



Attendance Policy

Date adopted: March 2022

Date for Review: March 2023

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. This school has an expectation that all pupils will strive to achieve attendance between 97- 100%.

We aim to:

- Promote high levels of attendance and good punctuality.
- Ensure the accurate completion and maintenance of attendance registers.
- Maintain and improve upon current attendance levels through a consistent monitoring of attendance.
- To work in partnership with parents, carers and support agencies to encourage and support all children to achieve high levels of attendance and punctuality.
- To achieve the whole school attendance target of more than 96%
- Celebrate achievement during half termly Celebration Assemblies

EXPECTATIONS, ROLES AND RESPONSIBILITIES

School Staff

- It is the role of the Headteacher to ensure excellent attendance and be responsible for the Attendance Policy.
- The Headteacher will regularly monitor attendance and contact parents when issues arise.
- Teachers are responsible for accurate registration of pupils in the morning/ afternoon. (See Appendix 1 School Register and Attendance Policy)
- School staff will work with parent and carers to ensure regular and punctual attendance by dealing with any attendance issues in a supportive way.
- A designated member of the administration team will make contact with parents on the first day of absence when no explanation has been supplied to school. The member of staff will support the Headteacher in ensuring that attendance is monitored effectively by tracking attendance, raising any concerns and issuing attendance letters.
- School staff will follow the Attendance Concerns Pathway (Appendix 2) to resolve attendance issues when concerns continue after initial contact. It is always the intention of the school to work supportively with parents to secure improved attendance.
- The Headteacher will regularly report attendance figures to the Board of Governors.

Parents

- It is the legal responsibility of the parent of a child registered at a school to ensure that the child attends school regularly.
- Parents must ensure that children arrive at school on time and are ready for the school day.
- If there is an unavoidable reason for the child's absence, it is the parents' responsibility to inform the school at the earliest possible convenience by telephone, email or via Parentmail and then any subsequent day of illness.
- If there is a planned medical absence, parents are requested to tell the school office in advance so that the absence can be noted in the registers. The school may request proof of medical absence, such as an appointment card or letter.
- Medical appointments are expected to be attended out of school hours or in the school holidays; if the appointment has to be within a school day, a child should attend for part of the day wherever possible.
- Parents must keep the school fully informed with regards to medical issues that prevent good attendance.
- Parents must work in partnership with school to help their children understand the importance of attending school regularly.
- Parents must work with the school and outside agencies, such as the Education Safeguarding Service, to resolve issues about non-attendance as per the Attendance Concerns Pathway (Appendix 2).

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.

Attendance Register Procedure

Attendance registers are legal documents which may be required as evidence in court under the regulations governing pupil registration. Teachers are required to take an attendance register prior to the morning and afternoon sessions, using appropriate attendance codes (Appendix 3) that indicate whether each pupil is 'present', 'present at an approved educational activity', or 'absent'.

Teachers and administration staff are responsible for collecting absence information provided by parents either face-to-face, telephone, email or via Parentmail.

If a reason has not been received for absence, a designated member of staff will contact parents to ascertain a reason.

Unauthorised absence is any absence that has not been agreed by the school or has not had any satisfactory explanation from parents or carers.

Lateness to school will be recorded in the register by school staff and will be monitored. Any pupil arriving late must report to the school office on arrival. A late mark (L) will be used up to 9.20am, after which a U code will be used. A U code is an unauthorised absence and will affect a child's attendance figure.

Registers and all related correspondence will be kept for a period of six years.

ABSENCE REPORTING- Guidance for parents/carers

Absence Due To Illness

- DAY 1 Parent/carers to contact the school by 9.15am by telephone, email or Parentmail on every 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 5 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 the school is not satisfied about the authenticity of an illness, the absence will be recorded as unauthorised.
 - Where a pupil has a high level, for example 6 days over a term, and/or frequency of absence, the school may require medical evidence of some description in order to authorise future medical absences. If this is the case the school will make the parents aware of this expectation in advance.

STANDARDS and MONITORING

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

Persistent absence is set by the Government at below 90%. Pupils with this level of attendance are at severe risk of underachieving, therefore the school will work directly with families and external services to seek to improve attendance. This could include meetings with senior staff, a formal agreement/ contract to improve attendance, discussion at Team around the School meeting a referral for legal processes to be implemented, if the required improvements have not been made (see Appendix 2).

Unauthorised 'O' coded absences of 5 days (10 sessions) or more in a 12 week period may result in a Warning Penalty Notice to be issued by the school to the parent/carers.

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 Safeguarding Service as a child protection concern. This may trigger a home visit and involvement from the local police.

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.

If a child is taken out of school for 10 continuous sessions (5 days) despite term time leave not being authorised, the school may issue a Warning Penalty Notice, or request a Penalty Notice to be issued by Somerset County Council.

Children Missing from Education (CME)

A child is defined as being missing from education if they are of compulsory school age and who are neither on a school roll, or being educated otherwise (e.g. elective home education, or in alternative school provision). This will include children who have moved to the area and not on a school roll (including refugees, asylum seekers and migrant workers). This term also covers children who are on roll at a school (or other education provision) but have been absent for 10 school days without any contact received from the parent/ carer to explain the absence.

In accordance with the Local Authority's CME Policy, prior to submitting a CME referral, the Local Authority would expect a school to make preliminary investigations into the child's absence, which would include:

- First day calling of all known contacts
- Speaking to other family members within the school
- Speaking to school staff at a sibling's school
- Carry out home visits to ascertain whether the family are still living in the home address ?

If, following these checks, it is felt that the child is not residing within the home or area and following discussions with the Education Safeguarding Service, a CME referral may be required.

For more information, please visit:

<https://www.somerset.gov.uk/education-and-families/school-attendance-and-children-missing-education/>

Our Education Safeguarding Officer can be contacted at:

somerseteducationsafeguarding@somerset.gov.uk

<http://www.supportservicesforeducation.co.uk/Services/3246>

Appendix 1	School Register and Attendance
Appendix 2	Absence Request Form
Appendix 3	Term Time Leave Request Form
Appendix 4	Attendance Codes
Appendix 5	Template Letters 1 – 5, copy of information for reverse of letters and Education Attendance Parenting Agreement.
Appendix 6	Warning Penalty letter

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.

Appendix 2

Attendance Concerns Pathway	
Level 1	You will receive a letter 1 if your child's attendance falls below 96%. 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 letter 2 . 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 96%.
Level 3	<p>Your child's attendance is now becoming a cause for concern. You will be invited to an Attendance Meeting with the Headteacher via letter 3, to discuss how your child's attendance can be improved and an Education Attendance Parenting Agreement will be drawn up – letters 4a & b. The school will expect to see collaboration between parents and school, with an attendance review daet set in order to avoid escalation to Level 4.</p> <p>If your child has periods of unauthorised absence, the school may issue a Warning Penalty Notice (WPN). If there are no absences during the 15 school days, the school will continue to monitor your child's attendance for the following 3 months and will be on contact should further issues arise.</p>
Level 4	<p>The school may take a referral to the Education Safeguarding Service via the 'Team Around the School' due to one or both of the following:</p> <ul style="list-style-type: none"> • Failure to engage in attendance meetings/s or relevant contact with a senior member of staff. • Attendance review period failed. <p>There are a number of options for Education Safeguarding Service involvement. In all cases, the parents/ carers will be kept informed, usually by letter from the school outlining the proposed option. These could include:</p> <p>Penalty Notice (PN) – The parent/carer responsible for the child's regular school attendance will have 21 days to pay this £0 per parent per child fine, after which it goes up to £120 per parent, per child. Failure to pay a Penalty Notice within 28 days may result in a criminal conviction and a fine in a Magistrate's Court of up to £1,000.</p> <p>Prosecution – could lead to fines up to £2,500 and/or 3 months imprisonment (see DfE statutory guidance 'School Attendance Parental Responsibility Measures' for more information: https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance)</p>



Term Time Leave Request Form

Absence Information

Name of child/ren		Class:	
		Class:	
		Class:	
Inclusive Dates of absence:	From:		To:

Exceptional Reason for Absence:

(You must submit requests for planned absences at least two weeks prior to the first day of absence.)

Signed (parent/guardian):

Date:

When deciding whether to allow term time leave, for any reason, the school will consider:

- The specific nature of the request
- The time and duration of the leave
- Your child's record of attendance
- The learning that will be missed

IMPORTANT INFORMATION FOR PARENTS/CARERS:

- 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.
- 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.
- 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.
- 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.

For school use only

Current attendance percentage:		More than 98%	Excellent
		96% to 98%	Good
		92% to 95%	Below average attendance
		Less than 92%	Unsatisfactory
Attendance history:	Year:	Year:	Year:
<input type="checkbox"/> SATs year?			
<input type="checkbox"/> Holiday request?			

Decision

- Authorised**
 Unauthorised

Comments:

Signed:

Date:

If you would like to discuss attendance matters further, please call:

Educational Welfare Officer on 01823 334475

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 4

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	

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

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

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

<i>Name</i>		<i>Date of birth</i>	
<i>Address</i>			
<i>School</i>		<i>Year Group</i>	

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

Parent's Explanation for Poor School Attendance

Agreed Action Plan			
<i>New Attendance Target</i>	%	<i>Review Date</i>	

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.	
<i>Parent</i>	<i>Date</i>

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)

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 <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

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 letter 1 if your child’s attendance falls below 96%. 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 letter 2 . 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 96%.
Level 3	Your child’s attendance is now becoming a cause for concern. You will be invited to an Attendance Meeting with the Headteacher via letter 3 , to discuss how your child’s attendance can be improved and an Education Attendance Parenting Agreement will be drawn up – letters 4a & b . The school will expect to see collaboration between parents and school, with an attendance review daet set in order to avoid escalation to Level 4. If your child has periods of unauthorised absence, the school may issue a Warning Penalty Notice (WPN). If there are no absences during the 15 school days, the school will continue to monitor your child’s attendance for the following 3 months and will be on contact should further issues arise.
Level 4	The school may take a referral to the Education Safeguarding Service via the ‘Team Around the School’ due to one or both of the following: <ul style="list-style-type: none"> • Failure to engage in attendance meetings/s or relevant contact with a senior member of staff. • Attendance review period failed. There are a number of options for Education Safeguarding Service involvement. In all cases, the parents/ carers will be kept informed, usually by letter from the school outlining the proposed option. These could include: Penalty Notice (PN) – The parent/carer responsible for the child’s regular school attendance will have 21 days to pay this £0 per parent per child fine, after which it goes up to £120 per parent, per child. Failure to pay a Penalty Notice within 28 days may result in a criminal conviction and a fine in a Magistrate’s Court of up to £1,000. Prosecution – could lead to fines up to £2,500 and/or 3 months imprisonment (see DfE statutory guidance ‘School Attendance Parental Responsibility Measures’ for more information: https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance)

Warning of the possible issuance of a **Penalty Notice** for failing to secure regular school attendance - section 444A Education Act 1996.

PRIVATE AND CONFIDENTIAL

Parent name and address

Re: *Student name and DOB*

Dear

Child's name has recorded 10 or more unauthorised absences in the last 12 weeks. Please see the attached registration certificate for details.

As your child is of statutory school age and not regularly attending the above school you as the parent/carer may be guilty of an offence under section 444 of the Education Act 1996 which, if found guilty, could incur a fine of up to £1000.

You have fifteen school days from *insert date* in which to ensure your child's full school attendance. Should any unauthorised absences take place during this period, the Headteacher will request a Penalty Notice to be issued by Somerset County Council, as per the Somerset County Council, Penalty Notice Code of Conduct found here:

<https://beta.somerset.gov.uk/education-and-families/school-life/school-attendance-and-children-missing-education/>

If there are no absences during the fifteen school days no Penalty Notice will be requested, however we will continue to monitor your child's attendance for the following three months and will be in contact should further concern arise. Ongoing attendance concerns may result in the Headteacher request support with additional legal sanctions from Somerset County Council.

A Penalty Notice, if issued, gives you the opportunity to pay a £60 fine within 21 days of the notice being issued or £120 if paid between the 22nd & 28th day. Paying the Penalty Notice, within these timescales, discharges your liability for the above offence for the dates in question. If the Penalty Notice is not paid by the 28th day you may be prosecuted for the offence.

If you have any queries about this letter you should contact ***insert name*** in the first instance.

Yours sincerely,

**Mr R Stead
Headteacher**

Distribution: pupil file

