

Barton Seagrave Primary School Attendance Policy 2024

Contents

1	Importance of Good Attendance	
1	Expectations	
2	Registration Procedures	
2	Register Codes	
4	Rewarding Good Attendance	
4	Absence Procedures	
4	Children Missing from Education	
4	Leave of Absence	
5	Systems	
5	Monitoring	
6	Definition of Parent	
6	Appendix 1	Routine Absence Letter
7	Appendix 2	Persistent Absentee Letters 1, 2 & 3
8	Appendix 3	Information for Parents: Parenting Contract
9	Appendix 4	Parenting Contract and Review
12	Appendix 5	Application for Leave of Absence During Term Time
16	Appendix 6	10 days Consecutive Unauthorised Absence
16	Appendix 7	Referral to Education Entitlement Service
17	Appendix 8	Letter in response to request for term time absence Letter informing of referral to North Northants Council following term time absence.
18	Appendix 9	North Northamptonshire Code of Conduct
24	Appendix 10	Penalty Notices-a guide for parents
25	Appendix 11	Example letters for lateness
29	Appendix 12	Good attendance Letter

Importance of good attendance

It is important to recognise the link between attendance and achievement. At Barton Seagrave we encourage all children to attend school regularly. Good attendance at school is essential for a pupils' education and establishes a positive working ethos early in life. Pupils learn best when they arrive punctually at school.

Expectations

The Education Act 1996 requires parents to ensure their child receives an efficient full- time education, suitable to their age, ability, aptitude and any other special needs they may have, either by regular attendance at school or otherwise.

Pupils are expected to attend school for the entire duration of the academic year, unless there is an exceptional reason for the absence. There are two main categories of absence; Authorised absence is where the school has accepted the explanation offered as satisfactory justification for the absence, or given approval in advance for such a request. Unauthorised

absence is when the school has not received a reason for absence or has not approved a child's absence from school after a parent's request.

Please be aware that when a parent telephones the school with information that their child is unable to attend due to illness, or other circumstances, this may not be automatically authorised. Your child's current and previous school attendance will be taken into consideration and as a result the absence may not be authorised.

Keeping your child off with minor ailments such as a headache or slight cold is not acceptable. Repeated absences will require us to request that you obtain medical evidence from your doctor's surgery. This may be in the form of a date stamped compliment slip confirming your visit, or prescription or medicine bottle. Any of the above is to be shown to the Office or sent to attendance@bartonseagraveprimary. (Please note that the school is not asking any parent to incur a charge for such information and will not be liable for the cost).

Signing in/out procedure

Any child arriving at school after 8.50am will have missed the morning registration mark and must be signed in by their parent or carer at Reception, giving a legitimate reason for the late arrival. Any child who has to leave school during school hours for a medical appointment or similar bona fida reason must have confirmation of the appointment, this should be shown to the school office and the class teacher informed. Alternatively an email with the evidence can be sent to attendance@bartonseagraveprimary.co.uk. Children leaving school during the school day must be signed out at Reception by their parent or carer.

Dental and medical appointments

Parents and carers are asked most earnestly not to arrange these during school sessions, except in cases of urgency, so that considerable interference with school work is avoided. Please do not keep children out of school for the whole day unless absolutely necessary.

Pupils are expected to arrive in school on time.

Registration Procedures

Registers are taken twice daily, in the morning and in the afternoon using SIMs. At 8.50 a.m. and 1.20 p.m. registers are returned to the school office. Any child arriving between 8.50 a.m. and 9.10 a.m. will be registered as late for that session and recorded on the dated and retained school attendance system.

If a pupil arrives to school after 9.10 a.m with no acceptable explanation, the pupil has to be recorded as 'unauthorised absent' for that session.

Pupils who arrive after the doors are locked at 08.45 a.m will need to enter school through the main door and will need to be signed in. If a pupil is persistently late, contact will be made with the parents to try to resolve the problem.

Register Codes

The following codes are applied on the registers:

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present

B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
C1	Leave of absence for participating in a regulated performance	Authorised absence
C2	Leave of absence for compulsory school age pupil subject to a part time timetable.	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J1	Interview	Approved Education Activity
K	Attending education provision arranged by the LA	Authorised absence

L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
Q	Unable to attend school because of a lack of access arrangements	Authorised absence
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Gypsy/Roma Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
Y1	Unable to attend due to transport normally provided not being available	Authorised absence
Y2	Unable to attend due to widespread disruption to travel	Authorised absence
Y3	Unable to attend due to part of the school premises being closed	Authorised absence

Y4	Unable to attend due to the whole school being closed	Authorised absence
Y5	Unable to attend as pupil is in criminal justice system	Authorised absence
Y6	Absent in accordance with public health guidance or law	Authorised absence
Y7	Unable to attend due to other unavoidable causes	Authorised absence
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils (planned whole or partial closure)	Not counted in possible attendances

Rewarding Good Attendance

Children with 100% attendance will be rewarded by receiving special attendance certificates at the end of the academic year. The class with the best attendance each week will be presented with the school attendance trophy and will receive 5 minutes extra play at an agreed time.

Absence Procedures

Parents should telephone the school or email attendance@bartonseagraveprimary.co.uk each day of a child's absence stating the **child's name, class and symptoms of illness**. If no message is received by 9am the school will send a text to ascertain where the child is (first response call).

Children Missing from Education

- Day 1 - Phone call (assess response/lack of response, record reason)
- Day 2 - Follow up phone call (if child is a vulnerable pupil or we have cause for concern we will do a home visit)
- Day 3 – Write/email parents
- Day 5/6 - Home visit
- Day 10 – Inform Local Authority

If no contact can be made for 10 days then a CMFE referral will be made via the Education Inclusion Partnership Team (EIPT).

Leave of Absence

In April 2013, the Government made amendments to the Education (Pupil Registration) (England) Regulations, these came into effect on 1st September 2013. Head teachers are no longer able to grant leave of absence during term time unless there are 'exceptional circumstances', (for example a family crisis, the funeral of a close relative, an entrance exam or an arts performance.) Authorisation for term time absence is at the discretion of the Head teacher and Governors.

This means that Head teachers are no longer able to authorise holidays taken in term time from September 1st 2013.

Requests for leave of absence must be completed at least 2 weeks prior to the absence taking place. A leave of absence request google form is available on the website for you to complete. Alternatively, there are hard copy forms available from the office.

A leave of absence taken without authorisation may be referred to the Education Inclusion Partnership Team (EIPT). This may result in prosecution proceedings, or a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate Notice would be issued to each parent for each child. The rate as of 19th August 2024 is £80 per parent per child if paid within 21 days and rises to £160 if paid between 22 and 28 days. If the penalty notice is not paid each parent may be liable to prosecution at the Magistrates Court, and if proved, each Parent may receive a criminal conviction, and/or a fine to the maximum of £1,000. If a second penalty notice is issued within 3 years of the first, the second notice is charged at a flat rate of £160 if paid within 28 days.

Penalty Notices are issued by North Northamptonshire County Council. At Barton Seagrave Primary School, we follow the North Northamptonshire Code of Conduct and refer parents when a pupil has a minimum of 10 school sessions recorded as unauthorised in a 10 week school period; a school day is two sessions (morning and afternoon).

Systems

As a school, we have a duty to ensure that all children attend regularly so they achieve their full potential. The school sets a level of 96% attendance for every student, which is endorsed by the Department for Education, Ofsted and the Local Authority.

Any child whose attendance falls below 96% at the end of each term will be sent a routine letter stating the attendance, and any further action that may be taken if it does not improve.

If attendance remains below 90% for a second term then a Persistent Absentee Letter 1 will be sent.

If attendance is below 85% into a third term then the Persistent Absentee Letter 2 will be sent.

Following on from this, a Persistent Absentee Letter 3 will be sent inviting the parents to attend a meeting where a possible 'Parent Contract Meeting' can be arranged. Notes to explain the purpose of this meeting will also be sent.

If appropriate, a Parent Contract Meeting (PCM) will take place to set targets for attendance and identify any support required. All meeting notes will be recorded on standard form (see Appendix 5). An EHA will be offered for all PA cases. If it is declined, this will be recorded on the pupil's file and confirmed in writing to the parents. The child's views will be sought. From this point absences will not be unauthorised without medical evidence. A review period of 5 weeks will be set.

After 5 weeks a review will take place and the outcome will be recorded (see Appendix 6). If targets are met, then there is no longer a need for the contract. If there has been some improvement monitor for a further 5 weeks. If no improvement, we will seek advice from Education Inclusion Partnership Team (EIPT) and possibly make a referral.

If a child has 10 consecutive days of unauthorised absence then a referral will be made to Education Inclusion Partnership Team (EIPT) and the parent informed in writing.

If a child's attendance continues to be a concern then a referral to the Education Inclusion Partnership Team (EIPT) could result in legal action being taken.

Monitoring

Individual pupil attendance data will be reported to parents annually.

School attendance data will be monitored termly including analysis and trends for different groups of pupils.

Low attendance letters will be sent out routinely throughout the year.

Late reports will run routinely throughout the year. Parents will be contacted with concerns.

Attendance reports will be shared at Full Governor Meetings including the number of children at each stage of the process.

This policy will be reviewed at least annually.

Definition of Parent

Section 576 of the Education Act 1996 defines 'parent' as:

-All natural parents whether married or not.

-Any persons who, although not a natural parent, has parental responsibility for a child or young person.

-Any persons who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with who the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education)

Appendix 1: Routine Absence Letter

Dear «salutation»

Re: Attendance **Name: «full_name»** **Class: «Reg»**

Following a review of attendance at the end of last term, I note that «Forename»'s attendance at school has fallen below 96% and an attendance of «percentage_attendance»% was recorded. I am required to write to the parents of any child whose absence falls below the 96% level however acknowledge that your child may have legitimate reasons for absence and some absences may have been authorised.

Our current attendance target range for all children is 96%-100% and unfortunately your child is not currently meeting this target. We are sending out this letter to ensure you are aware and to avoid them falling into the persistent absentee category.

We appreciate that your children have a home life and sometimes things may happen that we are not aware of. As always, we are here to help therefore should you need to discuss anything with us then please do get in touch.

We would like to work together with you to ensure your Child's attendance gets as close to target as possible by the end of the year to give them the best chance of academic success.

Yours sincerely

Mr M Krzanicki

Head Teacher

Appendix 2: Persistent Absentee Letter 1

Dear NAME/S,

Re: CHILD'S NAME

Stage One Persistent Absence

We've noticed that NAME has missed a lot of school recently. We're concerned that they risk falling behind with their education and into the Persistent Absentee Group.

At Barton Seagrave Primary School, we want to make sure that we can support your child's education in the best way possible. We know that every family's circumstances are different and would like to work with you to provide the best education for your child, therefore if there's anything else going on at home or at school which may be making it difficult for NAME to attend regularly, please know that we are always here to help.

As always, we know that some absences cannot be avoided such as genuine illnesses.

We will now monitor NAME's attendance over the next 3 weeks from the date of this letter where we hope to see an improvement.

Yours sincerely,

Mr M Krzanicki

Headteacher

Barton Seagrave Primary School

Appendix 2.1: Persistent Absentee Letter 2

Dear NAME/S,

Re: CHILD'S NAME

Stage Two Persistent Absence

Following on from our previous letter dated DATE, NAME's attendance has been monitored. During the three-week review period, NAME was absent for **NUMBER** further days.

DATES OF ABSENCE – REASONS FOR ABSENCE

Although this is a slight improvement from the period prior to the stage one letter, we would still like to see further improvement to help NAME maximise his potential, therefore we will monitor NAME's attendance for a further 3 weeks from the date of this letter.

If there is no improvement following this, you will receive an invitation to attend a meeting to discuss how we can help.

As always, if there is anything we can do in the meantime, then please just let us know.

Yours sincerely,

Mr M Krzanicki

Headteacher

Barton Seagrave Primary School

Appendix 2.2: Persistent Absentee Letter 3

Dear NAME/S,

Re: CHILD'S NAME

Stage Three Persistent Absence

Following on from our previous letter dated DATE, NAME's attendance has been monitored.

During the three-week review period, NAME was absent for **NUMBER** further days.

DATES OF ABSENCE – REASONS FOR ABSENCE

This is the third letter we have sent notifying you of NAME's low attendance which has still not improved therefore a member of staff will be in touch to arrange a meeting with Miss Bell, our Attendance Officer and Mrs Goodman, our Family Support Worker to discuss a potential parenting plan moving forward.

As always, if there is anything we can do in the meantime, then please just let us know.

Yours sincerely,

Mr M Krzanicki

Headteacher

Barton Seagrave Primary School

Appendix 3: Information for Parents

Parent Contract Meetings

What is a Parenting Contract Meeting and what is it for?

It is a meeting of those involved with your child's school attendance. It will consider why attendance is so low and set targets to effect an improvement.

Why have I received this leaflet?

Because your child's school attendance has fallen below 85% over the last 10 weeks – **the same as missing one day in five. Over the course of a child's education, this would mean missing about 3 YEARS education.**

Who will be at the meeting?

You, your child, depending upon their age, and a senior member of staff from school. You may wish to bring a friend/family member for support. Other professionals involved with the family may also be invited.

What will happen?

You (and your child) will be encouraged to explain why the school attendance is so poor. Be honest – the meeting aims to find solutions and to avoid any further action by working together.

How will I know what has been agreed?

You will be asked to sign a written Parenting Contract, stating what action is to be taken, who is to do what and when. There should be actions for all and an attendance target of 90-95%. You will receive a copy of the agreement which will be reviewed within 5 school weeks.

How many meetings will I have to attend?

The Parenting Contract Meeting may be followed by a further 5 week review if attendance has improved considerably but not reached the agreed target. If attendance targets are not met and there is little improvement we will request the intervention of the Education Entitlement Team.

Remember

From the date of the first meeting all absences will be unauthorised unless a medical certificate or other supporting evidence is provided and agreed by the Headteacher.

Actions you are advised to take

Check with the school on a regular basis that your child is attending full time. Request that the school put your child on attendance report. If your child is failing to attend school, take your child to school each morning; hand your child over to a designated member of staff and get written evidence that you have done this.

Useful contact:

Northamptonshire Parent Partnership contact@npps.info 01604 363111.

Appendix 4: Parenting Contract

PARENTING CONTRACT BETWEEN BARTON SEAGRAVE SCHOOL, PARENT(S):
AND CHILD:

Pupil: DOB:

Year Group:

Ethnicity:

Address:

Post Code:

Parent Name:

DOB:

Gender:

Ethnicity:

Do you consider yourself to have a disability: YES/NO

If YES please state details:

Parent Name:

DOB:

Gender:

Ethnicity:

Do you consider yourself to have a disability: YES/NO

If YES please state details:

Parent Name:

DOB:

Gender:

Ethnicity: Do you consider yourself to have a disability: YES/NO

If YES please state details:

Please include all those with parental responsibility including those who have day to day care for the child.

Sibling[s] Names:

School:

DOB:

Are there any attendance issues with these children?

Name of Chair of Meeting: Marek Krzanicki, Headteacher

Purpose of Agreement: To improve the above pupils schools attendance record and avoid legal action being taken.

Summary of involvement: -

Appendix 4: Parenting Contract

PARENTING CONTRACT BETWEEN BARTON SEAGRAVE SCHOOL, PARENT(S):
AND CHILD:

Pupil: DOB:

Year Group:

Ethnicity:

Address:

Post Code:

Parent Name:

DOB:

Gender:

Ethnicity:

Do you consider yourself to have a disability: YES/NO

If YES please state details:

Parent Name:

DOB:

Gender:

Ethnicity:

Do you consider yourself to have a disability: YES/NO

If YES please state details:

Parent Name:

DOB:

Gender:

Ethnicity: Do you consider yourself to have a disability: YES/NO

If YES please state details:

Please include all those with parental responsibility including those who have day to day care for the child.

Sibling[s] Names:

School:

DOB:

Are there any attendance issues with these children?

Name of Chair of Meeting: Marek Krzanicki, Headteacher

Purpose of Agreement: To improve the above pupils schools attendance record and avoid legal action being taken.

Summary of involvement: -

Multi-Agency involvement

Are any agencies involved currently with Parent?

If Yes please give details: Summary of Areas of Concern:

Attendance in last _ weeks out of = % Attendance % Un.Abs

Issues Raised (please detail below)			Issues Raised (please detail below)		
	YES	NO		YES	NO
1.Alleged Bullying			5.Peer/Staff relationships		
2.Medical			6.Academic		
3.Home related difficulties			7.Behaviour/Attitude		
4.Transport			8.Community/other		

Agreed Action:- I/We the parent[s] agree to address the following target areas for improvement in attendance and/or punctuality and to co-operate fully within these aims:

Attendance between now and – Minimum 80%

Please include actions for all (where appropriate) and ensure these are clear with who is carrying out action and timescales.

1,

2.

3.

If I am concerned about my aspect of the delivery of the plan I will contact without delay.

Timescale: - The Parenting Contract will be reviewed within 3 school weeks:

Date:

Time:

Venue:

If the targets are met then this contract will be reviewed. If there is significant improvement and support has been put in place that needs to be monitored the PCM can be extended with a PCM review for a further 5 weeks. However, if the targets are not and there is no legitimate reason for the non-attendance then contact will be made to the Education Entitlement Service. This may result in:

- A Fixed Penalty Notice payable up to £120 fine without further reference to you

For a penalty notice this warning is valid for 12 months. Alternatively you may be subject to proceedings by way of:

- Prosecution under s444 (1) Education Act 1996, where if convicted you may be fined up to £1,000.
- Prosecution under s444 (1) (a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or 3 months imprisonment.

Parents Signatures:

Also Present:

Pupil:

School Rep:

Others:

Date:

Parenting Contract Review

PARENTING CONTRACT REVIEW

Pupil's Name:

DOB:

Purpose of Original Agreement:

To improve the above pupil's school attendance record and avoid legal action being taken by the Authority.

Since the Parenting Contract made on: _____ in the monitoring period set _____ has attended on _____ out of a possible _____ occasions = %

Therefore, whilst _____'s attendance remains acceptable no court action will be taken against the parents at this time.

1. Are there any additional issues since the last meeting to be addressed?

Issues raised (please detail below)	YES	NO	Issues raised (please detail below)	YES	NO
1. Alleged Bullying			5. Peer/staff relationships		
2. Medical			6. Academic		
3. Home related difficulties			7. Behaviour/attitude		
4. Transport			8. Community/other		

2. Are there any additional proposed actions?

Signatures: Parent(s)

Pupil

School Rep

Other

Date

Appendix 5 Example Application for leave of absence in term time

Leave of Absence Request Form

To be completed by Parent/Carer

Name:	DOB:	Class:
Name:	DOB:	Class:
Name:	DOB:	Class:

Date of Request	First Day of Absence	Last Day of Absence	No of days
Reason for request:			

Information for Parents

In April 2013, the Government made amendments to the Education (Pupil Registration) (England) Regulations, these came into effect on 1st September 2013. Head teachers are no longer able to grant leave of absence during term time unless there are 'exceptional circumstances', (for example a family crisis, the funeral of a close relative, an entrance exam or an arts performance.) Authorisation for term time absence is at the discretion of the Head teacher and Governors.

If you wish to request a leave of absence for your child, you must complete the form below. The form is available from the school office.

A leave of absence taken without authorisation may be referred to Education Entitlement Service. This may result in prosecution proceedings, or a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate Notice would be issued to each parent for each child. The rate, **as of 19th August 2024 is £80 per parent per child** if paid within 21 days and rises to **£160** if paid between 22 and 28 days. If the penalty notice is not paid each parent may be liable to prosecution at the Magistrates Court, and if proved, each parent may

receive a criminal conviction, and/or a fine to the maximum of £1000. If a second penalty notice is issued within 3 years of the first, the second notice is charged at a flat rate of £160 if paid within 28 days.

Continue to next page

Penalty Notices are issued by North Northamptonshire County Council. At Barton Seagrave Primary School, we follow the Northamptonshire Code of Conduct and refer parents when a pupil has a minimum of 10 school sessions recorded as unauthorised in a **10** week school period; a school day is two sessions (morning and afternoon).

Please visit: <https://www.northnorthants.gov.uk/attendance-behaviour-and-home-schooling/attendance-and-behaviour-support-parents/penalty-notices> for more information.

Parents are also asked to note:

- Barton Seagrave Primary School Attendance Policy fully complies with Government regulations. Statutory guidelines state “Headteachers may not grant leave of absence during term time unless there are exceptional circumstances”.
- The school may seek advice from North Northants Council and liaise with the head teachers of the schools’ any siblings attend.
- Requests for leave in exceptional circumstances should be made at least **2 weeks** in advance of the event.
- Retrospective approval for absence cannot be granted. Parents do not have the right of appeal if a request for a leave of absence is declined, the head teacher’s decision is final.
- Leave of absence will NOT be granted for pupils who are at a level of persistent absence (less than 90%) or where attendance/punctuality are a concern.
- Leave of absence will NOT be granted during periods of public examinations or internal school assessments.
- Leave of absence will NOT be granted for holidays during term time regardless of circumstances.
- Where leave of absence is NOT authorised, and parents decide to take pupils out of school despite the

school's decision, absence will be recorded as unauthorised and subject to a fixed penalty notice (fine).

- If the school grants a leave of absence request and subsequently obtains evidence that indicates an application was falsified, the school reserves the right to amend the child's attendance records to record the absence as unauthorised and apply for the issuing of a fixed penalty notice or if a child is unwell before or after a leave of absence, this will be marked as unauthorised and a penalty notice issued unless the illness is evidenced.

- Where a pupil fails to return to school after an agreed period of leave of absence, absence will be recorded as

unauthorised, a fixed penalty notice (fine) requested, and they may be reported to the Local Authority as 'A Child

Missing in Education' and potentially lose their place at the school.

- Schools are under no obligation to provide work for pupils who are absent from school, unless parents/carers

have received a licence from the LA for their child to take part in sporting/arts/theatre events as part of

professional organisation, as detailed above.

I/We understand that if this request is denied, a penalty notice may be issued to both parents, per child and I/We have read and understood the *information for parents'* section on this form along with the schools leave of absence policy document (available to view on the school website).

1st Parent/Guardian

Full Name:.....

Address:

Contact Number:.....

Parental Responsibility: YES/NO

Signature.....
.....

Date.....
.....

2nd Parent/Guardian (to be completed if living separately)

Full Name:.....

Address:

Contact Number:.....

Parental Responsibility: YES/NO

Signature.....
.....

Date.....
.....

To be completed by Headteacher

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory notes states: Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.'

In line with North Northamptonshire Council guidance, this unauthorised leave of absence has been referred to the Education Entitlement Service. This may result in prosecution proceedings, or a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate Notice would be issued to each parent for each child.

As of 19th August 2024, the rate per parent per child will be £80 if paid within 21 days and rising to £160 if paid between 22 and 28 days. If the penalty notice is not paid, each parent may be liable to prosecution at the Magistrates Court, and if proved, each notice may receive a criminal conviction and/or fine to a maximum of £1,000.

Yours sincerely

M. Krzanicki
Head Teacher

Appendix 7: Example Attendance letter referral to Educational Entitlement Service

Dear

Re:

DOB:

I am writing to inform you despite supporting you, _____ 's attendance has not improved significantly. We have been monitoring your child's level of attendance since _____ .

During this time you have received numerous communications explaining the importance of improving his/her attendance.

We met on _____ and set up a Parenting Contract which was reviewed on.

As there has been little/no improvement in 's attendance I am referring your case to the Education Entitlement Service. They may take legal action which could include issuing a fixed penalty notice.

If you wish to discuss this matter further, please do not hesitate to contact me.

Yours sincerely

M. Krzanicki
Head Teacher

Appendix 8 -Example Response to request for term time absence

Dear

Re: (child's name and DOB)

Dear _____,

Request for leave for _____ for DATE until DATE

Thank you for your request for a leave of absence for a total of ___ days. Having considered your application, I am not willing to give permission for the proposed leave of absence so therefore your request for ___ **days** will be unauthorised.

For future reference our attendance policy states that 2013 leave of absence will only be granted where the Headteacher considers it is due to 'exceptional circumstances'.

Leave of absence taken without authorisation may be referred to the Education Entitlement Service. This may result in prosecution proceedings, or a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate Notice would be issued to each parent for each child. ***This only applies to children of school age.***

As of 19th August 2024, the rate per parent per child will be £80 if paid within 21 days and rising to £160 if paid between 22 and 28 days.

Penalty Notices are issued by Northamptonshire County Council. At Barton Seagrave Primary School, we follow the Northamptonshire Code of Conduct and will refer parents when a pupil has a minimum of 10 school sessions recorded as unauthorised in a 6-week school period; a school day is two sessions (morning and afternoon).

If you have any questions about the contents of this reply you are able to contact the school's Education Entitlement Service (www.northamptonshire.gov.uk). Alternatively, please contact the school to arrange an appointment to discuss this further.

Yours sincerely

Mr M. Krzanicki

Headteacher

Appendix 9- North Northamptonshire Code of Conduct



Code of Conduct Penalty Notices to Address Absences and Poor Attendance at School or Alternative Provision

Rationale

1. The purpose of this Code of Conduct is to ensure that the associated powers are applied consistently and fairly across the Local Authority area and that suitable arrangements are in place for the administration of Penalty Notices.
2. Regular and punctual attendance at school, or alternative provision, is both a legal requirement and essential for children and young people to maximise their educational opportunities. Penalty Notices offer a swift intervention which Northamptonshire County Council (NCC) will use to deal with issues of unauthorised absence before they become entrenched.
3. An offence occurs if a parent/carer fails to secure a child's attendance at school, or alternative provision, at which they are a registered pupil and that absence is not authorised by the school, or alternative provision.
4. In addition a Penalty Notice can be used to help ensure parents fulfill their responsibilities to ensure their child is not out in a public place without reasonable justification during the first five days of every exclusion from school.

Authorisation

1. The primary responsibility for the issuing of Penalty Notices rests with the Local Authority. Educational Inclusion & Partnership Team (EIPT) of NCC will therefore issue Penalty Notices in Northamptonshire. This ensures consistency and will prevent conflict with other enforcement sanctions
2. Although professionals other than those within the Local Authority (e.g. Head Teachers, the Police etc.) are accredited persons within the legislation, able to issue Penalty Notices, there is no requirement for them to do so. In Northamptonshire it has been agreed that the Police will not issue Penalty Notices. If a Head Teacher feels it is appropriate for a Penalty Notice to be issued they must refer to the EIPT. This will avoid a Penalty Notice being issued when the EIPT is instigating legal intervention proceedings for irregular school attendance or where a Penalty Notice is not deemed an appropriate form of intervention.
3. Penalty Notices will be issued by First Class post to satisfy evidential requirements.
4. EIP will act upon requests to issue Penalty Notices from schools, academies, or alternative education providers and Northamptonshire Police, provided that;
 - a) All relevant information is supplied in the specified manner;
 - b) The circumstances of the pupil's absence meets the requirements of this Code of Conduct

- c) The issuing of a Penalty Notice does not conflict with other interventions strategies in place or other enforcement sanctions already in process.

Criteria for Issuing Penalty Notices

1. Penalty Notices are issued to parents as defined under Section 576 of the Education Act 1996, in relation to children of compulsory school age. Under the Act the term “parent” includes;
 - All natural parents, whether they are married or not;
 - Any person who, although not a natural parent, has parental responsibility for a child or young person;
 - Any person although not a natural parent has care of a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after a child, irrespective of what their relationship is with a child.
2. They may be issued for children at maintained schools, academies, free schools and alternative provision providers in Northamptonshire.
3. In accordance with the definition of parent, and thereby parental responsibility for non-school attendance, more than one person may be liable for the offence. In such circumstances, separate notices will be issued to each person.
4. Penalty Notices may be issued when:
 - Where there has been an unacceptable level of unauthorised absence from an educational establishment and enforcement is necessary to improve attendance. Unauthorised absence is absence without permission from a head teacher or other authorised representative from the school. This includes all unexplained or unjustified absences. The categories of authorised and unauthorised absence are explained in the Guidance to the Education (Pupil Registration) (England) Regulations 2006.
 - A minimum of 10 sessions of unauthorised absence in a 10 school week period will usually have occurred. However, a shorter period of time may be considered appropriate in some circumstances.
 - In the case of a unauthorised holiday taken during term time, if;
 - Parents have not sought permission from the Head Teacher before taking their child out of school for a holiday in term time.
 - The Head Teacher has refused the request but the absence occurs anyway; or
 - A pupil has not returned to school by the agreed date with no satisfactory explanation.
 - And there have been 10 sessions of unauthorised absence in a 10 school week period.
 - Each case is considered on its own individual merits.
 - A pupil is persistently late to school, i.e. arrives after the register has closed

Under truancy sweeps carried out under Crime and Disorder Act 1998 powers, a minimum of 5 sessions of unauthorised absence may generate a Penalty Notice, if these unauthorised absences occur in the 6 school weeks (maximum) after the child was stopped on a the truancy sweep; and

When an excluded child is present in a public place during school hours on a day which is one of the first 5 school days to which the exclusion relates or, where that exclusion is for a fixed period of 5 days or less, any of the days to which the exclusion relates, under the protocol for Section 103 of the Education and Inspections Act 2006.

Alternative action may need to be considered if school attendance offences re-occur, in the light of advice from Legal Services.

Withdrawal of Penalty Notices

Once issued a Penalty Notice can only be withdrawn in the following circumstance;

- The Penalty Notice has not been issued in accordance with the Code of Conduct.
- Evidence has been established that the Penalty Notice was issued to the wrong person.
- There are material errors in the information leading to the issue of the Penalty Notice.
- The period for payment has expired and the Local Authority does not intend to institute legal proceedings for which the Penalty Notice relates.

Payment of Penalty Notices

The arrangements for the paying of Penalty Notices will be detailed on the Penalty Notice.

Revenue generated from the Penalty Notices will be used to cover the costs of issuing and enforcing notices, or the cost of prosecuting recipients who do not pay.

Non-Payment of Penalty Notices

The Penalty is £80 if paid within 21 days of receipt of the Penalty Notice (assumed as 21 working days following the Notice being sent by first class mail), or £160 if paid after 21 days but within 28 days of receipt of the Penalty Notice.

If the Penalty Notice is not paid in full by the end of the 28 day period, the Local Authority may prosecute for the offence to which the Notice applies. The prosecution relates to irregular school attendance under Section 444 of the Education Act 1996. Where a prosecution is an appropriate course of action a Caution may be offered by the Local Authority as an alternative method of disposal.

There is no statutory right of appeal against the issuing of a Penalty Notice.

A record will be kept of all prosecutions relating to offence for which a Penalty Notice was issued.

Legislation

1. Section 23 Anti Social Behaviour Act 2003 empowers authorised officers of a Local Authority, Head Teachers (and Deputy and Assistant Head Teachers authorised by the Head) and Police Officers (including Community Support Officers) to issue a Penalty Notice in cases of unauthorised absence from school, or alternative provision.
2. The Education (Penalty Notices) (England) Regulations 2004 came into force on 27th February 2004.
3. The Education (Penalty Notices) (England) Regulations 2004 require the Local Authority, in consultation with the above, to develop a code of conduct for issuing of Penalty Notices. Any person issue a Penalty Notice must do so within the terms of this code of conduct) the Code of Conduct”).
4. The Education (Penalty Notices) (England) Regulations 2005 extends the issuing of Penalty Notices to alternative provision.
5. The Education (Penalty Notices) (England) (Amendment) Regulations 2012 confirms the increase in the amount of penalty where the offence are alleged to have been wholly or partly committed after 1st September 2012.
6. Education (Penalty Notices) (England) (Amendment) Regulations 2013 confirm that the penalty of £60 must be paid within 21 days or after that period increase to £120 to be paid within 28 days. This was updated on August 19th 2024, rising to £80 within 21 days and after this increases to £160 to be paid within 28 days.
7. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 remove all reference to *family holiday* and extended leave as well as the statutory threshold of 10 school days. Amendments make clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school *if* the leave is granted.
8. The education provisions of the Anti Social Behaviour Act 2003 apply to all parents who fall within the definition of parent as set out in Section 576 of the Education Act 1996.
9. Penalty Notices supplement existing sanctions currently available under Section 444 Education Act 1996 or Section 36 Children Act 1989 to enforce attendance at school or alternative provision.
10. Education and Inspections Act 2006; giving authorisation to Penalty Notices when a child has been excluded.
11. This Code of Conduct complies with the requirements set out in Sections 14-16 of the Education (Penalty Notices) (England) Regulations 2007.
12. The issuing of Penalty Notices must conform to all requirements of the Human Rights Act and Equal Opportunities legislation.

Appendix 12-Penalty Notices, a guide for parents



Educational Inclusion and Partnership Team

A Brief Guide to Penalty Notices

Sections 444 Education Act 1996

Anti-Social Behaviour Act 2003

Crime and Disorder Act 1998

This leaflet offers you a brief summary about the (PN) scheme and what it could mean for you.

What is a PN?

A penalty notice is an alternative to prosecution and requires the parent(s) to pay a fixed amount as a fine for their child's irregular attendance at school.

It is issued per parent, per child. Please note **only** a head teacher can authorise absence from school.

Who issues them?

In Northamptonshire the Local Authority issues them through the Educational Inclusion and Partnerships team

When are they used?

When a pupil has a minimum of 10 school sessions recorded as unauthorised in a 10 school week period; a school day is two sessions (morning and afternoon)

This includes;

Any absence marked in the register as unauthorised.

Persistent late arrival at school after the register has been taken and is recorded as an unauthorised absence.

An absence in term time which has not been authorised by the head teacher. The Government has directed that head teachers may only grant leave in exceptional circumstances.

PNs can also be used during the first 5 days of exclusion. Parents are made aware of the consequences by letter when a child is excluded from school.

Please note

If the school refers a period of absence that is longer than 15 consecutive school days; the Educational and Inclusion Partnership team may consider that a PN is not appropriate.

In these instances the matter may proceed to a prosecution.

Determination about whether it is appropriate to use a penalty notice will be based on the individual circumstances of each case.

If a parent knows that their child is failing to attend school regularly and there is reasonable justification for not ensuring that their child attends then it is for the parent/carers to prove that reasonable justification.

How much is the PN?

The PN is issued with an invoice for £160 and 28 days are given for you to settle the Penalty.

If the PN is paid within the first 21 days the amount payable is reduced to £80.

How do I pay?

The information on how to pay is included on the PN. Payment cannot be made in part or by installments.

What happens if I don't pay?

If you don't pay within the 28 days the Local Authority will consider instigating a prosecution in the Magistrates Court for the offence of irregular school attendance. If proven this could result in a criminal conviction, fine of up to £1000 per parent per child and/or a parenting order or a community service order and also costs.

Can I appeal?

There is no statutory right of appeal once a PN has been issued.

Can I be prosecuted if I pay the Penalty Notice?

You cannot be prosecuted for the period of absence identified in the Penalty Notice. You may subsequently be prosecuted for further periods of unauthorised absence from school. Each case is considered on an individual basis

**** REMEMBER ****

School staff would much rather work with parents/carers to resolve irregular attendance than resort to enforcement actions like Penalty Notices or Court

For further information please contact

Educational Inclusion & Partnership Team
attendance-admin@northamptonshire.gov.uk

<http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/Parents/Attendance/Pages/truancy.aspx>

Appendix 11 – Example letters for lateness

1st Later Letter

Re: Persistent Lateness Name: Class:

It has been brought to my attention that **NAME** is frequently late for school. Between **XXXX** and the **XXXX HE/SHE** was late on **XX** occasions. Although they may not seem very late and there may be reasons for this lateness, it is still sufficient to need recording.

When pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability. Your child may also feel awkward arriving in the classroom when everyone else is settled. Furthermore, when one pupil arrives late, it disrupts the entire class and the teacher.

Further lateness, five occurrences in a term, will result in a referral to the Headteacher and a second letter. This will continue to be monitored on a week-by-week basis **along with reasons for any lateness. A full review will take place at the end of the term with the expectation that their attendance increases to 100%.**

Please ensure that NAME is in the classroom for the start of school. The register is taken promptly at the times indicated below.

	Doors open	Register taken
Reception	8.35am	8.45am
Year 1	8.35am	8.45am
Year 2	8.35am	8.45am
KS2	8.35am	8.45am

Useful information

5 minutes late each day = **3 days lost** across an academic year
10 minutes late each day = **6.5 days lost** across an academic year
15 minutes late each day = **13 days lost** across an academic year
20 minutes late each day = **15 days lost** across an academic year
30 minutes late each day = **19 days lost** across an academic year
***Each of these days lost equals 5 hours of missed learning time**

Yours sincerely

Miss C Bell
Attendance Officer

2nd Late Letter

Re: Persistent Lateness

I am writing to inform you that **NAME**, is persistently late for school. Between **XXXX** and **XXXX**, **HE/SHE** was late on **XX** occasions and missed **XX** hours of education.

When pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability. Your child may also feel awkward arriving to the classroom when everyone else is settled. Furthermore, when one pupil arrives late, it disrupts the entire class and the teacher – everyone's education is compromised.

Further lateness may result in you being served with a Penalty Notice or a summons to court. Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996.

The County Council's Education Entitlement team who monitor school attendance may be in contact with you about this matter.

This is your second letter regarding persistence lateness. Upon receipt of this letter, I expect to see the number of late arrivals reduce over the next 4 weeks thus removing the need for me to refer this to the Education and Inclusion team at North Northamptonshire Council.

We are keen to work in partnership with parent, carers and families. Therefore please make an appointment to discuss this matter with myself or Mrs Goodman to ascertain what can be done to improve **NAME's** attendance and punctuality.

Yours sincerely

M. Krzanicki
Headteacher

Final Late Letter

Fixed Penalty Formal Warning

Following on from my correspondence on the **XXXXXX** and having reviewed your child's attendance record, I note that there has not been a sustained improvement in your child's lateness this term.

I am writing to inform you that this letter is a **Fixed Penalty Formal Warning** and is being sent to you because your child has an unacceptable level of lateness. During the period between the **XXXXX** and **XXXXX**, **NAME** was late on **XX** occasions totaling **XXXX** minutes of lost education.

Despite my previous communication, the situation has not improved to a satisfactory level and therefore **NAME's** attendance will be reviewed from the date of this warning with the expectation that their attendance increases with 0 late marks recorded.

Failure to comply may result in a Fixed Penalty being issued. For reference, I have now passed on your details to our Inclusion Officer at North Northamptonshire Council who may be in touch with you to discuss this further.

Requesting the Local Authority to issue a Fixed Penalty Notice is a strategy used by schools to address the unacceptable levels of attendance of children attending school under the following legal framework:

- **Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full time education either by regular attendance at school or otherwise**
- **Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act**
- **In cases where this duty is not being fulfilled, Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60 or £120.**

Should you wish to discuss this matter further or to access appropriate support, please contact the school.

Yours sincerely

M. Krzanicki
Headteacher

Appendix 12: Acknowledging Good Attendance Letter

Dear Parent/Carer,

Date :

Re: (Insert child's name - Attendance - Your child is currently on Green (See box below for details))

Your child's attendance is currently %.

Our current attendance target range for all children is 96%-100% and we are delighted to advise that your child is currently meeting this target. Therefore, we'd like to take this opportunity to commend you on your child's attendance which is currently within our highest standard - Green Standard.

Many thanks for your continued support, it is greatly appreciated.

If you would like an opportunity to discuss your child's attendance at any point in the year, please telephone 01536 722793 to arrange an appointment with Miss Claire Bell.

Yours sincerely,

M. Krzanicki
Headteacher

Green Pupils with attendance from 96% to 100%
Amber Pupils with attendance from 90% to 95%
Red Pupils with attendance below 90%