St Bernadette's Catholic Primary School





ATTENDANCE POLICY

SEPTEMBER 2025

Reviewed and agreed by:	Louise Woolfall
Date of last review:	September 2026
Date of next review:	September 2027

St Bernadette's Catholic Primary School

Introduction

St Bernadette's Catholic Primary School recognises that good attendance is essential in order for pupils to get the most out of their school experience, including their attainment, wellbeing and wider life chances. The pupils with the highest attainment at the end of key stage 2 have higher rates of attendance over the key stage compared to those with the lowest attainment.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent/carer to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents/carers decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

The Department for Education (DfE) has produced statutory guidance for maintained schools, academies, independent schools, and local authorities. It is called "Working together to improve school attendance" and it includes a National Framework in relation to absence and the use of legal sanctions. Our School Attendance Policy reflects the requirements and principles of that guidance.

This policy is written with the above guidance in mind and underpins our school ethos to:

- Promote children's welfare and safeguarding
- Ensure every pupil has access to the full-time education to which they are entitled
- Ensure that pupils succeed whilst at school
- Ensure our pupils are always 'Doing our best for God'.

It has been developed in consultation with the Local Authority and seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed of attendance matters in school and to outline the school's commitment to attendance matters. It details the responsibilities of parents/carers, Schools and Local Authorities to promote and monitor pupil attendance.

Summary table of responsibilities for school attendance (applies from 19 August 2024) (publishing.service.gov.uk)

In addition, all schools follow the DfE's statutory safeguarding guidance, Keeping Children Safe in Education, which emphasises the importance of understanding the potential vulnerabilities of children who are missing or absent from education.

https://assets.publishing.service.gov.uk/media/6650a1967b792ffff71a83e8/Keeping_children_safe_in_education_2024.pdf

Our policy aims to raise and maintain levels of attendance by:

- Building strong relationships and working jointly with our families, listening to and understanding barriers to attendance and working in partnership with families to remove them.
- Setting high expectations for every pupil and communicating those expectations clearly and consistently to pupils and parent/carers
- Developing and maintaining a whole school culture that promotes the benefits of high attendance to ensure our school is a place our pupils want to attend
- Accurately completing admission and attendance registers and having effective day to day processes in place to follow-up absence
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place.
- Sharing information and working collaboratively with other schools in the area, the local authority, and other partners where a pupil's absence is at risk of becoming persistent or severe.
- Being particularly mindful of pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities, and providing them with additional support.

Promoting Regular Attendance

At St Bernadette's Catholic Primary School, we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our pupils from the outset. It is a central part of our school's vision, values, ethos and day-to-day life. We recognise the strong connections between attendance, attainment, safeguarding and wellbeing. For our children to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

The name and contact details of the Senior Attendance Champion (the senior leader responsible for the strategic approach to attendance in our school) is:
Louise Woolfall – Headteacher
louise.woolfall@st-bernadette.blackpool.sch.uk
01253 353641

Helping to create a pattern of regular attendance is the responsibility of parent/carers, pupils and all members of school staff.

To help us all to focus on this, we will:

- Expect high standards of attendance from all pupils and parent/carers and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.
- Monitor attendance data rigorously to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.
- Be alert to any pattern of absence and address with pupils and parent/carers. Listen and understand barriers to attendance and agree how all partners can work together to resolve them.

- Facilitate support to remove barriers in school and help pupils and parent/carers to access the support they need to overcome the barriers outside of school. This might include an Early Help or whole family plan where absence is a symptom of wider issues.
- Formalise support where absence persists and voluntary support is not working or not being engaged with. Depending on the circumstances, this may include formalising support through an attendance contract or Education Supervision Order.
- Enforce attendance through statutory intervention where all other avenues have been exhausted and support is not working or not being engaged with, which may include a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

Understanding Types of Absence

Any absence affects the routine of a child's schooling and regular absence will seriously affect their learning journey and ability to progress. Any pupil's absence or late arrival disrupts teaching routines and so may affect the learning of others in the same class. Ensuring a child's regular attendance at school is a parents/carers responsibility and allowing absence from school, without a good reason, is an offence in law and may result in prosecution.

Every half-day absence from school has to be classified by the school (not by the parent/carer), as either **authorised** or **unauthorised**. This is why information about the cause of any absence is always required. Each half-day is known as a 'session'.

Authorised absences are morning or afternoon sessions away from school for a genuine reason such as illness (although you may be asked to provide medical evidence for your child before this can be authorised), medical or dental appointments that unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those, which the school does not consider reasonable and for which no 'leave' has been granted. This type of absence can lead to the school referring to the Local Authority Pupil Welfare Service, for penalty notices and/or legal proceedings.

Unauthorised absence includes, (however, this list is not exhaustive):
- Parent/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn.
- Absences that have never been properly explained.
- Children who arrive at school after the close of registration are marked using a 'U'. This indicates that they are in school for safeguarding purposes, however is counted as an absence for the session.
- Shopping trips.
- Looking after other children or children accompanying siblings or parent/carers to medical appointments.
- Their own or family birthdays.
- Holidays taken during term time, not deemed 'for exceptional purposes' by the Headteacher, including any arranged by other family members or friends.
- Day trips.
- Other leave of absence in term time, which has not been agreed.

Persistent Absenteeism (PA) and Severe Absenteeism (SA)

A pupil is defined by the Government as a **'persistent absentee'** if they miss 10% or more of school, which is the equivalent to missing 1 day or more a fortnight across a full school year. Schools and the Local Authority will work together to put additional targeted support in place to remove any barriers to attendance and re-engage these pupils as absence at this level will cause considerable damage to any pupil's education and we need the full support and co-operation of parent/carers to resolve this.

The Government defines a pupil as 'severely **absent** if they miss 50% or more schooling'. Pupils within this cohort may find it more difficult to be in school or face bigger barriers to their regular attendance and, as such, are likely to need support that is more intensive.

Absence Procedures

The name and contact details of the school staff members which parents/carers and pupils should contact about attendance on a day-to-day basis is:

Mrs Nicola Wells
School Business Manager
admin@st-bernadette.blackpool.sch.uk
01253 353641

Miss E Straughair
Administrator
admin@st-bernadette.blackpool.sch.uk
01253 353641

We thoroughly monitor and review all pupils' absence, and the reasons that are provided.

If a child is absent from school the parent/carer must follow these procedures:

- Contact the school on the first day of absence before 9.10 am, when our register closes;
- The school has an answer phone available to leave a message if nobody is available to take your call, or you may call into school personally and speak to the office staff. Please be aware that, if you leave a voicemail to report your child's absence, you may receive a call from the school to discuss the absence before making a decision as to whether the absence is to be recorded as authorised
- Contact the school on every further day of absence, again before 9.10 am;
- Ensure that your child returns to school as soon as possible and you provide any medical evidence, if requested, to support the absence.
- Medical evidence may be requested if school have genuine and reasonable doubt about the authenticity of your child's illness. Examples of medical evidence could include support from a GP or other health practitioner, an appointment card from a health practice, or proof of medication. The Headteacher will then consider this. For health and dental appointments, the expectation is that your child attends school either side of that unless advised otherwise.
- When determining whether a child is too ill to attend school, both parent/carers and school staff can consider the advice contained within the NHS Guidance on School Absence and Childhood Illness Is my child too ill for school?
  https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/

If your child is absent, we will:

- Telephone or text you on the first, and every subsequent day of absence, if we have not heard from you. However, it is your responsibility to contact us
- If we are unable to make contact with parents/carers by telephone, we will telephone emergency contact numbers, send emails and/or a home visit may be made, in the interests of safeguarding.

If absence continues, we will:

- We will notify parents/carers and pupils when attendance drops below 97%, taking into account a child's historical attendance.
- A child whose attendance falls below 95% will miss 2 weeks of school over the year. For this reason, we will communicate further with parents/carers to share our concerns and offer support.
- Arrange a meeting so that you may discuss the situation with our Senior Attendance Champion – Mrs Woolfall
- Create a personalised action/support plan, such as an attendance contract, to address any barriers to attendance and make clear each person's role in improving the attendance patterns of your child
- Offer signposting support to other agencies or services, if appropriate
- Make a request for support from Blackpool Council, Pupil Welfare Service
- Provide the Local Authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded as unauthorised
- Refer the matter to the Local Authority for relevant legal sanctions, if attendance deteriorates following the above actions.

Lateness

St Bernadette's Catholic Primary School actively discourages pupils arriving late to school and will seek an explanation from parents /carers. Poor punctuality is not acceptable and can sometimes lead to irregular school attendance patterns. Good time keeping is a vital life skill, which will help children as they progress through their school life and out into the wider world. Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed and risk missing vital work and important messages from their class teacher.

The times of the start and close of the school day for all pupils at St Bernadette's Catholic Primary School are:
Gates open: 8:45 am
Doors open: 8:50 am
Doors and gates shut: 9:00 am
Registration starts: 9:00 am
Registration closes: 9:10 am
End of the school day: 3:20 pm

How we manage lateness:

- The school day starts at 8:50 am when children can begin to come into school
- Registers are taken at 9:00 am
- Children arriving after 9:00 am are required to come into school via the school office. If accompanied by a parent/carer they must sign them into our Electronic system and provide a reason for their lateness, which is recorded

- At 9:10 am the registers will be closed. In accordance with the regulations, if your child arrives after that time, they will receive a mark that shows them to be on site – 'U', but this will **not** count as a present mark and it will mean that they have an unauthorised absence
- The school will contact parents /carers regarding punctuality concerns
- From time to time, a member of school staff will undertake a 'Late Gate' check, greeting late arrivals at the main entrance to the school

Unauthorised lateness could result in the school referring to the Local Authority for sanctions and/or legal proceedings. If your child has a persistent lateness record, you may be asked to meet with Mrs Woolfall, but you can approach us at any time if you are having difficulties getting your child to school on time. We expect parents /carers and staff to encourage good punctuality by being good role models to our children and, as a school; we celebrate good class and individual punctuality.

How the school is promoting and incentivising good attendance

Excellent attendance is an **expectation for all our pupils**. At the same time, we will use acknowledgement, praise and rewards as an integral part of our approach to encourage high standards and improvement.

- We will praise and reward all pupils with 100% attendance for every half term.
- We will praise and acknowledge all pupils with 97% attendance and above every half term.
- We will praise and reward pupils who significantly improve their attendance.

Understanding barriers to attendance

We recognise that some pupils find it harder than others to attend school and therefore at all stages of improving attendance, schools and partners will work in partnership with pupils and parents/carers to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long-term medical conditions or who have special educational needs and disabilities, or other vulnerabilities. High expectations of attendance remain in place for these pupils; however, we will work with families and pupils to support improved attendance whilst being mindful of the additional barriers faced. We can discuss reasonable adjustments and additional support from external partners, where appropriate.

Under the DfE's statutory guidance, schools are required to submit a sickness return to the Local Authority for all pupils who have missed/are likely to miss 15 or more school days (consecutive or cumulative) due to medical reasons/illness.

Absence data

We use data to monitor, identify and support individual pupils or groups of pupils when their attendance needs to improve, and schools are now required to submit pupil attendance data to the Department for Education on a daily basis.

Persistently and severely absent pupils are tracked and monitored carefully. We also combine this with academic tracking, as increased absence affects attainment.

The school's strategy for reducing persistent and severe absence

If a pattern of absence becomes problematic, Mrs Woolfall will work collaboratively with the pupil and their parents/carers to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. Where these barriers are related to the pupil's experience in school, Mrs Woolfall will work with any relevant school staff to address this.

Local Authority attendance support services

The Local Authority Pupil Welfare Service support our school, to reduce persistent absence and improve overall attendance.

Parents/carers are encouraged to work with the school to address any attendance concerns and proactively engage with the support offered, aiming to resolve any problems together. This is nearly always successful. If difficulties cannot be resolved in this way, the school may consider support that is more formal and/or refer to the Pupil Welfare Service. If attendance does not improve, legal action may be taken in the form of a Penalty Notice or prosecution in the Magistrates Court.

School Attendance and the Law

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent/carer to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Parents/carers may be recognised differently under education law, than under family law. Section 576 of the Education Act 1996 states that a 'parent/carer', in relation to a child or young person, includes any person who is not a parent/carer (from which can be inferred 'biological parent/carer') but who has parent/carer responsibility, or who has care of the child.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

Legal Sanctions

Prosecution:

Where all voluntary support options are unsuccessful or are not appropriate (e.g. an unauthorised holiday in term time), the Local Authority Pupil Welfare Service will liaise with school and the Early Help lead practitioner or social worker (where applicable) to take forward attendance legal intervention to formalise support and/or enforce attendance. Legal action in the Magistrates' Court may be taken. Section 444 (1) of the Education Act 1996 states If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, their parent is guilty of an offence. A parent/carer found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of three months. Alternatives to Section 444 prosecution are Attendance Contracts, Penalty Notices or an Education Supervision Order.

National Framework for Penalty Notices

Under The Education (Penalty Notices) (England) (Amendment) Regulations 2024 all state funded schools **must** consider as soon as practicable, whether a penalty notice is appropriate in each individual case where one of their pupils reaches the national threshold for considering a penalty notice. Penalty notices will be issued to parents/carers as an alternative to prosecution where they have failed to ensure that their child of compulsory school age regularly attends the school where they are registered or, in certain cases, at a place where alternative provision is provided. Penalty notices can be used by all schools (with the exception of independent schools) where the pupil's absence has been recorded with one or more of the unauthorised codes and that absence(s) constitutes an offence. A penalty notice can be issued to each parent/carer liable for the offence or offences.

As of the 19 August 2024, there is now a 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. The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence (G, O and/or U coded within the school's registers). The 10 school week period can span different terms, school years or education settings.

Sanctions may include issuing each parent/carer (for each child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days (for the first offence). A second Penalty Notice issued within a three-year period will result in a fine of £160 per parent/carer, per child. If a third offence is committed, the matter may be referred to the Local Authority for consideration of prosecution via the Magistrates Court. If prosecution is instigated for irregular school attendance, each parent/carer may receive a fine of up to £2500 and/or up to 3 months in prison. If a parent/carer is found guilty in court, they will receive a criminal conviction.
There is no entitlement in law for pupils to take time off during the term to go on holiday or other absence for the purpose of leisure or recreation, or to take part in protest activity in school hours. In addition, the Supreme Court ruled that the definition of regular school attendance is "in accordance with the rules prescribed by the school."

The School Attendance (Pupil Registration) (England) Regulations 2024 sets out the statutory requirements for schools. The amendments specify that Headteachers may not grant any leave of absence during term time unless there are "exceptional circumstances".

It is a rule of this school that a leave of absence shall not be granted in term time unless there are reasons considered exceptional by the Headteacher, irrespective of the child's overall attendance. Only the Headteacher or his/her designate (not the Local Authority) may authorise such a request and all applications for a leave of absence must be made in writing, in advance, on the form provided by the school. Where a parent/carer removes a child after their application for leave was refused or where no application was made to the school, the absence will be recorded as unauthorised. It is likely that a penalty notice will then be requested, in line with the National Framework and the local Code of Conduct, in respect of each parent/carer believed to have allowed the absence.

Notices to improve

A Notice to Improve is a final opportunity for a parent / carer to engage in support and improve attendance before a penalty notice is issued. If the national threshold has been met and support is appropriate but offers of support have not been engaged with by the parent / carer or have not worked, a Notice to Improve should usually be sent to give parents a final chance to engage in support.

If a Notice to Improve is requested by school, the Local Authority will:

- Issue a formal written Notice to Improve to the parent/carer of the possibility of a penalty notice being issued.

- In the same letter, set a period of 15 school days during which the pupil's attendance will be closely monitored.

- Issue a penalty notice through the post if the required level of improvement has not been achieved.

Deletion from Roll

In accordance with The School Attendance (Pupil Registration) (England) Regulations 2024, pupils will only be deleted from the register when one of the prescribed reasons apply.

https://www.legislation.gov.uk/uksi/2024/208/regulation/9/made

Annex A

Attendance Codes – September 2024

Attending the school	
/ \	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed
K	Attending education provision arranged by the local authority the nature of the educational provision is also to be recorded in the attendance register.
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity the nature of the educational activity is also to be recorded in the attendance register.
D	Dual registered at another school
Absent – Leave of absence	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable, agreed with the parent
C	Leave of absence for exceptional circumstance
Absent – other authorised reasons	
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
Absent – unable to attend school because of unavoidable causes	
Q	The pupil is unable to attend because of a lack of access arrangements. The pupil is unable to attend the school because a local authority has a duty set out in regulation 10(12) or (13) to make access arrangements to enable the pupil's attendance at school and have failed to do so.
Y1	The pupil is unable to attend because the school is not within walking distance of the pupil's home and the transport to and from school that is normally provided for the pupil by the proprietor or a local authority is not available.
Y2	The pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of the school premises is unavoidably out of use and the pupil is one of those Y3 who the proprietor thinks cannot practicably be accommodated in those parts of the premises that remain in use.
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention

	(a) in police detention within the meaning given in section 118(2) and (2A) of the Police and Criminal Evidence Act 1984(**b**); (b) remanded to youth detention accommodation under section 102 of the Legal Aid, Sentencing and Punishment of Offenders Act 2012(**c**); or (c) detained under a sentence of detention.
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause the nature of the unavoidable cause is also to be recorded in the attendance register.
Absent – unauthorised absence	
G	Holiday not granted by the school
N	Reason for absence not yet established, needs to be amended in 5 school days
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
Administrative Codes	
Z	Prospective pupil not on admission register
#	Planned whole school closure

Annex B:

Parental Request form for leave due to exceptional circumstances.
Please note that completing this application does not guarantee that it will be granted

Date of request:

Name of Children:	First Name	Surname	Year Group/Class
If this request is for a holiday please list who is going			
1st date of school absence:		Last day of absence:	
Length of absence applied for (number of school days only):			
Siblings in other schools: Please note this request / information may be shared with the school in which the sibling/s attend	First Name	Surname	School

Contact Details		
Parents: (e.g. Mother, Father, Step Parent, Grandparent, Carer):	First name: Surname: DOB:	First name: Surname: DOB:
	Address: Postcode:	Address: Postcode:
	Email: Home phone number: Mobile:	Email: Home phone number: Mobile:

Emergency Contact Details (preferably someone who is staying in Blackpool):	First Name: Surname: Address: Postcode: Relationship to the child: Contact Number:
Reason for absence including full explanation including destination (use a separate sheet of paper if necessary). Please supply any supporting documentation you wish to be considered. The exceptional circumstances are...	

Statutory Declaration

Legal responsibility

As a parent/guardian I understand all children aged between 5 and 16 are required by law to receive an education, and under the provisions of the Education Act 1996, it is my responsibility as a parent to ensure the regular school attendance of my children and that failure to do so could result in legal proceedings being taken by the Local Education Authority.

I understand that requests for leave can only be granted by schools if there are exceptional circumstances, and holidays are not considered exceptional. They must also be made to the school in advance, as the Department for Education has told schools that they cannot authorise any absences after they have been taken.

Fines
I understand if my request is unauthorised I am most likely to be issued a Penalty Notice and fined, per parent, per child.
Once a penalty notice is issued, I have 28 days in which to pay the fine of £160, per parent, per child. If this is a first offence and I pay the fine within 21 days the fine will be at the lower charge of £80 per parent, per child.
If I fail to make payment after 28 days then the local authority has the power to prosecute me in the Magistrate's court for the offence of failing to ensure my child attends school regularly. A guilty verdict at court can lead to a fine of up to £1000.

I understand that I will only be issued with a maximum of two penalty notices within a three year rolling period, any further offences will be dealt with by way of a prosecution in the magistrate's court for the offence of failing to ensure my child attends school regularly under the following sections of the Education Act: Section 444(1): where a parent fails to secure the child's regular attendance; and section 444(1A) where a parent knows that the child is failing to attend school regularly, and fails to ensure the child does so. Please be aware that the maximum sentence for this offence is a fine of £2,500 and/or up to 3 months imprisonment. A conviction could also result in a criminal record, which may affect employment opportunities.

School places
I am aware that a referral will be made to the Local Authority Children Missing from Education Team (CME) if my request is unauthorised and my child hasn't returned to school on the agreed date. This could result in my child losing their school place, being a detriment to their education.

Parent's Full Name: Parent's Signature: Date:

Parent's Full Name: Parent's Signature: Date:

For School use only			
Any previous request: No/Yes Notes:	Is the requested absence during exams: Yes/No Notes:	Do the contact details for Parents match those held on our system: Yes/No Notes:	
Reason for decision:			
Authorised		Number of School days	
Unauthorised		Number of School days	
Headteacher Signature			

Useful Links relating to this Policy

- **Working together to improve school attendance**
  Working together to improve school attendance (applies from 19 August 2024) (publishing.service.gov.uk)

- **DfE guidance Summary table of responsibilities for school attendance. From 19th August 2024**
  Summary table of responsibilities for school attendance (applies from 19 August 2024) (publishing.service.gov.uk)

- **The Education (Penalty Notices) (England) (Amendment) Regulations 2024**
  The Education (Penalty Notices) (England) (Amendment) Regulations 2024 (legislation.gov.uk)

- **Blackburn with Darwen, Blackpool and Lancashire County Local Authorities Code of Conduct in relation to Penalty Notices**

  https://www.bwdservicesforschools.co.uk/Pages/Download/34f055da-fcb9-4a4d-b879-3e4f960dd1d5/PageSectionDocuments

- **Guidance for parents/carers on school attendance**
  Resources for families | Children's Commissioner for England (childrenscommissioner.gov.uk)

- **Keeping Children safe in Education**
  https://assets.publishing.service.gov.uk/media/6650a1967b792ffff71a83e8/Keeping_children_safe_in_education_2024.pdf

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

- **The School Attendance (Pupil Registration) (England) Regulations 2024**
  https://www.legislation.gov.uk/uksi/2024/208/contents/made

Other relevant legislation

The Education Acts 1996 and 2002
Education Act 1996 (legislation.gov.uk) Education Act 2002 (legislation.gov.uk)

The Children Act 1989
Children Act 1989 (legislation.gov.uk)

The Crime and Disorder Act 1998
Crime and Disorder Act 1998 (legislation.gov.uk)

The Anti-Social Behaviour Act 2003
Anti-social Behaviour Act 2003 (legislation.gov.uk)

The Education and Inspections Act 2006
Education and Inspections Act 2006 (legislation.gov.uk)

The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007 (legislation.gov.uk)

The Equality Act 2010
Equality Act 2010 (legislation.gov.uk)