Attendance Policy

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Attendance Policy

Attendance Champion:

Attendance Officers:

School opens:

Registration begins:

Present mark given until:

Late mark given between:

U code, un-authorised absence, applied after:

School closes:

How to report when your child is absent

First Day Absence
A child not attending school is considered a **safeguarding** matter. This is why information about the cause of any absence is always required.

- Contact the school office – 02380 771528/02380 772781 as soon as possible on the first day of absence by 8.50 am where possible.
- If contact is not made by the parent/carer, then the school will phone, email and/or text the contacts listed for the child to endeavor to make contact.
- If we are unable to make contact or ascertain sufficient reason for absence, a member of staff may make a home visit.
- Records of the above will be made available to social care in the event of any Missing in Education investigation.

If your child is absent, we will:
Telephone on the first day of absence if we have not heard from you; this is because we have a duty to ensure your child's safety as well as their regular school attendance. If we are unable to reach you and do not hear from you by 10am, your child's absence will be recorded as unauthorised and we will:

- Invite you into the school to discuss the situation with Ella Drever if absences persist.
- Follow all DfE guidance and our graduated response if absence is unauthorized and attendance falls below 90%.

Please note after three days of absence, if your child is not seen and contact has not been established with any of the named parents/carers, the school is required to start child missing in education procedures as per the DfE guidance Stat guidance template (publishing.service.gov.uk). We will make all reasonable enquiries to establish contact with parents/carers and the child, including making enquiries to known friends and/or wider family.

1. Statement of Intent

We recognise that good attendance (above 96%) is key to good pupil outcomes. The links between regular attendance, reaching potential attainment and future life opportunities are well researched. For this reason, the school will encourage good attendance and be robust in monitoring attendance data and take action when attendance falls below the expected level. Good attendance impacts significantly on progress, learning, friendship groups and the child's overall happiness at school.

Good attendance is important because:

- regular attenders make better progress both socially and academically
- regular attenders find school routines, schoolwork and friendships easier to cope with
- regular attenders find learning more satisfying
- statistics show a direct link between under-achievement and absence below 95%
- regular attenders are more successful in transferring between primary school, secondary school and higher education and training.

We understand that there are many reasons why children may be absent or late for school. Please speak to staff about ways that we can support you with this.

Legal framework/ responsibilities

This policy adheres to Department of Education guidance found here Working together to improve school attendance (applies from 19 August 2024) (publishing.service.gov.uk). Parents are responsible for making sure that their children of compulsory school age receive a suitable full-time education as stated here Summary table of responsibilities for school attendance (applies from 19 August 2024) (publishing.service.gov.uk)

Parents and carers are responsible for ensuring that children attend and stay at school. It is the responsibility of the school to support attendance and to take problems seriously which may lead to non-attendance.

Penalty Notices may be used under the Local Authority's Code of Conduct for the use of Penalty Notices in Cases of Non-Attendance at school. A copy of this Code of Conduct can be obtained from the Attendance Officer at the school or the Local Authority. For more information please SOUTHAMPTON SCHOOLS Parents can also refer to Appendix 2-5

Unauthorised absence of more than 10 sessions (a session being one morning or one afternoon) in a ten-week period can result in a penalty notice. A penalty notice can be issued per parent for each child that is absent. Only two penalty notices will be issued to the same parent for the same child within a 3-year period. Following this the Local Authority can consider instigating Court Proceedings via the Single Justice Procedure. under the new national framework, all schools will be required to consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons. From August 2024, the fine for school absences across the country will be **£80 if paid within 21 days**, or **£160 if paid within 28 days**. This rate is in line with inflation and is the first increase since 2012.In

the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160. Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered. If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500. Money raised via fines is only used by the local authority to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government.

2. Roles and responsibilities

We will work together to help every pupil's attendance improve. Pastoral workers, the Pupil Premium Lead and the SENDCo may be involved in supporting attendance improvement for the cohorts that need the most support.

Responsibilities of staff

Staff will:

- Promote and reward good and improving attendance with pupils at all appropriate opportunities.
- Liaise with the attendance staff on matters of attendance and punctuality.
- Communicate any concerns or underlying problems that may account for a child's absence.
- Warmly welcome and support pupils to reengage with learning on their return.
- Work with parents and local authorities to remove barriers to attendance.

Responsibilities of parents/carers

Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

Parents/Carers will:

- Inform the school on the first day of absence
- Discuss with the class teacher or attendance staff any planned absences
- Discuss with the class teacher or attendance staff if they need any support to help their child to attend.
- Support the school with their aim to improve attendance
- Make sure that any absence is clearly accounted for by Phoning on the first day and subsequent days of absence
- Avoid taking their children out of school for non-urgent medical or dental appointments.
- Only request leave of absence in very exceptional circumstances.

Local Authority will:

- Have a strategy to improve attendance for their whole area.
- Have an Attendance Support Team to work with all schools in the area.
- Provide a named point of contact.
- Provide opportunities for sharing effective practice.
- Hold termly conversations with every school around attendance.
- Work jointly with schools and relevant agencies to facilitate support for families and remove barriers to attendance particularly for those pupils who are missing out on education.

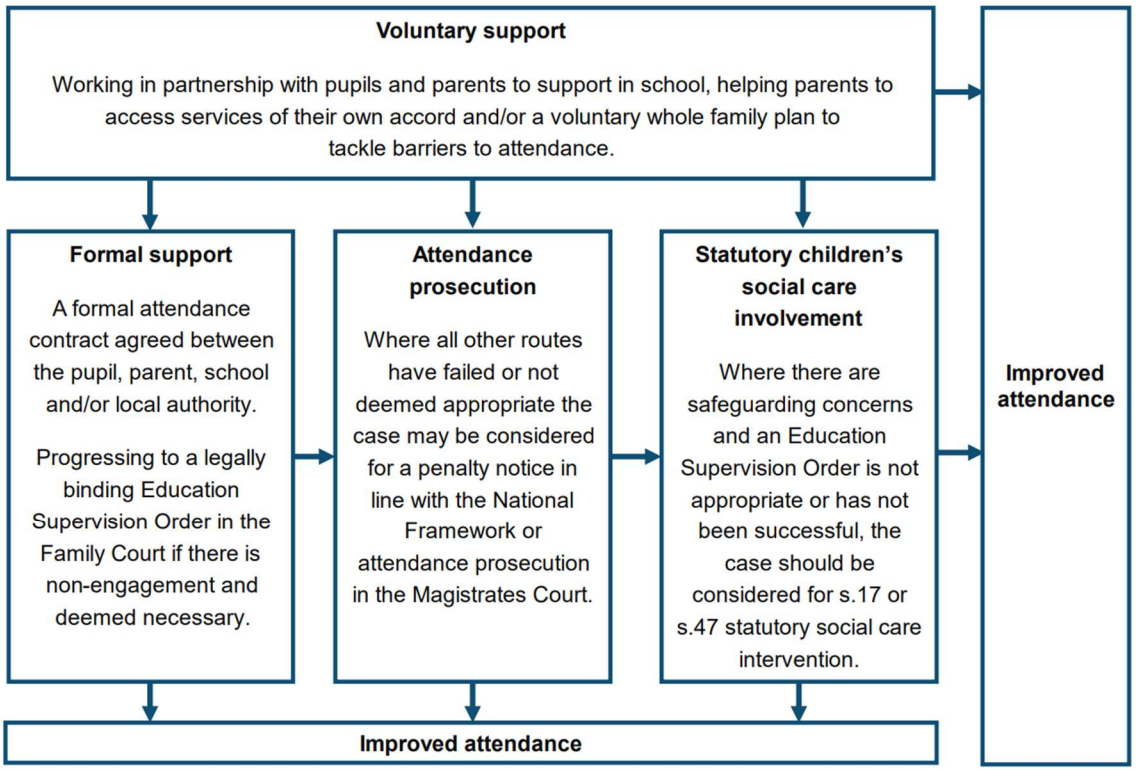
3. Rewarding Good and Improving Attendance

We will recognise the effort that families make to get pupils into school each day by rewarding good and improving attendance at every opportunity.
Certificates recognising improved attendance.

School Strategies to Improve and Support attendance

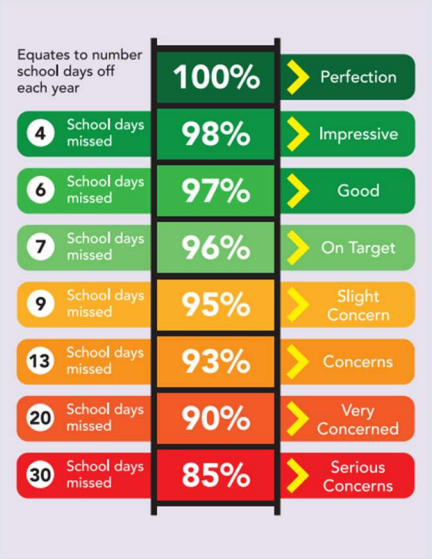
The school will follow the DfE guidance below outlined in [Working together to improve school attendance (applies from 19 August 2024) (publishing.service.gov.uk)]

Providing support first before attendance legal intervention



Interventions for poor and declining attendance

100% attendance: This is excellent attendance
99.9% - 96% attendance: Your child's attendance is good, and you are giving them the best chance of success.
95.9% - 91.1% attendance: Attendance at this level is becoming a concern and may trigger an intervention listed below.



Attendance **below 95%** will be monitored closely and may result in the following:

- Contact home to discuss how to support the child back into school.
- Request for evidence if unwell where appropriate.

Below 90% attendance: Your child is considered a **Persistent Absentee** and attendance is a serious concern. If your child misses 10% (three weeks/30sessions) or more schooling across the school year, for whatever reason, they are defined as **persistent absentees**. Absence for whatever reason disadvantages a child by creating gaps in their learning. Research shows these gaps affect attainment when attendance falls below 95%. As such, we monitor all absence thoroughly and all attendance data is shared with the local authority and the Department for Education. If your child is still absent, has had absence and their attendance level is falling towards 90%, we will contact you and, depending on the reasons for the absence, will contact you to inform you of our next steps. Our persistent absentee pupils and their parents are subject to an Attendance contract written in co production with the school and home.
Our aim is to support with reintegration, and this might include the following: Referral to the senior attendance officer who can supply strategies and look at supporting referrals for early years help.

Below 50% attendance: Your child is considered a **Severe Absentee** and will be subject to intervention from the Local Authority, legal interventions, statutory action including fixed term penalties, court proceedings and possible referral to other outside agencies for a supported return.

Absence Due to Illness

It is recognised that children can become ill and may occasionally need to have time off school. If the school feel that the pupil may need further support with maintaining good health or there are concerns around the number of times the pupil is ill, school will request parents to provide medical evidence to support the family and school in implementing effective support.
Letters and recommendations from medical professionals will be considered on a case-by-case basis but will not automatically be seen as a reason to authorise an absence.
Absences due to parents/carers health or medical procedures will not be authorised as standard.
If your child is unwell and you are unsure of whether to send them in to school a useful site to check is https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/

The school may be able to administer some over the counter medications with parental consent, to help your child manage minor illness when in school. This will be decided on a case-by-case basis.

Medical Conditions

Pupils attending our Schools may have medical conditions, either long or short term that will affect their attendance at some stage in their school career. We understand that students with medical conditions are more vulnerable and have greater needs than the majority of their mainstream counterparts. This means that they may have more genuine absences from school for medical reasons or experience greater social needs than others. It is our responsibility as educators to do all we can to encourage and support regular and frequent school attendance whilst they are facing the challenge of ill health and remove the in-school barriers these pupils face, including considering external support and reasonable adjustments, for example, supporting their ongoing learning.

One of our aims is to support children back into school as soon as their health allows because we know that this is best for the child. We aim to help ensure that the reintegration process encourages maximum attendance is resumed as quickly as possible. This includes working with families, ensuring that they understand how important regular attendance is to their child's development and health. We will support routines where school transport is regularly being missed and work with other partners to encourage the scheduling of additional support interventions or medical appointments outside of the main school day.

We give high priority to conveying to parents/carers and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there are concerns about attendance. If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents/carers and pupils, to resolve those problems as quickly and efficiently as possible.

It is crucial that our schools receive and fully consider advice from healthcare professionals and listen to and value the views of parents and pupils. We understand that some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Some pupils may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. We will ensure that staff are properly trained to provide the support that pupils need, their healthcare plan is closely monitored and implement an Individual Healthcare plan if needed. We do not, however, do not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so.

We are committed to ensuring that all relevant staff are made aware of a child's condition, that there are cover arrangements in place in case of staff absence or turnover and any supply staff are briefed fully. Parents/carers should provide the school with sufficient and up-to-date information about their child's medical needs. Our attendance policy should be applied fairly and consistently but in doing so we will always consider the individual needs of pupils and their families who have specific barriers to attendance.

Welcome Back

On returning from absence, all pupils are made to feel welcome, helped to catch up on missed work and brought up to date with any information that has been passed to the other pupils.

Request for leave of absence

The DfE states: ***'Head teachers should only authorise leave of absence in exceptional circumstances. If a head teacher grants a leave request, it will be for the head teacher to determine the length of time that the child can be away from school. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm.'***

Headteachers may not grant any leave of absence during term time unless there are **exceptional** circumstances only and this is not the norm. It is important to note that Headteachers can determine the length of the authorised absence as well as whether the absence is authorised at all.
The fundamental principles for defining 'exceptional' are rare, significant, or unavoidable circumstances (which means the event could not reasonably be scheduled at another time). Circumstances will vary from family to family.

There is no legal entitlement for time off in school time to go on holiday and, in the vast majority of cases, holiday will not be authorised.

Parents/Carers wishing to apply for a leave of absence need to fill in an application form (available on request from the school office) in advance and before making any travel arrangements. If term time leave is taken without prior permission from the school, the absence will automatically be unauthorised and if the number of sessions absent exceeds 10 sessions, the school may request the Local Authority to consider issuing a fine or a warning letter.

Taking holidays in term time will affect your child's schooling as much as any other absence and as such, we expect parents to help us by not arranging holidays during school time. Unauthorised absence of more than 10 sessions (a session being one morning or afternoon) in a ten-week period can be issued with a penalty notice.

School work for pupils that are absent will only be provided during exclusions or long-term medical absences and not during unauthorised absences.

Religious Observance

We recognise that pupils of certain faiths may need to participate in days of religious observance. Where a day of religious observance:

- falls during school time and

- has been exclusively set apart for religious observance by the religious body to which the pupil belongs.

The absence will be authorised. We ask that the parents/carers notify the school in advance.

4. How We Can Support Our Children to Attend

Strategies employed by the school.

The school will:

- Set high expectations for attendance and punctuality for all pupils.
- Provide additional support for those families and pupil cohorts that need it most.
- Make sure attendance improvement is approached as a whole staff team.
- Provide an attendance policy that outlines clear process for reporting and recording absence.
- Record registers accurately.
- Monitor attendance data to enable early intervention where needed.
- Treat absence as a safeguarding concern where necessary.
- Provide a physical environment that is warm, safe and meets need.
- Provide an enticing curriculum
- Establish strong communication channels with parents, varying methods according to need.
- Provide clubs, activities and wraparound care to encourage attendance, engagement and belonging.

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

Children are sometimes reluctant to attend school. Any problems with regular attendance are best dealt with between the school, the parents and the child.

If a child is reluctant to attend, it is never better to enable them to stay away from school. This may give the impression that attendance does not matter and may make things worse.

Please do contact your child's class teacher, pastoral worker or attendance staff as soon as possible to openly discuss your worries. Your child could be avoiding school for a number of reasons such as difficulties with schoolwork, friendship problems, family difficulties, special educational needs or bullying issues. It is important that we communicate effectively to identify the reason for your child's reluctance to attend school and work together to tackle the problem.

In some cases, you may find it helpful to discuss the circumstances of your child's difficulties with another professional and we may be able to make referrals or signpost you towards further assistance.

What can parents do to encourage their child to attend school?

- Make sure your child gets enough sleep and gets up in plenty of time each morning.
- Ensure that they leave home in the correct clothes and are properly equipped. (contact the school if you require assistance with this)
- Show your child, by your interest, that you value their education.

- Be interested in what your child is doing in school, chat to them about the things they have learnt, their progress towards rewards, their friendships, and even what they had for lunch!
- Speak positively about school at home.

For many parents, a child starting school may be their / your first experience of being separated from them. This can seem daunting at first but thinking and speaking of it as a new and exciting adventure will help you both. The transition into a settled and happy school life also depends on routine and regular, punctual attendance can help as much as any other intervention.

Record preservation

School registers are legal documents. We will ensure compliance with attendance regulations by keeping attendance records for at least 3 years. Computer registers will be preserved as electronic back-ups.

Criteria for success

- Improved attendance percentage for persistent absentees (**10% or higher of their possible sessions missed**)
- Improved attendance data across all years.
- Attendance rate increases
- Authorised absence rate decreases
- Unauthorised absence and persistent absence rate decreases
- Improvement in individuals' attendance
- The profile of good attendance within the school community is raised

APPENDIX 1 - Attendance on a page Hollybrook's schools

We recognise that **good attendance (above 96%)** is key to good pupil outcomes. The links between regular attendance, **reaching potential attainment and future life opportunities** are well researched. For this reason, the school will encourage good attendance and be robust in monitoring attendance and take action when attendance falls below the expected level. **Good attendance impacts significantly** on progress, learning, friendship groups and the child's overall happiness at school.

Easy as

1. There are 190 school days in a year; this leaves 175 days to spend on family time and holidays.
2. It is the responsibility of parents and carers to ensure that their child(ren) attend school **every day and on time.**
3. The school opens at: ; **registration is from** . Please arrive as close to as possible to maximise learning opportunities for your child.



Attendance Matters

Every student Every Day

We're here to help!

We understand that there are many reasons why children may be absent or late for school. Please speak to staff about ways that we can support you with this.



If your child misses...	That equals...	Which is...	And over 13 years of schooling that's...
1 day per fortnight	20 days per year	4 weeks per year	almost 1.5 years
1 day per week	40 days per year	8 weeks per year	over 2.5 years
2 days per week	80 days per year	16 weeks per year	over 5 years
3 days per week	120 days per year	24 weeks per year	almost 8 years

Key Contacts:

Attendance Champion:

Attendance Officer:

Leave of absence is only given in very exceptional circumstances. We have a duty to follow the Local Authority code of conduct for issuing Fixed Penalty Notices for absence.

Reporting Absences:

A parent/carer must notify the school of the reason for a child's absence **before** **on the day of absence.**

To report absence please:

HAMWIC EDUCATION TRUST

Our Attendance Policy should be read in conjunction with the Child Protection and Safeguarding Policy.

APPENDIX 2 – BCP Fixed Penalty Notice Guidance

Helping parents to understand the changes to fines for term time holidays

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued for unauthorised holidays recorded by schools **after 19th August 2024**.

Who may be fined?

Penalty Notice Fines are issued to each parent who allows their child to be absent from school.

For example: 3 siblings absent for term time leave, would result in each parent who allowed the holiday receiving 3 separate fines.

National Threshold

There will be a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period.

For example: a 5 day holiday would meet the national threshold.

The 10-school week period can span different terms or school years.

First Offence

The first time a Penalty Notice is issued for an unauthorised term time holiday the fine amount will be:

£80 per parent, per child if paid within 21 days.

Increasing to £160 if paid between days 22-28.

Second Offence

(within 3 years)

The Second time a Penalty Notice is issued for unauthorised absence the amount will be:

£160 per parent, per child, payable within 28 days.

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed a Penalty Notice will not be issued and local authorities will need to consider other available measures to address the absence concerns. This may mean that cases are presented before a Magistrate's Court. If convicted, sanctions can include a fine of up to £2,500 and a prison sentence of up to 3 months, and you will have a criminal record.

Cases found guilty in the Magistrates' Court can show on the parent's future DBS certificate due to 'failure to safeguard a child's education'.

APPENDIX 3 – Dorset Fixed Penalty Notice Guidance

Circumstances in which a parent of a registered pupil at a Dorset school/academy may be issued with a penalty notice

Penalty notices may only be issued in relation to the unauthorised absence of a pupil of statutory school age. A pupil will be of statutory school age from the beginning of the school term immediately following the child's 5th birthday. A pupil ceases to be of statutory school age on the last Friday in June of the school year in which they turn 16.

The Department for Education have made clear, within their updated guidance 'Working together to improve school attendance' (May 2022), that legal action in respect of irregular school attendance should only be considered where support has been offered but has either not been engaged with or has not been successful. When used, it should be clear that it will change parental behaviour and in making the decision to use an intervention, headteachers and local authority officers should have regard to their safeguarding duties as set out in the statutory guidance on Keeping Children Safe in Education.

In Dorset, parents will only be issued with one penalty notice per parent for each child during any 12 month period. Should a pupil have further unauthorised absences/avoidable lateness recorded, following the issue of a penalty notice/s, schools may request that cases be considered for direct prosecution under section 444 Education Act 1996.

Where a pupil's absence record meets one of the criteria mentioned below, Head Teachers must exercise their discretion in deciding whether or not they request for a penalty notice to be issued to parent/s. Dorset Council will only issue penalty notices in line with this Code of Conduct where:

- the Head Teacher requests that a fine/s be issued to parent/s;
- it is clear that one of the relevant criteria and associated coding of absence within this Code of Conduct has been met;
- parents have been appropriately warned of the risk of receiving penalty notice fines.

In Dorset, Head Teachers may request that a penalty notice be issued to the parent/s of a pupil where one of the following criteria may be evidenced:

Leave, for the purposes of a holiday, during term time

- 3 or more consecutive school days (6 or more sessions) of unauthorised absence (G coded within the school's register) are recorded during the first ten days from the date on which the school reopens at the start of a new academic year in September;
- 5 or more consecutive school days (10 or more sessions) of unauthorised leave (G coded within the school's register) are recorded AND where the attendance level in the 10 school weeks immediately preceding the unauthorised leave falls below 90%, with the majority of absences within that period being recorded as unauthorised (O, U and/or G coded);
- Where a parent fails to make an application for leave during term time AND where a pupil has 5 or more consecutive school days (10 or more sessions) of unauthorised absence recorded (G coded within the school's register). N.B. Previous attendance patterns will not be considered in such cases.

Parents must be duly warned, in writing under separate cover, of the potential legal ramifications should they choose to remove their child from school for the purpose of a holiday. Where a parent fails to make an application for leave and takes their child on holiday during term time, schools must notify the parent/s of their intention to code the absences as unauthorised (using the G code) and request that penalty notices be issued.

Schools/ Academies must reference their use of penalty notices within their Attendance Policy, which must be available to all parents/carers online and/or in hard copy within the school, accessible to parents to read. Schools should remind parents of the protocol regarding leave of absence during term time.

A leave of absence is granted entirely at the headteacher's discretion. The decision to request a fixed penalty notice for an unauthorised leave of absence belongs to the Head Teacher and any queries related to the issuing of a fixed penalty notices will be directed to the school who have made the decision. Upon receiving an application for leave during term time, Head Teachers should consider whether the reasons for the leave may be considered exceptional circumstances. If the circumstances are not considered to be exceptional, the absences must be recorded as unauthorised, using the G code.

Headteachers must request a penalty notice for leave of absence within two weeks of the child returning to school. Penalty notices requested for leaves of absence after this time will not be processed. This will help to issue penalty notices in a timely manner. When making a request for a penalty notice please ensure that the request is for the parent or parents with responsibility for the pupil's attendance. The decision to request a penalty notice for one or both parents should be considered on a case-by-case basis by Head Teachers.

The penalty notice will not be issued without the following documentation being attached to the request:

- the parental request for leave in term time
- evidence of the school's response unauthorising the request
- registration certificate signed and dated by the Head Teachers
- where the parents did not request a leave absence, a letter from the Head Teacher to the parent informing them that their child has had a period of unauthorised absence

Other unauthorised absence/lateness

- Where a pupil has a total of 5 or more days (10 or more sessions) of unauthorised absence recorded across a 12 school week period and the absences have been coded using either O, U and/or G codes;
- Where a pupil regularly arrives to school late (after the attendance register has closed and where a U code has been entered into the register in line with the school's published attendance policy) AND where no valid reason is provided for the lateness, meaning that it could have been avoided.

Parents should engage in meetings to discuss/resolve concerns around their child's attendance, as failure to do so may lead to cases being considered appropriate for legal action. Parents must have been issued with a Legal Action Warning Letter, under separate cover, and provided with opportunities to inform the school of any factors which may be impacting their ability to ensure their child's regular attendance at school. Legal Action Warning Letters are are valid for 18 calendar weeks. Where parents have not been adequately warned of the risk of being issued with penalty notices, requests may not be actioned/penalty notices may subsequently be withdrawn.

APPENDIX 4– Southampton Fixed Penalty Notice Guidance

SOUTHAMPTON CITY COUNCIL

(Insert School Logo)

School Absence Penalty Notices 2024/2025- A Parent's Guide

With the introduction of the new Department of Education National Framework for Penalty Notices, the following changes will come into effect for all Penalty Notices issued due to unauthorised absence that has taken place after 19th August 2024.

When will Penalty Notices be issued?	Who will Penalty Notice be issued to?	How will Penalty Notices be issued?
•Penalty Notices can be issued when a statutory school-aged child has had 10 sessions (5 school days) or more of unauthorised absence within a 10 school week period. •Only two penalty notices will be issued to the same parent for the same child within a 3 year period. Also see below.	•A Penalty Notice will be issued to each parent for each absent child. •For example, for a family of four, the mother would receive 2 penalty notices (1 for each child) and the father would receive 2 penalty notices (1 for each child), totalling 4 penalty notices.	•All schools in Southampton City Council's area can request the Council to issue penalty notices. If the school's request meets the criteria for issue, the penalty notice/s will be issued with a accompanying letter. •The penalty notices and accompanying letters are sent via first class post to the recorded home address of each parent.

First Offence/ First Penalty Notice

- The First Offence/ First Penalty Notice issued for 10 or more sessions for unauthorised absence within 10 school week period will be payable within 28 days.
- If the Penalty Notice is paid on or before the 21st day of payment, the amount due is £80 per parent per child.
- If the Penalty Notice is paid between the 21st day and the 28th day of payment, the amount due is £160 per parent per child.

Second Offence/ Final Penalty Notice within 3 years

- The Second Offence/ Final Penalty Notice issued for 10 or more sessions for unauthorised absence within 10 school week period for the same child and same parent will be payable within 28 days.
- The amount payable is £160 per parent per child.
- There is no option to pay this Penalty Notice earlier at a reduced rate.

Third (and any further offences within 3 years)

- The Third Offence of 10 or more sessions for unauthorised absence within 10 school week period for the same child and same parent will instigate Court Proceedings via the Single Justice Procedure.
- The Council can use its discretion to instigate other alternative actions such as an Education Welfare Officer becomg involved.

Further information can be found on the school website (add link) and on Southampton City Council's website, under School attendance and support (southampton.gov.uk).

APPENDIX 5– Portsmouth Fixed Penalty Notice Guidance



What does the law say?

Either: You took your child on a leave of absence in term time that was not approved by the school

Or: Following a warning about your child's irregular attendance there were further unauthorised absences.

Why have my partner/spouse and I both received a Penalty Notice?

Each parent is individually responsible for the child's attendance and commits a separate offence if the child does not attend school on a regular basis. Therefore both parents will receive a Penalty Notice and each parent will be individually responsible for the payment of their own Penalty Notice.

Why have I received a Penalty Notice when I do not live with my child?

If you have parental responsibility for your child and are in regular contact then you are still legally responsible for your child's school attendance. The dates on the invoice are not the dates of our leave of absence (holiday).

Why is this?

All dates on a Penalty Notice run from a Monday to a Friday. Your leave of absence (holiday) was taken within the dates on your invoice. It does not necessarily mean that your child was absent for the whole of this period.

How do I pay?

Details of the ways to pay are included on the back of the invoice. Payments cannot be made directly to the School Attendance Service.

Can I pay the fine in instalments?

No. Payment in part or by instalments is not an option with Penalty Notices. Payment can only be made within the dates specified on the notice

Can I appeal? No. There is no statutory right of appeal once a Penalty Notice has been issued. However, if you consider that it's issue was procedurally incorrect then contact the School Attendance Service with the relevant information.

What happens if I don't pay? If you don't pay the fine within 28 days the Local Authority will take you to court for the original offence of failing to ensure your child's attendance at school. If proven you could be liable to a fine of up to £2500 and/or a 3 month custodial sentence.

APPENDIX 6 - What your child missing out on

No Absence	10 days absence	12 days absence	19 days absence	29 days absence	38 days absence
100%	95%	94%	90%	85%	80%

The effect on progress

No Absence	10 days absence	12 days absence	19 days absence	29 days absence	38 days absence
190 days of education	180 days of education	178 days of education	171 days of education	161 days of education	152 days of education
100%	95%	94%	90%	85%	80%
Very Good	Acceptable	Worrying	Very worrying	Serious Concern	
Best chance of progress and success. More likely to be socially happy		Harder to progress, experience success or make friends		This is persistent absence. Very hard to make progress and social outcomes are often poor.	

APPENDIX 7 – Process for Leavers

If your child is leaving our school (other than when transferring to the secondary school) parents are asked to give the school office comprehensive information about their plans including any date of a move and your new address and telephone numbers, your child's new school and the start date when known. This should be submitted to our school in writing.

If pupils leave and we do not have the above information, then your child is considered to be a 'Child Missing in Education'.

This requires schools and Local Authorities to carry out investigations to try and locate your child, which includes liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

- Parent/Guardian is required to notify the Headteacher in writing, giving the leaving date, new address and phone numbers and detailed reasons.
- Parent/Guardian to complete the Southampton City Council in year transfer application In-year transfer (southampton.gov.uk)
- Parent(s)/Guardian(s) need to ensure that they have cleared all payments on the Parent Pay system.
- The school will contact the child's new setting on the date stated they will start to confirm that this transfer has taken place.

APPENDIX 8 – Possible Exceptions to Unauthorised Absence

Absence through child participation in public performances, including theatre, film or TV work and modelling.

Parents/carers of a child performer can seek leave of absence from school for their child to take part in a performance. They must contact the Headteacher to discuss the nature and frequency of the work, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. Any absence approved by the Headteacher as being part of a child's participation in a public performance is recorded as an authorised absence.

Absence through competing at regional, county or national level in sport.

Parents/carers of able sportsmen and women can seek leave of absence from school for their child to take part in a regional, county, national and international events and competitions. It is however, down to the Headteacher's discretion whether to authorise this. They will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions are also at the discretion of the Headteacher and are not likely to be approved if it is a regular event, unless the sports club or association are providing an education tutor as part of their coaching.

Service Families

The Ministry of Defence (MoD) issue additional guidance to schools with regards to term time absences for the children of service families. This is provided because it is acknowledged that the operational needs of the Armed Forces may legitimately prevent a service family from taking holidays within the school holidays. Ultimately the decision on whether to authorise leave in term time still lies with the Headteacher, however further clarification regarding the exact circumstances may be sought from Unit Commanding Officers and their welfare staff. When deciding whether to authorise an application for a leave of absence from a service family, the Headteacher will take into account the circumstances, the child's attendance record and the school year which the child is in.

Gypsy Roma and Traveller families

Absence of a child from a traveller family that has left the area may be authorised if the absence is for work purposes only and it is believed that the family intends to return. To ensure the continuity of learning for traveller children, dual registration is allowed. That means that a school cannot remove a traveller child from the school roll while they are travelling. When the traveller is away the home school holds the place open and records the absence as authorised through the T code. Distance Learning packs for traveller children are not an alternative to attendance at school.