for the day eg homework, PE kit, swimming kit. Look in their school bags and communicate with your child's teachers. Show your child, by your interest, that you value their education.

Q14. My child is trying to avoid coming to school. What should I do?

Contact a member of staff immediately and discuss your concerns. Your child could be avoiding school for a number of reasons:

- Difficulties with school work
- Bullying
- Friendship problems
- Family difficulties

In some cases you may find it helpful to discuss the circumstances of your child's difficulties with the Education Welfare Officer. The Education Welfare Officer's name is Jenny Jones and she is based at:

**Education Welfare Team
Building 4
North London Business Park
Oakleigh Road South
N11 1NP
(Tel: 020 8359 7749)**



Wessex Gardens Primary School
Attendance Referral Form

Name	DOB	Class
Home language:		SEN Stage:
Reason for referral (tick box(es) as appropriate)		
<input type="checkbox"/> Attendance	<input type="checkbox"/> Punctuality	<input type="checkbox"/> Both
Social / Emotional Impact		
<input type="checkbox"/> Poor behaviour	<input type="checkbox"/> Standard of work	<input type="checkbox"/> Low self esteem
<input type="checkbox"/> Social skills	<input type="checkbox"/> Poor concentration	<input type="checkbox"/> Other
Please give a brief summary of concerns.		
What action has already been taken to support the child / family to improve attendance punctuality?		
Attainment in the last termly test. Please tick appropriate box		
Autumn term <input type="checkbox"/>	Spring term <input type="checkbox"/>	Summer term <input type="checkbox"/>
Maths Assessment <input type="text"/>	Reading Assessment <input type="text"/>	Writing Assessment <input type="text"/>
Strengths and achievements		
Are parents/carers aware of your concern(s) Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, level of involvement:		Are outside agencies involved with the child? Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> If yes, please state agency(cies)
Date referral received:		Action taken:

WESSEX GARDENS PRIMARY SCHOOL**Independent Traveller Form**

My child _____, in class _____ is a lone traveller.

I will ensure that he / she does not arrive at school unaccompanied before 8:40 am. I agree to keep my contact details up to date and will contact the school by 9:00 am if my child is not able to attend school. My contact details are as follows:

Home phone number _____

Mobile number _____

Work number _____

Address _____

My child's journey to school is as follows:

If my child fails to attend school and I have not contacted the school I understand that the school will make every attempt to contact me to confirm the whereabouts of my child. I understand that the school may contact the police if they are unable to contact a responsible adult.

Signed: _____ Date: _____

Please make a note of the school's telephone number (0208 455 9572) and select option 1 to leave a message.

APPENDIX C

APPLICATION FOR SPECIAL LEAVE OF ABSENCE

Parents should refer to the school's Attendance Guide to Parents before requesting leave of absence. By requesting permission for your child to be excused from school, in the case of an emergency, you are agreeing to abide by the decision of the school. **You must provide relevant information and not make travel plans before receiving permission.** Please note that family holidays during term time will **not** be authorised. **Where there are no extenuating circumstances, with supporting documentation, the absence will be treated as unauthorised absence.**

The Business Manager will want to discuss the application for special leave of absence with you, and, where permission is granted, she will discuss with you the arrangement in respect of supporting documents which will need to be produced to school. **If your request is not agreed, your child must attend school, or you may be liable for a fixed penalty notice, and, if your child is absent for more than two weeks, you may be jeopardizing your child's place at the school. This also applies if your child does not return to school on the date specified on the form.**

A Fixed Penalty Notice is a fine issued by the Local Authority to parents who take their child on holiday, or out of school, during term time without the express consent of the school. Such absences are referred to the Education Welfare Team who may impose a fixed penalty fine of £60 if paid within 21 days rising to £120 per parent for each child if paid within 28 days (Anti-social Behaviour Act 2006/2013). If the notice remains unpaid after the 28th day, the Local Authority prosecutes the parent in the Magistrates' Court for the original non-attendance offence under The Education Act 1996, section 444, and not for non-payment of the penalty notice. If found guilty, parents will have a criminal record, possibly receive a fine of up to £1000, for a first offence, and be required to pay costs to the Local Authority. **There is no right of appeal against a Fixed-Penalty Notice.** Absence from school is governed by the Education (Pupil Registration) (England) Regulations 2006, and as amended 2013.

* I/We request that _____ in class _____ be granted special leave of absence.

From (Date) _____ To (Date) _____

My child will return to school on: _____

Reason _____

My child will access education during the visit Yes / No (please circle)

If you have circled yes please provide details: _____

Signature of Parent/Carer: _____ Date: _____

Address: _____

Contact telephone number/s: _____

..... For Office Use Only

Leave approved / Leave refused Evidence obtained: Yes / No Date: _____ Code: _____

Signature of Business Manager: _____ Date: _____

Notes: _____

Medical Consent Form

To Dr õ õ õ õ õ õ õ õ õ õ õ õ

Address : õ õ õ õ õ õ õ õ õ õ õ

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TEL : õ õ õ õ õ õ õ õ õ õ õ õ .

RE: (child's name) õ õ õ õ õ õ õ õ õ õ õ õ .

Date of Birth õ .. /õ .. /õ õ

HOME ADDRESS: (Child's address)

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Name of Parent /Carer :

As the parent / carer of õ õ õ õ õ õ õ õ õ õ õ .I give permission for you to discuss his/her health details with the Business Manager / Headteacher õ õ õ õ õ õ õ õ õ õ ..in respect of issues that could affect school attendance.

Signed : õ õ õ õ õ õ õ õ õ õ õ õ õ õ õ õ õ .

Name: õ õ õ õ õ õ õ õ õ õ õ õ õ õ õ õ õ .

Date : õ õ õ õ õ õ õ õ õ õ õ õ õ ..

End of Day Procedure

Dear Parent/Carer

Wessex Gardens School closes at 3.30 pm every day.

- If you know you are going to be late to collect your child contact the school immediately. Steps can then be taken to ensure your child is cared for until you arrive. Upon arrival you will be asked to explain why you were late collecting your child.
- If you are aware that you may periodically be late collecting your child you can register him/her in the After School Club and notify the school, that you would like your child to attend the After School Club, as soon as you know that you cannot collect your child at 3.30 pm
- If you fail to collect your child more than three times in a term you will be contacted by the school office advising you that if this continues the matter may be referred to **Social Services**.
- If your child is not collected at the end of the day, and you have not contacted the school to advise us, the office will endeavour to contact you at home and at work. If this is unsuccessful, a senior member of staff will be informed of the situation. To comply with legal regulations, a decision may then be taken to contact either **Social Services** or the **Police**.
- If your child is to make his or her own way home, or is to be collected by a different person you must inform the school of this ahead of time, and in writing. The school does not allow children to be collected from school by children below the age of 16.
- *Please remember that children worry about their parents/carers' welfare and can become quite distressed when they realise that no one has come to collect them. If you need support in arranging after-school care for your child, please talk to the Business Manager who can offer advice. Alternatively, your local library should have a list of useful contacts within Barnet Council.*

Headteacher



Exceptional Leave of Absence from School (ELAS)

This guidance is based on the **Education (Pupil Registration) (England) Regulations 2006, regulation 7 as amended by The Education (Pupil Registration) (England) (Amendment) Regulations 2013.**

It incorporates advice on absence codes to be used in registers and is used by Education Welfare Officers in response to enquiries from parents, school staff and other agencies. It replaces the document Special and Exceptional Leave of Absence (SELAS) from 2012.

The governing body of a school . the proprietor . delegates responsibility for authorising absence to head teachers and others, as appropriate. Schools should make clear their expectations on requests for leave of absence in their attendance policy.

Parents have no right to remove their children from school for the purpose of a holiday.

Parents may request permission for an absence in *exceptional circumstances*.

A generic ELAS form is appended to this guidance as Appendix 1.

Parents should be aware that failure to request leave of absence or defying the decision of a head teacher could lead to the issuing of Fixed-penalty Notices (FPN) of up to £120 per parent per child),

The Definition of Exceptional Circumstances

The Department for Education has removed all reference to holidays from the registration regulations and requires head teachers to restrict leave of absence to exceptional circumstances only. No direct guidance is given on this but the inference is clearly that holidays should not normally be considered exceptional.

Head teachers should require proof of the exceptional nature of any requests and also bear in mind the elaborate nature of some requests. Parents who make no request should be subject to fixed-penalty notices.

Absence for economic reasons

Under no circumstance should schools authorise absence for holidays or other circumstances on the grounds of cost. This includes cases where families seek to visit family for longer periods for value-for-money reasons.

Service Personnel

Requests for pupil absence from military parents on active service **must** be accommodated.

Special Leave of absence

Each request for leave of absence should be considered on its own merits, bearing in mind elements such as family crisis or special occasions. This does not include economic factors or convenience.

There is no reason why head teachers should authorise long absences for family occasions such as weddings, baptisms, funerals etc. Such occasions are not an opportunity to tack on a holiday. The cost issue is a matter for families, not the school.

The essential points are:

- Parents must seek leave of absence from the Head Teacher
- Parents must be made aware of this requirement in the school's attendance policy
- The attendance policy can give firm guidance on the school's expectations but must not include a blanket ban
- **Each request for leave must be assessed on its own merits**
- The school's policy should make it clear that families leaving the country without requesting leave or failing to return on an agreed date risk the loss of their child's school place.
- Leave of absence for any child taking national examinations such as Y2 or Y6 pupils (SATs) or any pupil taking GCSE, GCE or NVQ examinations should not be given **other than in an emergency**

In assessing a request, head teachers must consider the

- Impact on a child's progress, especially in terms of SEN and attendance record
- Compassionate grounds
- Previous applications: frequency and length

Extended Leave

In **exceptional** circumstances, head teachers may allow extended periods of absence. Such arrangements must follow detailed discussion with the parents including an agreed return date. **This task must not be delegated.**

If authorised by the Head Teacher, this absence should not be described as a holiday but as exceptional circumstances, and be recorded in the register as an **F** (authorised absence). **The symbol F should not follow a period marked as H: the whole period of extended leave is coded F**

Where a family seeks extended absence from school within the UK for any reason, the child must be registered at another school. This also applies to Travellers where the parents are not travelling as part of their trade. Enrolment at another school must be verified and for an agreed period only. Temporary registration procedures apply and the register code **D**, dual registration, must be used. This provision does not apply to pupils outside the UK.

The Local Authority advises that no place should be kept open for a child for more than a half-term. Any arrangement in excess of this should be discussed with Alison Dawes, the Head of Access to Schools.

Registration codes

An authorised period of leave from school of up to ten days is coded H, and is an authorised absence. Leave of absence of more than 10 days, is coded F (for the whole period).

In the event that an agreed absence continues without good cause beyond the period agreed, the unauthorised element is coded as G, (unauthorised absence), and can incur a Fixed-penalty Notice for each parent.

All the above are absences. Children enrolled temporarily in a UK school, are recorded as D. D is neither an attendance or absence, statistically.

Record-keeping

Schools should ensure that records of leave are maintained in order to monitor their effect on school attendance levels. It is advisable that records of authorisations or refusals are kept on file for future reference in the event of complaint or, indeed, further requests.

May 2013

Application for Exceptional Leave of Absence

Sample responses

Dear Parent (name(s))

Your application for exceptional leave of absence has been granted.

Child name is expected back in school on (date).

If there is any alteration to your plans, you must advise me immediately. Failure to return in good time could lead to a financial sanction from the Education Welfare Team or the loss of your child's school place. You will be required to provide documentary evidence of an unavoidable cause for delay.

Absence from school is governed by the Education (Pupil Registration) (England) Regulations 2006, and as amended, 2010.

Dear Parent (name(s))

I have carefully considered your application for exceptional leave of absence for (child's name) but I do not believe the circumstances meet the criteria.

Child name should therefore attend school as usual.

We are happy to discuss this further with you. Please contact the school office to make an appointment with the Business Manager.

REFUSAL OF LEAVE OF ABSENCE

Date:

Dear

Re: Child name; Class

I write with reference to your request for leave of absence from to . Having considered the reasons given, I regret that I am unable to authorise this absence. I would therefore ask you to make alternative arrangements to avoid disruption to your child's education.

If you decide to go ahead with the planned trip, your child's absence will be recorded as ~~unauthorised~~ **Please note that if this happens, each parent is likely to receive a Fixed-penalty Notice** issued by the Education Welfare Team.

A Fixed Penalty Notice is a fine issued by the Local Authority to parents who take their child on holiday, or out of school, during term time without the express consent of the school. Such absences are referred to the Education Welfare Team who may impose a fixed penalty fine of £60 if paid within 21 days rising to £120 per parent for each child if paid within 28 days (Anti-social Behaviour Act 2006/2013). If the notice remains unpaid after the 28th day, the Local Authority prosecutes the parent in the Magistrates' Court for the original non-attendance offence under The Education Act 1996, section 444, and not for non-payment of the penalty notice. If found guilty, parents will have a criminal record, possibly receive a fine of up to £1000, for a first offence, and be required to pay costs to the Local Authority. **There is no right of appeal against a Fixed-Penalty Notice.** Absence from school is governed by the Education (Pupil Registration) (England) Regulations 2006, and as amended 2013.

I trust that I have your support and cooperation on this matter and that the issue of fixed-penalty notices should not arise.

Yours sincerely

Headteacher

Request to issue Penalty Notice

The Education (Penalty Notices) (England) Regulations 2007

Name of School / Agency:	
Person Making Referral:	
Telephone Number:	
Fax Number:	
E-Mail Address:	

Parents to be issued with Penalty Notice	Parent* 1	Parent* 2
Parent's* First Name:		
Parent's* Family Name:		
Address of Parent(s):		
Post Code:		
Telephone number(s):		
Address of Parent not living at main address : <i>(provide only if parent is to be issued with fine)</i>		
Telephone number(s):		

Name of Child:	
Date of Birth of Child:	
Year / Class Name:	
Reason for Penalty to be issued:	

Checklist [please tick]	
Full names and address of all parents*:	<input type="checkbox"/>
Copies of correspondence sent to/from the parents relating to incident attached (if applicable):	<input type="checkbox"/>
Attendance printout showing unauthorised absences (schools only):	<input type="checkbox"/>
Dates of Absences in reason for Penalty to be issued:	<input type="checkbox"/>

Signed:	
Date:	

Complete and return to Helen Fraser email: helen.fraser@barnet.gov.uk fax no: 0870 889 6799

**for definition of Parent see Local Code of Conduct*

In the Petty Sessional Area of Barnet

Statement of:

Age of Witness: **Over 21**

Occupation of Witness:

Address:

This statement is consisting of 2 pages signed by me true to the best of my knowledge and belief. I make it knowing that if it is to be tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything, which I know to be false or do not believe to be true.

Dated :

Signed:

(Position / Occupation)

1. I am employed as(position/occupation) of (School).
2.(child name), whose date of birth is(dd/mm/yy) is a child of compulsory school age and is a registered pupil at (school). He/She lives with..... (full names of parents).
3. On..... (dd/mm/yy),(name of parent) completed an application form requesting permission to take (child name) on a family holiday from (dd/mm/yy) to..... (dd/mm/yy) inclusive. (Exhibit [author initials]1).

OR

..... (name of parent) is the parent of..... (child name). On.....(dd/mm/yy), his wife/husband/partner..... (name) completed an application form requesting permission to take their..... (child name) on a family holiday from..... (dd/mm/yy) to..... (dd/mm/yy) inclusive. (Exhibit [author initials]1).

4. On(dd/mm/yy),I wrote to (parent name) stating that permission for the leave of absence would not be granted . I advised *him/her* that if*child's name* did not attend school during the period requested for the holiday this would be treated as an unauthorised absence and could lead to the issue of Penalty Notice. (Exhibit [author initials]2).

5.(child name) failed to attend school during the period (dd/mm/yy) to dd/mm/yy inclusive.

6. On(dd/mm/yy) I completed a Request to Issue a Penalty Notice under The Education (Penalty Notices) (England) Regulations 2007 and sent it to the Education Welfare Team at London Borough of Barnet. (Exhibit [author initials]3).

7. Exhibited to my Statement is a copy of (child name) attendance record. (Exhibit [author initials] 4).

8. I,(name), maker of this statement, believe it to be true and understand it may be placed before the Court.

Dated:

Signed:

Role:



Education Welfare Team

Penalty Notices for School Attendance Issues

Code of Practice

This Code of Practice governs the application of penalty notices issued to parents for school attendance matters. It outlines the roles and responsibilities of the Local Authority, schools, academies, parents, the police and other agencies, laying down the basis for the use of penalty notices as a legal sanction and as a deterrent, in accordance with **The Education (Penalty Notices) (England) Regulations 2007 with amendments as per The Education (Penalty Notice) (England) (Amendments) Regulations 2012 and 2013**. This Code of Practice should be read in conjunction with guidance on **Special and Exceptional Leave of Absence from School (SELAS)**, and Exclusions.

The penalty notice is intended as a quick-response disposal in cases where parents either fail to ensure the full school attendance of their children, show disregard for the authority of the head teacher (unauthorised holidays) or fail to supervise a child excluded from school, as in Table 1 below.

This Code of Practice bears in mind the expectations of the Department for Education on the improvement of attendance, and the provisions of Ofsted's school inspection framework, in which there is an expectation that schools use all available means in their attendance strategy to secure best outcomes for pupils, including the use of legal sanctions.

Information for Parents

A parent is defined by **Section 576 of the Education Act 1996** as any natural parent, person with Parental Responsibility under the **Children Act 1989** or a person with whom the child lives and who looks after the child, irrespective of his or her relationship with the child.

All parents whose children attend a maintained school or academy in Barnet are subject to the rules in respect of penalty notices, regardless of where they live. The borough of residence is notified of the action being taken.

Parents can be issued a maximum of 3 penalty notices each in respect of the same child in any one calendar year. Thus, where two parents take three children on an unauthorised holiday, a total of six notices are issued for the single episode.

Each penalty notice is £60 if paid within the early-payment period, up to the 21st day after issue, otherwise the penalty notice will be £120. If the notice remains unpaid after the 28th day, the Local Authority prosecutes the parent in the Magistrates' Court for the original non-attendance offence under The Education Act 1996, section 444, and not for non-payment of the penalty notice. If found guilty, parents will have a criminal record, possibly receive a fine of up to £1000, for a first offence, and be required to pay costs to the Local Authority.

On payment of a penalty notice, the parent can no longer be pursued legally for the same period of evidence (Section 23 of the Anti-Social Behaviour Act 2003) and does not have a criminal record arising from the penalty notice itself.

As with prosecution in a magistrates' court, penalty notices can only apply to offences relating to a child of statutory school age enrolled at a maintained school or a Pupil Referral Unit (PRU).

Parents whose children are the subject of Education Welfare action who take the children on holiday without permission from the school may face the possibility of receiving a penalty notice at the school's request and another arising from a Court Assessment Meeting for other absences under investigation.

Parents have no right of appeal against a penalty notice.

There is no right of appeal for parents but the Local Authority will examine any evidence provided that would show that a mistake had been made. Parents will be required to provide documentary evidence to support an argument and must deal directly with the Local Authority as the matter will not be the responsibility of the school.

Penalty notices can only be withdrawn if they are issued in error. The Local Authority must refund any payments made in respect of a wrongly-issued penalty notice.

Parents with a credible claim not to have received a penalty notice may have the original replaced by a new notice, allowing time to pay the initial, lower, amount. Generally, however, a notice issued by first-class post is deemed to have been received within two days.

The Power to Issue

By local agreement between schools, the police and the London Borough of Barnet, the Education Welfare Team is the only agency administering penalty notices in respect of school-related issues. Schools, academies and the police can request that a penalty notice be issued (See Table 1).

The Regulations allow head teachers to delegate the power to issue penalty notices to deputy and assistant head teachers. For the purpose of this Code of Practice, in which the Local Authority issues all penalty notices, the power to **request** a penalty notice is similarly delegated to deputy and assistant head teachers. The authority to request a penalty notice cannot be delegated to other school staff. In the case of academies, the Principal may delegate this function to his or her deputy or assistant principals, however described.

Method of Issue

All penalty notices are issued by post only. It is impossible for any council officer, police officer or other official to issue on-the-spot penalty notices or accept cash from clients. Schools must also refuse payment of penalty notices. Customers must follow the payment instructions on their invoice.

Recipients are advised to contact the Education Welfare Team and not their child's school with any queries about payment or the reason for the penalty notice.

The Education Welfare Team maintains a record of penalty notices issued within the London Borough of Barnet's finance system. Pupil case files will include a record of the issuing of a penalty notice to the family. Schools must not keep records of penalty notices on children's academic records.

Declining to issue

The Education Welfare Team expects to accede to requests from head teachers and other authorities as in table 1 but may decline to do so if it feels there is a need to explore a case further or in the case of significant delay in making the request. This provision is in place to deal with instances where the school makes decisions in good faith but may lack pertinent information when making the request.

Income

Income from penalty notices is used to fund their enforcement. In the event that income exceeds costs, surplus income passes to the Council's general account. Schools receive no income from penalty notices.

Good Practice for Schools

Headteachers should ensure that

- Parents are aware of the school's policy on leave of absence
- Each request for leave of absence is considered on its merits
- Due regard is paid to religious issues, and family situations requiring special consideration
- Parents are informed of the reasons for refusal

- Exclusion correspondence reminds parents of their duty to supervise their excluded child during the first five days of exclusion
- Only they, or those authorised by them, may sign the request form
- School registers have the appropriate registration absence code as an extract from the register may be required in the event of court action.

Penalty notices are used in the following circumstances at the request of the relevant party, as described below.

Table 1

		Reason		Requesting party
1	Absence without the school's or academy's permission	<p>A parent removes a child from school for the purpose of a holiday of any duration either without seeking the Head Teacher's permission or in defiance of the Head Teacher refusing such permission.</p> <p>A parent takes a child out of school to visit a home country for personal reasons.</p> <p>Registration code G</p>	<p>Head teachers must decide whether or not to authorise requests for leave of absence on a case-by-case basis. There must not be a blanket ban on leave of absence. A decision not to give leave of absence should be explained by letter to the parent.</p> <p>Parents taking their children to countries of origin have no right to do so. While being mindful of cultural differences, head teachers should consider those parents' legal responsibility to ensure their children attend fully.</p> <p>Head teachers are not compelled to request the issuing of a penalty notice even if they have refused to give leave of absence but should be mindful of the need for a consistent approach across all schools to support colleagues for whom attendance issues are of significant concern.</p> <p>Where a penalty notice is requested, the Head Teacher must ensure that the school's register is coded G.</p> <p>If a penalty notice requested by a school is unpaid and the case is referred to the Magistrates' Court, the requesting colleague would be the relevant witness and could have to write a statement and/or be required to attend court.</p>	<p>Head Teachers, and those delegated by them.</p> <p>The request form must be completed by the Head Teacher or delegated senior colleague</p>

2	EWT or TYS casework.	A parent fails to improve his or her child's school attendance following casework carried out by an Education Welfare Officer.	A penalty notice may be used as a disposal by the Chair of a Court Assessment Meeting in place of prosecution or the use of an Education Supervision Order.	Chair of Court Assessment Meeting (member of the Education Welfare Team or Targeted Youth Service) Education Welfare Officer
3	Casework from Academy attendance personnel	A parent fails to improve his or her child's school attendance following casework carried out by the Education Welfare Officer or equivalent member of staff appointed by the principal of an academy	<p>A penalty notice may be used as a disposal in place of prosecution or the use of an Education Supervision Order.</p> <p>There must be a meeting equivalent to a Local Authority Court Assessment Meeting with the parents and child (secondary-aged) where the Chair of the meeting is either the Principal, Deputy Principal or Assistant Principal, who hears the evidence of the Education Welfare Officer or equivalent.</p> <p>The minutes of this meeting and a record of the officer's intervention with the family must be provided to the Education Welfare Team</p>	Principal, Deputy Principal or Assistant Principal
4	Inadequate parental supervision of excluded pupil	A parent fails to ensure that his or her child is adequately supervised during the first five days of an exclusion	<p>The Education and Inspections Act 2006, section 103 permits the use of penalty notices where an excluded pupil is found in a public place unsupervised by a parent during the first five days of an exclusion. A public place includes school premises. Exclusion correspondence should include reference to the possibility of this sanction.</p> <p>If an excluded pupil is encountered by more than one agency on the same day, only one offence will have been committed.</p>	<p>Head Teacher or delegated colleague,</p> <p>Police Officer, or Community Police Support Officer</p> <p>Education Welfare Officer</p>

			<p>Police Officers and Community Police Support Officers use their own recording procedures, generating reports (Merlin) that the Education Welfare Team will check against the relevant school register. Penalty notices will be issued once these details are verified.</p> <p>Where a penalty notice is requested, the Head Teacher must ensure that the school's register is coded E for the period of exclusion</p>	
5		<p>A parent fails to ensure that his or her child is not stopped without valid excuse in a public place by police officers and Education Welfare Officers conducting a truancy sweep under Section 16 of the Crime and Disorder Act</p>	<p>Where a pupil is stopped on a truancy sweep and is absent from school without just cause, the parents will each be issued with a penalty notice if that child's school attendance record is below 90% and there are other unauthorised absences recorded in the school register. An absence dealt with by way of a penalty notice cannot be used in evidence in any other legal action in respect of school absences that may be pursued by an Education Welfare Officer</p> <p>Where a pupil is stopped for a second time in any calendar year on a truancy sweep and is absent from school without just cause, the parents will be issued with a penalty notice regardless of the overall attendance percentage.</p> <p>If the parent is with the child and the Education Welfare Officer or police officer establishes that there is no reasonable excuse for absence from school, the parent will be issued with a penalty notice for the child's non-attendance.</p>	<p>Education Welfare Officer</p> <p>Police Officer</p>

1 Unauthorised absence from school

Most penalty notices are issued in respect of permission not being given for exceptional leave. In effect, this relates largely to term-time holidays, parents plans to extend the school holidays, often to purchase cheaper flights, or to justify the expenditure.

In deciding whether to authorise a request for a term-time absence, head teachers refer to their attendance policies, the Local Authority guidance on Exceptional Leave of Absence from School (ELAS), and the **The Education (Penalty Notices) (England) Regulations 2007, as amended, and The Education (Pupil Registration) (England) (Amendment) Regulations 2013.**

2 EWT casework.

A penalty notice may be used as a disposal by the Chair of a Court Assessment Meeting (CAM) in place of prosecution or the use of an Education Supervision Order. No consideration is given in respect of an individual school's policy in this case.

3 Casework from Academy attendance personnel

A penalty notice may be used as a disposal in place of prosecution or the use of an Education Supervision Order. Academy staff are not supervised by the Local Authority but are expected to perform similarly to their LA colleagues. Academies are entitled to use the enforcement system of the LA.

4 Inadequate parental supervision of an excluded pupil

The Education and Inspections Act 2006, section 103 permits the use of penalty notices where an excluded pupil is found in a public place unsupervised by a parent during the first five days of exclusion. A public place includes school premises. Exclusion correspondence should include reference to the possibility of this sanction.

If an excluded pupil is encountered by more than one agency on the same day, only one offence will have been committed.

Police Officers and Community Police Support Officers use their own recording procedures, generating reports (Merlin) that the Education Welfare Team will check against the relevant school register. Penalty notices will be issued once these details are verified.

5 Inadequate parental supervision in respect of a pupil stopped on a truancy patrol

Where a pupil is stopped on a truancy sweep and is absent from school without just cause, the parents will each be issued with a penalty notice if that child's school attendance record is below 90% and there are other unauthorised absences recorded in the school register. An absence dealt with by way of a penalty notice cannot be used in evidence in any other legal action in respect of school absences that may be pursued by an Education Welfare Officer

Where a pupil is stopped for a second time in any calendar year on a truancy sweep and is absent from school without just cause, the parents will be issued with a penalty notice regardless of the overall attendance percentage.

If the parent is with the child and the Education Welfare Officer or police officer establishes that there is no reasonable excuse for absence from school, the parent will be issued with a penalty notice for the child's non-attendance.

Legal references

Children Act 1989

Education and Inspections Act 2006

Anti-social Behaviour Act 2003

Education Act 1996

The Education (Penalty Notices) (England) Regulations 2007 as amended by The Education (Penalty Notice) (England) (Amendments) Regulations 2012 and 2013

The Education (Pupil Registration) (England) (Amendment) Regulations 2013

Education Welfare Team, May 2013

Attendance policy agreed by the Governing Body

Signed by

Chairman of Governing Body: _____ **Date:** _____

Headteacher _____ **Date:** _____

Attendance policy to be reviewed November 2016