



# Attendance Policy

**Date adopted: November 2018**

**Date for Review: November 2019**

## PRINCIPLES AND AIMS

Regular school attendance is an important part of giving your child the best possible start in life. Attending school regularly is important for your child's future and children who miss school frequently can fall behind with their work and do less well academically. Poor attendance can affect a child's motivation and enjoyment of learning. Students who attend school regularly feel more connected to their community, develop important social skills and friendships.

### We aim to:

1. Promote high levels of attendance and good punctuality.
2. Maintain and improve upon current attendance levels through a consistent approach to registration and the monitoring of attendance.
3. Ensure the completion and maintenance of attendance registers.

We work in partnership with parents, carers, support agencies and the local community to encourage and support all children to achieve high levels of attendance and punctuality. Where attendance levels fall below this we will work with the Local Authority to make full use of statutory duties available to encourage and ensure excellent levels of attendance. Should these efforts fail to improve attendance the school will actively seek, in liaison with the Education Welfare Service, the use of legal remedies, including Penalty Notices and parental prosecutions.

### We will:

- celebrate success during termly Celebration Assemblies
- monitor attendance rates and offer support to families where there are attendance issues
- keep and maintain accurate records
- liaise with partners including the Education Welfare Officer

## EXPECTATIONS, ROLES AND RESPONSIBILITIES

### School Staff

The teacher in charge of a class must accurately take a register of attendance at the school agreed times and in accordance with the agreed method (see School Register & Attendance Policy – Appendix 1).

A designated member of the staff on the first day will, if no reason for the absence is known, call parents to ascertain this information.

The Headteacher will regularly monitor attendance and contact parents when concerns arise.

### Parents

It is the parents' legal responsibility to ensure that their child attends school. This includes being punctual. When a child is absent it is the parents' responsibility to inform the school at the earliest possible occasion either by telephone, email or via Parentmail.

### Governors

Governors have a responsibility to have an overview of the school's attendance and to monitor this. They are to act as a critical friend, determine targets and gauge the impact of the attendance policies and approaches.



## RECORD KEEPING

1. Registers and all related correspondence will be kept for a period of six years.
2. Any correspondence regarding concerns about a child's attendance will be kept in the child's individual file. This will be passed on to the next school at the point of transfer.

## ABSENCE REPORTING- Guidance for parents/carers

### Absence Due To Illness

- DAY 1 Parent/carer to contact the school by 9.15am by telephone, email or Parentmail on the day of absence to confirm the following:
- Child's name
  - Reason for absence ("unwell" or "poorly" is not sufficient) – to be recorded on electronic register
  - Time/date of medical appointment (if made)
- DAY 2 As DAY 1
- DAY 3 As DAY 1
- Note: If a child does not return to school on DAY 3, then from DAY 4 onwards, the school reserves the right to ask parents to provide supporting medical evidence – e.g. appointment card/letter; note from GP; specialist report; copy of prescription etc. – before consideration will be given whether or not to authorise the absences (wholly or in part)
- DAY 4+ As DAY 1 until
- Child returns to school or
  - As otherwise agreed with a senior member of school staff

After 3 consecutive school days of absence, further absence will not automatically be authorised by the Headteacher and relevant medical evidence to support the absence may be requested.

If a child accumulates 15 school days (30 sessions) of authorised absence due to illness within an academic year (consecutively or non-consecutively) the school will contact the child's GP for further guidance. This will not apply if the child has a known and significant on-going health issue.

Unauthorised absences of 5 days (10 sessions) or more in any 12 weeks period may result in your child's case being referred to the Education Welfare Service with a request for the consideration of a Penalty Notice to be issued to the parent(s)/carer(s) responsible for the child's regular school attendance. Further details of the Penalty Notice process may be obtained from the EWO responsible to this school (see below)

### Term-time Leave Requests, inc. holidays

**Parents/carers have no entitlement to take their child out of school during term-time.** Any requests for term-time leave, up to a maximum of 10 school days in an academic year, must satisfy the following conditions before they will be considered by the Headteacher:

- Exceptional circumstances apply – e.g. forces personnel; significant year round seasonal employment restrictions (a letter from the employer stating to this effect must be provided); unforeseen family circumstances etc. Financial reasons are NOT an exceptional circumstance.
- Requested in advance of leaving (at the earliest possible opportunity and at least two weeks' notice)
- A definite return date provided – any child not returned to school on the expected date will be considered a 'Child Missing from Education' and will be referred to the Education Welfare Service as a child protection concern. This may trigger a home visit and involvement from the local police.

# MILVERTON COMMUNITY PRIMARY SCHOOL AND PRE-SCHOOL



The coding of any absence from school, for whatever reason(s) given, is ultimately at the sole discretion of the Headteacher; therefore the school may request sight of relevant evidence to support an absence of any length of time.

**It is the responsibility of the parent/carer to obtain the relevant evidence to support any absence from school. If evidence is not provided on request the absence will be coded as unauthorised and a penalty notice may follow.**

## STANDARDS and MONITORING

1. The Education Welfare Officer and Headteacher will initially monitor attendance.
2. Children's attendance will be classified in the following way:
 

98% to 100%	Excellent attendance
96% to 98%	Good attendance
92% to 95%	Below average attendance
Below 92%	Attendance below this level may trigger action by the school
3. The Headteacher will check the attendance of all children on a half termly basis. At the end of each term a summary of every child's attendance will be sent home.
4. Parents may be informed by letter if their child's attendance falls below 95%. This communication will be supportive and will take into account individual circumstances. Persistent levels of attendance below 95% are of concern and will be investigated.
5. If a child's attendance levels approach 92%, they will be discussed with the Education Welfare Officer (EWO)
6. Attendance figures are monitored by the Government on a termly basis. The annual attendance figures for the school are published on the school website.

<b>Attendance Concerns Pathway</b>	
Level 1	You will receive a <b>letter 1</b> if your child's attendance falls below 95%. This is intended as a supportive gesture providing you with information that can be shared with your child to improve attendance in school before it becomes a cause for concern.
Level 2	If your child's attendance continues to fall you will receive a <b>letter 2</b> . Over the next two weeks we will expect to see full attendance in school and thereafter it will be continually monitored until it is above 95%.
Level 3	Your child's attendance is now becoming a cause for concern. You will be invited to an Attendance Meeting with the Headteacher, <b>letter 3</b> , to discuss how your child's attendance can be improved and an Education Attendance Parenting Agreement will be drawn up. <b>Letters 4a &amp; b</b> . At this point the Education Welfare Office (EWO) will be aware of the matter and will expect to see collaboration, hopefully avoiding their involvement.
Level 4	Referral to the Education Welfare Officer (EWO) due to your child having unauthorised absences of 5 days (10 sessions) or more in any 12 school week period. Initially a Parent Contract Meeting may be arranged with the EWO, who will be kept informed of continued irregular school attendance. There are a number of different options for EWO involvement and in all cases the parent(s)/carer(s) will be kept informed, usually by letter from the school, of the proposed option. <b>Letter 5</b> . <b>WPN</b> – Warning Penalty Notice – This requires a three school week period with no unauthorised absences. No further action will be taken if this is successfully completed and attendance continues to improve. If there are any unauthorised absences this will lead to a PN, unless absence due to illness is supported by medical evidence. <b>PN</b> – Penalty Notice – This is only used in the case of persistent unauthorised term time leave and attendance has shown no improvement after the WPN.

### Fixed Term Penalty Notice

The parent(s)/Carer(s) responsible for the child's regular school attendance will have 21 days to pay this £60 fine, after which it goes up to £120 per parent per child. Failure to pay a Fixed Penalty Notice within 28 days may result in a criminal conviction and a fine in the Magistrate's Court of up to £1000. A Fixed Penalty Notice might also be issued if a child's attendance falls below 92% with 10 sessions or more of unauthorised absence where no satisfactory reason, explanation or evidence is given.



**Attendance letters 1-5 are in this policy in Appendix 4**

Our Education Welfare Officer can be contacted at:

Education Welfare Service  
Support Services for Education  
Holway Centre  
Byron Road,  
Taunton TA1 2JD  
01823 334475  
[www.SupportServicesforEducation.co.uk](http://www.SupportServicesforEducation.co.uk)

- Appendix 1 School Register and Attendance
- Appendix 2 Absence Request Form
- Appendix 3 Attendance Codes
- Appendix 4 Template Letters 1 – 5, copy of information for reverse of letters and Education Attendance Parenting Agreement.
- Appendix 5 EWO Flow chart
- Appendix 6 EWO Referral Form



## SCHOOL REGISTRATION AND ATTENDANCE POLICY: (Appendix 1)

8.45 am	School Open
8.55 am	Registration
9.05 am	Registration closes
9.06 am	The point at which arrivals are classed as “late” and the register will be marked “L”
9.15 am	The point at which arrivals are classed as “unauthorised absence” and register marked “U”

### Years R-4

1.10 pm	Lunch break ends
1.10 pm	Afternoon registration
1.15 pm	Afternoon registration closes

### Years 5-6:

1.25pm	Lunch break ends
1.25pm	Registration
1.30pm	Afternoon registration closes

3.15 pm      **End of School**

- Registers are taken by the class teacher using the electronic register in the morning and afternoon. In the morning, absences are then followed up by office staff.
- Registers are marked in accordance with the DFE guidance coding.
- If unsure about reason for absence, staff will leave the code as N until further clarification for absence is sought from parents. If no satisfactory reason is provided within 24 hours the absence will be coded as unauthorised.
- Pupils who come into school after registration closes will be awarded an ‘L’ late code. These are regularly monitored by school leaders.
- Parents will receive a termly attendance report so they are aware and can support their child’s attendance.
- Pupils whose attendance drops below 95% will be monitored and discussed, where appropriate, with the Education Welfare Officer.



<b>Appendix 2</b>		<b>Absence Request Form</b>	
<b>Absence Information</b>			
<b>Name of child/ren</b>			<b>Class:</b>
			<b>Class:</b>
			<b>Class:</b>
<b>Inclusive Dates of absence:</b>	<b>From:</b>		<b>To:</b>
<b>Exceptional Reason for Absence:</b>			
<i>(You must submit requests for planned absences at least two weeks prior to the first day of absence.)</i>			
<b>Signed (parent/guardian):</b>		<b>Date:</b>	
<p>When deciding whether to allow term time leave, for any reason, the school will consider:</p> <ul style="list-style-type: none"> <li>The specific nature of the request</li> <li>The time and duration of the leave</li> <li>Your child's record of attendance</li> <li>The learning that will be missed</li> </ul> <p style="text-align: center;"><b><u>IMPORTANT INFORMATION FOR PARENTS/CARERS:</u></b></p> <ul style="list-style-type: none"> <li>There is no automatic right to absence for a family holiday. Authorisation of absence requests will depend on whether the application meets the LA 'Exceptional Circumstances' criteria.</li> <li>Authorisation during, and leading up to, examination periods (e.g. SATs) and in the first term of any new school placement (or academic year) will not be granted. Requests for extended leave will not be authorised, if a similar request was authorised (or extended leave was taken) during the previous academic year.</li> <li>Parents whose children are on a school register have a duty to ensure that their children attend regularly and if they fail to do so they may be guilty of an offence under the Education Act, 1993.</li> <li>NB. If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. This may result in a penalty notice being issued or legal action taken for poor attendance.</li> </ul>			
<b>For school use only</b>			
<b>Current attendance percentage:</b>			<b>More than 98%</b>
			<b>96% to 98%</b>
			<b>92% to 95%</b>
			<b>Less than 92%</b>
		<b>Excellent</b>	
		<b>Good</b>	
		<b>Below average attendance</b>	
		<b>Unsatisfactory</b>	
<b>Attendance history:</b>	<b>Year:</b>	<b>Year:</b>	<b>Year:</b>
<input type="checkbox"/> <b>SATs year?</b>			
<input type="checkbox"/> <b>Holiday request?</b>			
<b>Decision</b>			
<input type="checkbox"/> <b>Authorised</b> <input type="checkbox"/> <b>Unauthorised</b>			
<b>Comments:</b>			
<b>Signed:</b>		<b>Date:</b>	
<i>If you would like to discuss attendance matters further, please call:</i> <b>Educational Welfare Officer on 01823 334475</b>			



## TERM TIME LEAVE ADVICE FOR SCHOOLS AND PARENTS

Amendments to the 2006 regulations were made by the [Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#) and come into force on 1 September 2013.

The amendments make it clear that schools can only grant leave of absence during term time for exceptional circumstances. All reference to a holiday and/or extended leave, including the threshold of ten school days is removed. Any request for leave must be made in writing for the attention of the Headteacher in advance.

There is no formal definition offered for exceptional leave at present by the Department for Education. However, from discussion with the DfE and concerned professional associations it is suggested that exceptional leave may include:

- *Forces staff returning from lengthy active service abroad*
- *Police, Fire Service staff being told when they can or cannot take leave*
- *If a close family member has a terminal illness and it may be a last chance to be together especially if the family member lived overseas*
- *Parents having to work abroad for a fixed, minimum term period*

### **Somerset County Council (SCC) supports schools:**

- In expecting parents and carers to make sure that children and young people attend school regularly. Any absence from school will impact on educational achievement, success in later life and longer term health and well being
- In ensuring the law is upheld. Parents and carers are committing an offence if they fail to ensure the regular and punctual attendance at school of their child. Schools must explain their stance on term time leave in their attendance policy so parents/carers are clear on expectations and potential consequences, such as any unauthorised absence including taking term time leave not agreed with the school, can result in a Penalty Notice being issued to each parent for each child. Any Penalty Notice unpaid is taken to Magistrates Court as failure to secure the regular attendance of their child. If found guilty of such an offence, they might receive a criminal conviction and a potential fine of up to £1,000.

SCC cannot override a school's decision not to authorise any term time leave. There is no right of appeal.

**Taking a child on holiday in term time interrupts the learning of the whole class. Teachers have to spend time helping children catch up when they return. Parents should arrange holidays for the 13 week school holiday periods. Schools are open 190 days which leaves 175 days of the year for a holiday.**

*Every day of your child's education is valuable. We hope that, when you have read this advice, you will consider that your child's education is too important to take extended absence during term time.*





## Appendix 3

### Attendance Codes

Code	School Meaning
/	Present (AM)
\	Present (PM)
B	Educated off site (not Dual Registration)
C	Other authorised circumstances
D	Dual registration (attending other establishment)
E	Excluded (no alternative provision made)
F	Extended family holiday (agreed)
G	Family holiday (not agreed or days in excess)
H	Family holiday (agreed)
I	Illness (not medical/dental appointments)
J	Interview
L	Late (before register is closed)
M	(Medical/dental appointments)
N	No reason yet provided for absence
O	Unauthorised circumstances
P	Approved sporting activity
R	Religious observance
S	Study leave
T	Traveller absence
U	Late (after registers closed)
V	Educational visit
W	Work experience
Y	Enforced closure
X	Non-compulsory school age absence
Z	Pupil not on roll
-	All should attend/No mark recorded
#	School closed to pupils and staff





Dear

Letter 1

**Re: Attendance of CHILD’S NAME – DOB**

As part of our commitment to supporting the progress of our pupils, attendance is monitored on a regular basis with a view to identifying those pupils whose attendance is a cause for concern. **Name** has been identified as one of those pupils due to their current level of attendance:

Overall School Attendance:	
Of which Authorised Absence is:	
Of which Unauthorised Absence is:	

This means **Name** has missed (**number of**) sessions which are unauthorised and (**number of**) sessions which are authorised.

Whilst we understand that missing school is sometimes unavoidable, I hope that you understand our obligation to highlight **Name’s** attendance level to you. Pupils need to attend school regularly to benefit fully from their education.

We anticipate that as the year proceeds the percentage of **Name’s** attendance will rise. All of our school’s attendance matters are discussed with the Education Welfare Officer who is available to offer support and advice. This can be requested via the school, should you require it. We will continue to monitor **Name’s** attendance and I look forward to seeing improvements.

Please feel free to contact me if you need to discuss the matter further. I hope we can work together to support **Name’s** attendance in future.

Yours sincerely,

**Mr R Stead**  
**Headteacher**

Attendance Concerns	
Level 1	X
Level 2	
Level 3	
Level 4	
See overleaf for details	



Appendix 4

Dear

Letter 2

**Re: Attendance of CHILD'S NAME – DOB**

As part of our commitment to supporting the progress of our pupils, attendance is monitored on a regular basis with a view to identifying those pupils whose attendance is a cause for concern. **Name** has been identified as one of those pupils due to their current level of attendance:

Overall School Attendance:	
Of which Authorised Absence is:	
Of which Unauthorised Absence is:	

This means **Name** has missed **(number of)** sessions which are unauthorised and **(number of)** sessions which are authorised.

Over the next two weeks, we will expect to see **Name's** full attendance in school. Thereafter, we will continue to monitor their attendance until it is above 95%. If there is some unavoidable reason for absence then we ask you to inform the school by telephone, email or via Parentmail before 9.15am. If a medical note or specific explanation cannot be provided for any absence, it will be classified as unauthorised.

Please feel free to contact me if you need to discuss the matter further. I hope we can work together to support **Name's** attendance in future.

Yours sincerely,

**Mr R Stead**  
**Headteacher**

Attendance Concerns	
Level 1	
Level 2	X
Level 3	
Level 4	
See overleaf for details	



Appendix 4

Dear

Letter 3

**Re: Attendance of CHILD’S NAME – DOB**

As part of our commitment to supporting the progress of our pupils, attendance is monitored on a regular basis with a view to identifying those pupils whose attendance is a cause for concern. **Name** has been identified as one of those pupils due to their current level of persistent absenteeism.

Overall School Attendance:	
Of which Authorised Absence is:	
Of which Unauthorised Absence is:	

This means **Name** has missed **(number of)** sessions which are unauthorised and **(number of)** sessions which are authorised.

I would like to discuss this matter with you and have made an appointment for **DATE** at **TIME**. The purpose of this meeting is to agree a plan to improve **Name’s** attendance. The Education Welfare Officer has been made aware of our concern, and it is their expectation that we have met, hopefully to avoid their involvement.

If you are unable to attend this meeting, please contact the school office to reschedule.

I look forward to meeting with you.

Yours sincerely,

**Mr R Stead**  
**Headteacher**

Attendance Concerns	
Level 1	
Level 2	
Level 3	X
Level 4	
See overleaf for details	

Appendix 4



Letter 4a

Dear

Re: Attendance of **CHILD'S NAME – DOB**

Thank you for attending our meeting to discuss **Name's** current attendance.

I enclose a copy of the completed Education Attendance Parenting Agreement for your information. I do need to make you aware that failure to engage with this agreement, ensuring your child's attendance improves significantly, will result in referral to the Local Authority for a Penalty Notice or other legal action. Please see the school's Attendance Policy on the school website for further information.

You need to be aware that if your child has 10 or more sessions of unauthorised absence, we may consider the application of a Penalty Notice.

Yours sincerely,

**Mr R Stead**  
**Headteacher**

Attendance Concerns

Level 1	
Level 2	
Level 3	X
Level 4	

See overleaf for details



Dear

Re: Attendance of **CHILD'S NAME – DOB**

I am sorry that you did not attend the meeting planned for **date** to discuss **Name's** current attendance.

In your absence an Education Attendance Parenting Agreement has been drawn up and put in place. I enclose a copy for your information. I do need to make you aware that failure to engage with this agreement, ensuring your child's attendance improves significantly, will result in referral to the Local Authority for a Penalty Notice or other legal action. Please see the school's Attendance Policy on the school website for further information.

You need to be aware that if your child has 10 or more sessions of unauthorised absence, we may consider the application of a Penalty Notice.

Yours sincerely,

**Mr R Stead**  
**Headteacher**

Attendance Concerns

Level 1	
Level 2	
Level 3	X
Level 4	

See overleaf for details



**EDUCATION ATTENDANCE – Parenting Agreement**

Name		Date of birth	
Address			
School		Year Group	

Current Attendance	%	Sessions of Unauthorised Absence	
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Details of Parents / Guardians / Carers (including Absent Parent(s))					
Forename		DOB:		DOB:	
Surname					
Relationship					
Address					
Contact Number					

Parent's Explanation for Poor School Attendance

Agreed Action Plan

New Attendance Target	%	Review Date	
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I agree to the Action Plan. I understand my responsibilities to ensure regular attendance at school and if there is no improvement legal action may be taken.	
Parent	Date



Dear

Re: Attendance of **CHILD'S NAME - DOB**

Overall School Attendance:	
Of which Authorised Absence is:	
Of which Unauthorised Absence is:	

I last wrote to you on **Date** concerning **Name's** school attendance, which in now **XX%** with **XX** unauthorised absences.

I need to make you aware that the Education Act 1996 states that it is the responsibility of the parent/carer to ensure that their child attends school at which they are on roll.

As your child's attendance has not improved, I am writing to advise you that we have now applied to the Local Authority for a Warning Penalty Notice/ Penalty Notice to be issued to you.

If you would like to help in addressing any issues affecting **Name's** school attendance, please contact me on the above number.

Yours sincerely,

**Mr R Stead**  
**Headteacher**

Attendance Concerns	
Level 1	
Level 2	
Level 3	
Level 4	X
See overleaf for details	





(The following information should be printed onto the reverse of letters 1 to 5 above)

## Absence Due To Illness

If there is some unavoidable reason for your child's absence then we ask parents to inform the school either by telephone, email or Parentmail before 9:15am on the first and then any subsequent day of illness/absence. If a reason is not supplied, the school will mark the absence as unauthorised.

Medical appointments are expected to be made out of school hours or during school holidays; if the appointment is on a school day during the either the morning or afternoon session, then your child is expected to be at school for the other session.

When your child is unwell, it can be hard deciding whether to keep them off school. These simple guidelines should help; please follow this link to NHS Choices <http://www.nhs.uk/Livewell/Yourchildatschool/Pages/Illness.aspx>

Genuine reasons for illness absence and medical appointments will be taken into account, but we may request that you provide medical evidence. A GP's letter is not necessary to support illness absences, medical verification could include an appointment card, prescription, hospital letter or even a pharmacy note.

Our expectation is 100% attendance for all children. We will write to those parents whose child's attendance falls below 95% regardless of whether absence is due to holiday, illness or any other reason and whether the absence is authorised or unauthorised.

Attendance Concerns Pathway	
Level 1	You will receive a <b>letter 1</b> if your child's attendance falls below 95%. This is intended as a supportive gesture providing you with information that can be shared with your child to improve attendance in school before it becomes a cause for concern.
Level 2	If your child's attendance continues to fall you will receive a <b>letter 2</b> . Over the next two weeks we will expect to see full attendance in school and thereafter it will be continually monitored until it is above 95%.
Level 3	Your child's attendance is now becoming a cause for concern. You will be invited to an Attendance Meeting with the Headteacher, <b>letter 3</b> , to discuss how your child's attendance can be improved and an Education Attendance Parenting Agreement will be drawn up – <b>letters 4a &amp; b</b> . At this point the Education Welfare Office (EWO) will be aware of the matter and will expect to see collaboration, hopefully avoiding their involvement.
Level 4	Referral to the Education Welfare Officer (EWO) due to your child having unauthorised absences of 5 days (10 sessions) or more in any 12 school week period. Initially a Parent Contract Meeting will be arranged with the EWO, who will be kept informed of continued irregular school attendance. There are a number of different options for EWO involvement and in all cases the parent(s)/carer(s) will be kept informed, usually by letter from the school, of the proposed option ( <b>letter 5</b> ). <b>WPN</b> – Warning Penalty Notice – This requires a three school week period with no unauthorised absences. No further action will be taken if this is successfully completed and attendance continues to improve. If there are any unauthorised absences this will lead to a PN, unless absence due to illness is supported by medical evidence. <b>PN</b> – Penalty Notice – This is only used in the case of persistent unauthorised term time leave and attendance has shown no improvement after the WPN.

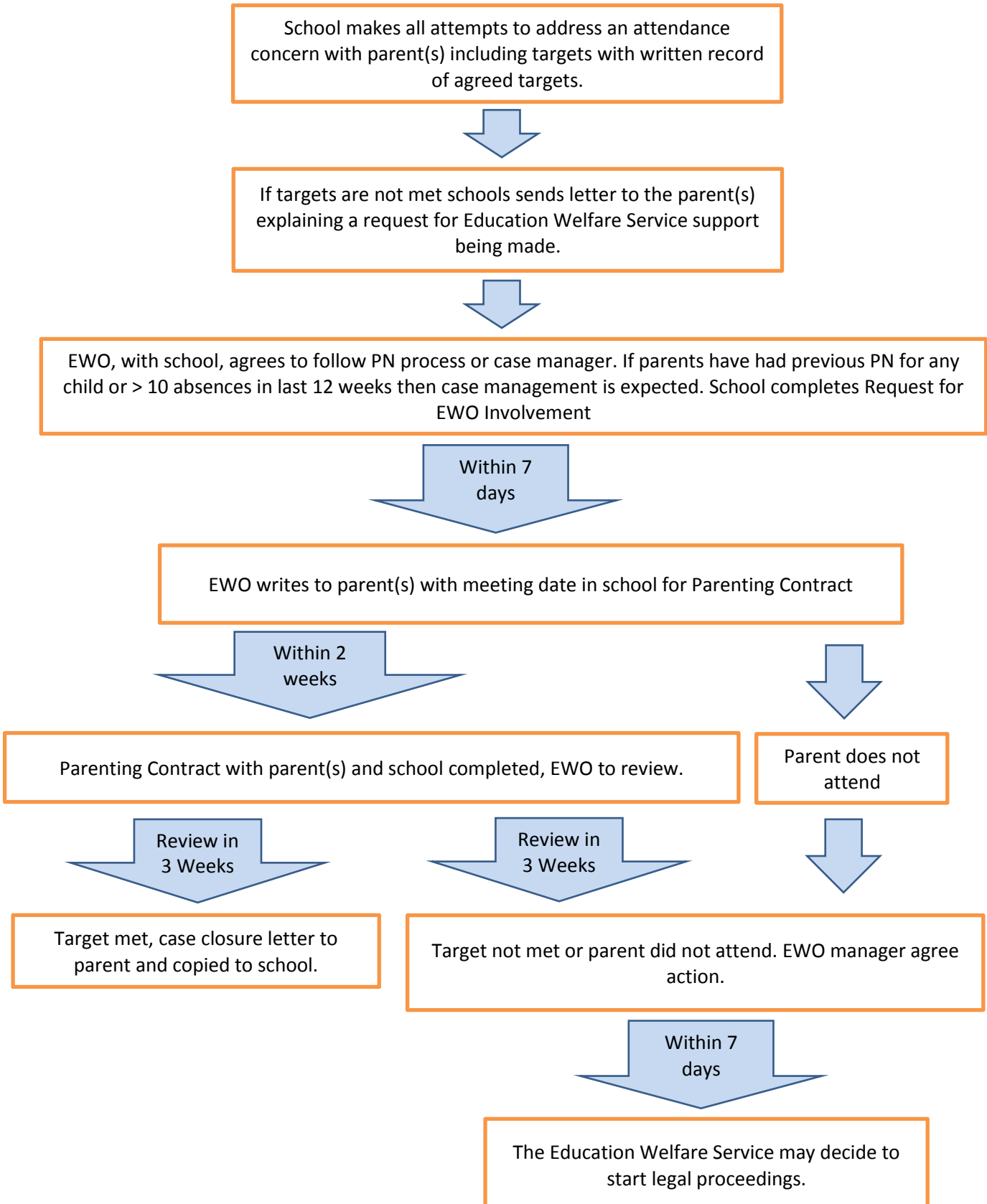
### Fixed Term Penalty Notice

The parent(s)/Carer(s) responsible for the child's regular school attendance will have 21 days to pay this £60 fine, after which it goes up to £120 per parent per child. Failure to pay a Fixed Penalty Notice within 28 days may result in a criminal conviction and a fine in the Magistrate's Court of up to £1000. A Fixed Penalty Notice might also be issued if a child's attendance falls below 92% with 10 sessions or more of unauthorised absence where no satisfactory reason, explanation or evidence is given.



Appendix 5

**EDUCATION ATTENDANCE PROCESS**





## EDUCATION WELFARE SERVICE – REQUEST FOR INVOLVEMENT

From  School/Academy

1. Request for Education Welfare Involvement
2. Request for Penalty Notice application following:
  - **Term time leave 10 consecutive sessions of unauthorised absence G code**   
(This will result in the issuing of a Penalty Notice)
  - **10 or more unauthorised sessions (in a period of no more than 12 school weeks)**   
(This will result in a warning period being given before a Penalty Notice is issued)

*NB: The Penalty Notice or Request for Involvement process will only be considered if a pupil has at least 10 sessions of unauthorised absence within the previous 12 school weeks.*

I certify that  date of birth   
 year group  is a registered pupil of compulsory school age, on roll at this school/academy.  
 He/she had  sessions of unauthorised absences between the dates below  
 and

### To the best of my knowledge, the person/s with parental responsibility for this pupil is/are:

Title (Mr/Mrs)  First Name  Surname   
 Relationship to student  Father / Mother / Carer / other (please specify)  
 Address Post   
 Code   
 Tel No   
 Is parent/carers aware of request for Penalty Notice / EWO involvement? Yes  No

### To the best of my knowledge, the person/s with parental responsibility for this pupil is/are:

Title (Mr/Mrs)  First Name  Surname   
 Relationship to student  Father / Mother / Carer / other (please specify)  
 Address Post   
 Code   
 Tel No   
 Is parent/carers aware of request for Penalty Notice / EWO involvement? Yes  No

**EHA completed?** Yes  Not offered  Refused   
**SENCO Involvement?** Yes  No

### Declaration:

I hereby certify that the information given in this form is true to the best of my knowledge. The information has been extracted from the school's current records – **copy of register attached.**

Signature \_\_\_\_\_ Name (printed) \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

**This form will be used in legal action relating to non-school attendance (unauthorised absence) of a registered pupil at the school. The Headteacher or a representative should send the completed form to your Education Welfare Officer. Please refer to the Penalty Notice Code of Conduct for full detail**