

St. Joseph's Catholic Primary School, EPSOM



## **Pupil Attendance Policy**

Update October 2023 by Head teacher  
Reflecting DFE guidelines published August 2020

## **Mission Statement**

*We are a Catholic community of learners striving for excellence in all our efforts.*

*We place prayer and worship at the centre of everything we do.*

*We value equality of relationships and seek to recognise God in each other.*

*We value the unique gifts given to each individual.*

*We seek to develop the whole person.*

*We respect our environment and recognise our individual responsibility for it.*

The following link takes you to the Government's guidance on school attendance.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/907535/School\\_attendance\\_guidance\\_for\\_2020\\_to\\_2021\\_academic\\_year.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907535/School_attendance_guidance_for_2020_to_2021_academic_year.pdf)

## **Guiding Principles**

Central to raising standards in education and ensuring all pupils can fulfil their potential depends on pupils attending school regularly to benefit from their education.

Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school. The government expects schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence;
- Ensure every pupil has access to full-time education to which they are entitled; and,
- act early to address patterns of absence.

The government expects parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly and all pupils to be punctual to their lessons

## **Commitment to Attendance**

St Joseph's School, along with other local schools and Surrey County Council, firmly believes that full and regular attendance at school is crucial for a child's future life chances and establishes a positive work ethic early in life. To this end, we will do all we can to encourage parents/carers to ensure their children achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly.

Parents/carers, whose children are of compulsory school age (5 to 16) and are registered at a school, are responsible for ensuring that their children attend school regularly. If they do not do so, they may be committing an offence under the Education Acts 1996 and could be liable to prosecution or to be served with a penalty notice.

St. Joseph's Catholic School has a very good attendance record, which we achieve by:

- providing a caring and welcoming learning environment;
- responding promptly to a child's or parent's concerns
- marking registers accurately and punctually during morning and afternoon registration, by celebrating good and improved attendance;
- by monitoring pupils, informing parents/carers in writing of irregular attendance, and referring the family to the Inclusion Officer if the irregular attendance continues

## **Attendance Rewards**

Certificates will be awarded for 100% attendance at the end of each term as follows:

Gold certificate = 100% attendance for 3 terms.

Silver certificate = 100% attendance for 2 terms.

Bronze certificate = 100% attendance for 1 term.

In line with the Education Regulations (Pupil Registration) Regulations 2006, all unexplained absences of 10 consecutive days or more are required to be reported to the Local Authority, although we may wish to discuss such an absence sooner with their Inclusion Officer if the absence is unauthorised, parents cannot be contacted or there are other concerns.

Schools are required to report all absence figures to the local authority and the DFE and to ensure they are recorded on a child's annual report. Rates of absence are also taken into account by Ofsted as part of a school's inspection.

### **Roles and Responsibilities in School**

The School has the following responsibilities:

#### **Governors**

- adopt and monitor the whole policy;
- receive attendance reports from the HT
- have high expectations of the school in terms of attendance

#### **Head Teacher**

- monitors and evaluates attendance with the Inclusion Officer.
- challenge poor attendance
- refer pupils to Inclusion Officer when necessary

#### **School administration:**

- follow up any unexplained non-attendance;
- ensure that the registration procedures are carried out efficiently
- consult and liaise closely with the Inclusion Officer on a regular basis
- record all reasons for absences in the register;
- notify SCC within 5 days of any new addition to the school registers
- record any changes of address and notify SCC
- notify SCC when a child's name is removed from the register at a time other than at the end of year six when natural transfer occurs.
- follow up all unexplained absences

#### **Class teachers**

- complete registers accurately and punctually at least twice daily;
- celebrate attendance award scheme
- inform the Head Teacher of concerns;
- are alert to early signs of disaffection which could culminate in non-attendance and to report these concerns as soon as possible to the Head Teacher

#### **Parents/carers/ for the children will:**

- encourage regular school attendance and be aware of their legal responsibilities;
- ensure that the child/children in their care arrive at school punctually, prepared for the day;
- ensure that they contact the school whenever the child/children is unable to attend school;
- contact the school on the first day of the child's absence before 10am (it is good practice to leave a message on the answer phone and send a note or an e-mail on their return to school);
- contact the school promptly whenever any problem occurs that may keep the child away

## **Registers**

Schools are required in law to keep an attendance register. Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity [attendance out of school]. Only the Headteacher can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

## **Registration & Lateness**

Children are expected to arrive at school between 8.40a.m. and 8.45a.m. All are expected to be in the classroom when the register is called.

Punctuality is monitored closely. Parents of late children are required to sign in electronically from 8.45am onwards.

The Headteacher will contact parents if it is noticed that a child is persistently late for school. In cases of persistent late arrival to school, parents will be invited to a meeting with the Headteacher.

The school day begins at 8.45am. Any child who arrives after 8.45am is marked as late (L).

The registers will remain open for 10 minutes and any child who arrives after the register has been taken at 8.45am but during the 10 minutes will be marked late (U for unauthorised absence).

If a reason is given for the late arrival, for example, attending an early morning medical appointment, the appropriate authorized absence code will be entered. (See Appendix 1)

The afternoon registration will be taken as soon as the child's lunch session ends.

## **Categorisation of Absence**

Any pupil who is on roll but not present in the school must be recorded within one of these categories.

### **1. Unauthorised absence**

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason. This includes:

- Parents/carers keeping children off school unnecessarily
- Absences which have never been properly explained
- Shopping, airport drops, looking after other children or birthdays
- Unexplained illness without medical evidence.

### **2. Authorised absence**

This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act. For instance, a child may be ill.

### **3. Approved Educational Activity**

This covers types of supervised educational activity undertaken off site but with the approval of the school. Pupils recorded in this category are deemed to be present for attendance returns purposes. This would include:

- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site
- Where a child is registered at two educational institutions

### **Child Performers**

Where a licence to perform is submitted to the school and specific dates are given, then absence will be authorised. Where no dates are given, it will be at the discretion of the Headteacher whether absence is authorised, considering the impact on learning.

### **Medical Appointments**

We do not expect children to attend school if they are unwell and we ask parents to be conscious of how viruses spread rapidly among children. Where a child has vomited or has diarrhoea, the child should remain off school for a full, clear 48 hours, in order to avoid the spread of illness.

Where possible take children for medical appointments outside school hours. All absences for medical reasons and illness are authorised absences.

### **External Examinations**

Other schools and organisations should take a responsible attitude to children's education and avoid arranging entrance exams or dance/music exams in school hours. However, many do not. Where possible, parents should insist on a time, which is outside school hours as it is your child's academic progress which will be affected. Absence for such events will not be authorised.

### **Notification of Absence**

If a child is absent for any reason, it is the responsibility of the parent to notify the school by telephone on the day of absence. Parents should then follow up the absence with a written letter of explanation or send an email of notification.

### **Responding To Non-Attendance**

When a pupil does not attend school, we will respond in the following way:

- On the first day of absence, if no note or telephone call is received from the parent/carer by 10 a.m. the school will endeavour to contact them that day.
- If there is no response, the school will continue to try to contact the parent/carer. If by the end of the second day, there has still been no contact made, (third day if waiting for a response to a letter), the school will send a letter of concern to parents/carers or invite them into school to discuss their concerns. The school will tell parents that if the absence persists that a referral will be made to the Inclusion Officer Service.

### **Ten Days Absence**

Any pupil who is absent without an explanation for 10 consecutive days will be notified to the Local Authority, by submitting a referral to the Inclusion Officer. This is a legal requirement. The school will include details of the action that they have taken. For a child on the Child Protection Register or defined as a 'Child in Need', or where the school has other concerns, contact with social care and/or Inclusion Officer should also be made at an earlier stage.

### **Frequent Absence**

In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parent/s by meeting with the parents in the first instance to discuss the pattern. Where this does not lead to an improvement, the Educational Welfare Officer will be involved.

### **Severely Absent (SA)**

A pupil becomes a 'persistent absentee' when they miss 50% or more schooling across the school year for whatever reason. Absence at this level is exceptionally damaging to a child's educational prospects and we need parent's fullest support and co-operation to tackle this. This level of absence would immediately trigger involvement of the Inclusion Officer.

### **Persistent Absence (PA)**

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is considerably damaging to a child's educational prospects and we need parent's fullest support and co-operation to tackle this.

Parents will be notified by a letter if their child becomes a persistent absentee and be invited to a meeting to discuss the issues identified.

### **Absence for extra-curricular exams (ballet, music etc) and for school entrance exams**

Authorised absence is not permitted for ballet, dance and music exams taken during school hours. Absence to attend exams for entry to the child's next school will be authorised.

### **Exceptional Leave of Absence/Holidays in Term Time**

There is no entitlement in law to time off in school time to go on holiday. The school holiday dates are published a year in advance and we strongly advise parents/carers to book their family holidays during the school holidays. Any savings that you think you may make by taking a holiday in school time are offset by the cost to your child's education. It is widely known that the link between a pupil's low attendance and low attainment is irrefutable.

School will only authorise leave of absence in term time in exceptional circumstances on compassionate grounds.

### **No absence is authorised for holidays, birthdays or other reasons during term time. No**

parents/carers can demand leave of absence for their child/children as a right. If parents choose to take unauthorised absence for holidays, the absence will be recorded as such.

### **What are exceptional circumstances?**

Parents may still request authorised absence for events such as a funeral. Each case will be assessed on application. However, the government's expectation is that 'exceptional circumstances' are rare and so less authorisation than previously was the case, may be allowed.

For any foreseen absence during term time parents are requested to complete either a form for either:

- Request for Exceptional Circumstances Absence from School
- Notification of Unauthorised Absence from School

The form should be submitted to the Headteacher for consideration in advance of the absence.

### **Removing a Child from the Register**

The school may delete a pupil's name from the register if the following criteria are met, due to an absence:

- (i) that the pupil failed to return to school within 10 school days immediately following the period of absence, as notified by the parents
- (ii) the Head teacher does not have reasonable grounds to believe that the pupil is unable to attend by reason of sickness or any unavoidable cause; and
- (iii) that both the school and the LEA have failed after reasonable enquiry to ascertain where the pupil is.

## Penalty Notices

The Inclusion Officer Service, acting on behalf of Surrey County Council may issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and requires the recipient to pay a fixed amount.

### Please read appendix 2 for SCC Code of Conduct for Fixed Penalty Notices

## Truancy Patrol

When a pupil comes to the notice of a Truancy Patrol, the pupil's pattern of school attendance is investigated.

## The Inclusion Officer Officer

Inclusion Officer monitors the attendance of all children on a regular basis and will work with school staff and parents to promote good attendance and investigate reasons for absence.

If attendance problems cannot be resolved by school, then the school will make a referral to Education Welfare. The EWO will try to resolve the situation but if attempts to improve attendance have failed, but unauthorised absence persists, the EWO can use sanctions such as parenting contracts, penalty notices and prosecution.

Failure to ensure regular school attendance, under section 444 of the Education Act 1996, could result upon conviction in a magistrate's court, to a fine not exceeding £2500 or a term of imprisonment not exceeding three months, or both.

## Appendix 1 – National Attendance Codes

All pupils must be given a registration mark each day. There are two sessions that require a registration mark. The following national codes will be used to record attendance information.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Leave of Absence authorised by the school	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)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (when reasons for absence are not accepted)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence

<b>T</b>	Gypsy, Roma and Traveller absence	Authorised absence
<b>U</b>	Arrived in school after the registers had closed	Unauthorised absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work experience	Approved Education Activity
<b>X</b>	Not attending in circumstances relating to coronavirus (COVID-19)	Not counted in possible attendances
<b>Y</b>	Unable to attend due to exceptional circumstances	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to pupils	Not counted in possible attendances



## Appendix 2 SCC Code of Conduct for Fixed Penalty Notices

This Code of Conduct is informed by the Education (Penalty Notices) (England) Regulations 2007, The Education (Penalty Notices) (England) (Amendment) Regulations 2012, and 2013, The Education (Pupil Registration) (England) Regulations 2006, the Education (Pupil Registration) (England) (Amendment) Regulations 2010 and 2013 and the Education and Inspections Act 2006.

1.  
**Introduction and Rationale**
- 1.1 The Anti-Social Behaviour Act 2003 introduced guidance and legislation to supplement existing sanctions, under Section 444 of the Education Act 1996 and Section 36 of the Children Act 1989 (Education Supervision Orders), to aid schools and Local Authorities to enforce attendance at school. This includes additional powers in the form of Penalty Notices for non-attendance.
- 1.2 **Surrey County Council is committed to raising attendance in order to maximise the educational possibilities available to pupils.**
- 1.3 Many cases of non-attendance can be resolved through effective partnership working with parents, individual pupils, schools and other agencies. However, if non-attendance cannot be resolved, or parents actively prevent, or fail to ensure that their children access education, legal sanctions will be considered.
- 1.4 Penalty Notices are issued:
  - (a) To address pupils' poor attendance by demonstrating that parental failure to ensure children attend school regularly will not be tolerated and;
  - (b) To deter parents from taking children out of school during term time without the authorisation of the school.
- 1.5 Penalty Notices offer a swift intervention which will be used to combat unauthorised absence. A key consideration should be whether it will be effective in helping the pupil return to regular school attendance, except in the case of unauthorised leave of absence. See 1.4(b) above
- 1.6 The purpose of this Code of Conduct is to ensure that powers are applied consistently and fairly across the LA, taking into consideration any social, mental health, special educational needs and/or anti-discriminatory issues. The issuing of Penalty Notices must conform with all requirements of the Human Rights Act 1998 and the Equality Act 2010 .
- 1.7 Audits of all pupils' attendance are carried out by Inclusion Officer Officers in Surrey Maintained Schools on a regular basis.

### Legal Basis

- 2
- 2.1 The Education (Penalty Notices) (England) Regulations 2007 came into force on 1<sup>st</sup> September 2007. Section 23 of the Anti Social Behaviour Act 2003 empowers designated Local Authority officers, Head Teachers (and other school personnel authorised by their Head Teachers) and the Police to issue Penalty Notices in cases of unauthorised absence from school. In Surrey, it has been agreed that only Local Authority officers will be authorised to issue Penalty Notices.
- 2.2 The Education (Penalty Notices) (England) Regulations 2007 require the Local Authority to consult with governing bodies, head teachers and the chief officer of police , to develop a Code of Conduct when issuing Penalty Notices. Any person issuing a Penalty Notice must do so within the

terms of this Code of Conduct.

- 2.3 The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which became law on 1<sup>st</sup> September 2013 states that Head teachers may not grant any leave of absence during term time unless there are “exceptional circumstances”. The Head teacher is also required to determine the number of school days a child can be away from school if such leave is granted.

2.4 An offence occurs if a parent/carer fails to secure a child’s attendance at the school at which they are a registered pupil and that absence is not authorised by the school.

2.5 Within this Code of Conduct a parent is defined as per Section 576 of the Education Act 1996:

- All natural parents, whether married or not.
- Any person who, although not a natural parent, has parental responsibility/care for a child/young person as defined in the Children’s Act 1989 through a Court Order, formal agreement, Child Arrangements Order, adoption or becoming the child’s legal guardian
- Any person who, although not a natural parent, has care of a child/young person and is considered to be a parent in education law.

A Penalty Notice will be issued to **each** parent liable for the offence or offences.

2.6 A Penalty Notice offers an alternative to prosecution, enabling parents to discharge potential liability for a criminal conviction by paying a penalty.

2.7

It is important that schools ensure accurate completion of registers and comply with the registration codes as detailed in the Education (Pupil Registration)(England) Regulations 2006 as amended by the Education (Pupil Registration)(England)(Amendment) Regulations 2010.

2.8

### 3. **Circumstances where a Penalty Notice May be Issued**

3.1 A Penalty Notice can be issued in cases of **unauthorised** absence resulting in poor attendance and consideration should be given as to whether issue is likely to secure an improvement in attendance.

3.2 Additionally, penalty notices will be issued for one off instances of absence taken in term time without school permission in accordance with The Education (Pupil Registration)(England)(Amendment) Regulations 2013, as shown in 3.7.

3.3 Use of Penalty Notices will be restricted to **three per pupil per academic year**.

3.4 If two penalty notices have been issued and paid in relation to a particular child, or there has been previous prosecutions, and poor attendance is an ongoing problem, except in exceptional circumstances, information will then be gathered to support a prosecution under Section 444 of the Education Act 1996 rather than a further Penalty Notice being issued.

3.5 In cases where families contain more than one poor-attending pupil, Penalty Notices may be issued to each parent for more than one child. This may not necessarily be simultaneously but the procedural timescales may overlap. Careful consideration will always be given to multiple issues within the same family.

3.6 **The issuing of a Penalty Notice for poor attendance may be considered appropriate in the following circumstances:**

3.6.1 ***Unauthorised absences or late arrival after the close of registration, on 7 occasions in any six week period (not including school closures).*** The liable parent/carer will receive a written warning from the Inclusion Officer Service of the possibility of a Penalty Notice being issued and given a maximum of 15 school days to effect an improvement. During this period the pupil is not expected to incur any further unauthorised absence. Where a formal warning letter has been issued to parents, the Local Authority will monitor the attendance for a maximum of 15 school days and issue a Penalty Notice by first class post if the Local Authority determine that an acceptable level of attendance has not been achieved

3.6.2 ***Pupils, identified by Police and Inclusion Officer Officers engaged on Truancy Patrols, who have incurred unauthorised absence.*** The liable parent/carer will receive a written warning from the Inclusion Officer Service of the possibility of a Penalty Notice being issued and given a maximum of 15 school days to effect an improvement. During this period the pupil is not expected to incur any further unauthorised absence. Where a formal warning letter has been issued to parents, the Local Authority will monitor the attendance for a maximum of 15 school days and issue a Penalty Notice by first class post if the Local Authority determine that an acceptable level of attendance has not been achieved

3.6.3 ***When an excluded pupil is found in a public place during school hours within the first 5 school days of an exclusion without justifiable reason.*** No written warning will be given where it can be shown that the parent/carer had previously been warned of their liability to receive a Penalty Notice

3.7 **The issuing of a penalty notice for unauthorised leave of absence may be considered appropriate in the following circumstances :*Unauthorised leave of absence in term time (5 days/10 sessions or more within a three month period – this need not be consecutive) without the authorisation of the school.*** In the case of separated parents, the penalty notice will be sent to the parent requesting leave of absence and/or taking the pupil out of school. No written warning will be given where it can be shown that the parent/carer had previously been warned of their liability to receive a Penalty Notice.

3.8 Where a Penalty Notice has not been paid, in accordance with The Education (Penalty Notices) (England) Regulations 2007 and Department for Education guidance, the Local Authority is required to investigate the reasons for the absence and decide whether a prosecution is appropriate or withdraw the original Penalty Notice.

#### 4. ***Procedure for Issuing Penalty Notices***

4.1 The Inclusion Officer Service will receive all requests for consideration of the issue of Penalty Notices. This will ensure consistent and equitable delivery, avoid duplication, retain school-home relationships and allow cohesion with other enforcement sanctions. Requests will be received from schools (approved by Head Teachers or designated officers), Police and other Local Authorities and action considered, provided that:

- All relevant information is accurate and supplied in the specified manner on the request form with supporting evidence attached.
- The registration certificate accompanying the request must be accurate. It is a legal document and, as such, it must correctly portray the pupil's actual attendance/non attendance.

- The circumstances of the pupil's absence shall meet all the requirements of this Code of Conduct.
- A School Attendance Policy must include the times the registers open and close. The closure time should be no more than 30 minutes after registration, in accordance with Department for Education guidelines. A "U" symbol will then be used to record a pupil arriving late after the close of register without good reason, which is an unauthorised absence.
- The issue of a Penalty Notice does not conflict with other intervention strategies in place or other enforcement sanctions already being processed.
- The request by a school for a Penalty Notice to be issued should be received by the Inclusion Officer Service as soon as possible after the last date of absence specified in the request. Late requests may not be accepted.
- In the case of a Year 11 pupil, requests for consideration for a Penalty Notice should be received by the 1<sup>st</sup> of April, but may be considered for absences after this date if the absence results in the failure of a pupil to attend a pre-arranged external examination.

4.2 In cases where a request for the issue of a Penalty Notice indicates there are other agencies involved with the family, further investigation by the Local Authority will take place before a decision is made. The Court Presentation Officer or the Assistant Court Presentation Officer will ensure that the appropriate legal conditions are met that could justify prosecution, in the event of non-payment of the fine.

4.3 In cases that are open to Education Welfare, consultation will take place with the EWO who has specific knowledge of the family's circumstances before a decision is made.

4.4 When requests for PNs are received which meet the criteria, the Inclusion Officer Service will:

4.4.1 In appropriate cases, issue a formal written warning to the parent/carer by first class post informing them of the possibility of a Penalty Notice being issued, (except in the case of unauthorised leave of absence in term time where it can be shown that the parents have previously been warned of their liability to receive a Penalty Notice and when an excluded pupil is found in a public place during school hours within the first 5 school days of an exclusion without justifiable reason).

4.4.2 In the same letter, set a period of a maximum of 15 school days from the date of receipt of the letter by the parent, during which time the pupil is not expected to incur any further unauthorised absence. The attendance will be monitored and a Penalty Notice may be issued during, or at the end of the period, if considered, by the Local Authority, to be appropriate.

4.4.3 Issue a Penalty Notice through the post, during, or at the end of the 15 school days period if the Local Authority determine that an acceptable level of attendance is not being achieved. A Notice served by first class post is deemed to have been received on the second working day after posting.

4.5 Schools will be informed that a warning has been issued and will be expected to monitor the attendance and inform the Inclusion Officer Service of the outcome at the end of the 15 day period.

4.6 Where it is not appropriate to issue a penalty notice because the attendance has improved, but the pupil has incurred some unauthorised absence during the 15 day period, another warning

letter can be sent .

- 4.7 Alternative action should be considered when Penalty Notices have been issued on 2 occasions against the same parent in the same academic year

## 5. **Procedure for Withdrawing Penalty Notices**

- 5.1 Once issued, a Penalty Notice will only be withdrawn in the following circumstances:

- Proof has been established that the Penalty Notice was issued to the wrong person
- The issue of the Penalty Notice did not conform to the terms of this Code of Conduct.
- In exceptional circumstances where the issue of a Penalty Notice is deemed inappropriate

### **Payment of Penalty Notices**

- 6.
- 6.1 Arrangements for payment will be detailed on the Penalty Notice.
- 6.2 Payment of a Penalty Notice discharges the parent/carer liability for the period in question and they cannot subsequently be prosecuted under other enforcement powers for the period covered by the Penalty Notice.
- 6.3 Payment of a Penalty Notice within 21 calendar days is £60 and payment after this time but within 28 calendar days is £120.
- 6.4 The Local Authority retains any revenue from Penalty Notices to cover enforcement costs (collection or prosecuting in the event of non-payment).

- 7.
- ### **Non-payment of Penalty Notices**
- 7.1 Unless withdrawn, non-payment of a Penalty Notice will trigger the prosecution process under the provisions of Section 444 Education Act 1996.
- 7.2 The parent is not prosecuted for the non-payment of the Penalty Notice but for the offence to which the Penalty Notice relates.
- 7.3 The period of the offence will be defined as:
- (a) In the case of unauthorised leave of absence: (see section 3.7) **the time the pupil was absent from school without authorisation.**
  - (b) In the case of poor attendance: **up to 6 months prior to the issue of the summons.**
  - (c) In the case of a child being identified on a truancy patrol:**up to 6 months prior to the issue of the summons.**
  - (d) In the case of exclusion:**for any occasion when the child was seen in a public place without justification during school hours**

## 8. **Policy and Publicity**

- 8.1 All school Attendance Policies should include information on the deployment of Penalty Notices. Steps should be taken to provide parents with clear, accurate and up to date information regarding their liability to receive a Penalty Notice.
- 8.2 Surrey County Council will include information on the use of Penalty Notices and other attendance enforcement sanctions in relevant promotional/public information material.

9. **Reporting and Review**

- 9.1 The Inclusion Officer Service will report annually on the deployment and outcomes of Penalty Notices to the Department for Education.
- 9.2 The Local Authority will formally review Penalty Notice use at the end of each academic year and amend the general enforcement strategy if appropriate.

10.

***Cross Boundary Issues***

- 10.1 Legal intervention and issue of the Penalty Notice is undertaken by the Local Authority where the pupil attends school.

11.

***Right of Appeal***

- 11.1 There is no statutory right of appeal against the issue of a Penalty Notice.

## **Notification of Unauthorised Absence from School**

Dear Parent,

Parents should think carefully before taking their children out of school for any reason. Children naturally miss some school because of illness but their loss of learning is compounded significantly when parents arrange other reasons for absence. You are encouraged to book medical and dental appointments outside the school day.

Parents are wholly discouraged from booking holidays or short trips during term time and all such absences will be unauthorised. Their absence record remains with the child throughout their school years.

A child's learning will suffer as a result of extended absence. New topics may have been covered during the absence and it may be difficult for your child to recover this lost ground. It is not the school's policy to provide extra homework for absences taken in term time.

A child may also experience socialisation problems after an extended absence particularly if they have missed key moments which their friends are talking about, e.g. special days, assemblies, visits etc.

Authorised Permission for Compassionate Absence will be permitted where appropriate. An example of such a request would be to attend a funeral, wedding or baptism. There is a separate form for such an absence which you may collect from the school office. All permissions are subject to the approval of the Head Teacher. Proof of the event should be attached to the request form.

Parents should ensure that the Head teacher has been notified in advance of all known absences and should be prepared that some may not be authorised.

Parents are advised to read the school's attendance policy which is on the website in advance of planning any absence from school.

Please complete the proforma on the reverse and return it to the school office. You will be contacted about the outcome.

Yours sincerely,

Theresa Kenefick  
Head Teacher

## Notification of Unauthorised Absence from School

<b>Name of Child(ren)</b>	
<b>Address</b>	
<b>Class(es)</b>	
<b>Dates for which permission is sought.</b>	
<b>Reason for absence</b>	
<b>Reason why you are taking unauthorised absence during term time</b>	
<b>Parent's Signature</b>	

<b>Head Teachers Response</b>	
<b>Date</b>	
<b>Head teacher's signature</b>	



## Request for Compassionate Absence from School

Dear Parent,

Parents should think carefully before taking their children out of school for any reason. Children naturally miss some school because of illness but their loss of learning is compounded significantly when parents arrange other reasons for absence. You are encouraged to book medical and dental appointments outside the school day.

Parents are wholly discouraged from booking holidays or short trips during term time and all such absences will be unauthorised. Their absence record remains with the child throughout their school years.

A child's learning will suffer as a result of extended absence. New topics may have been covered during the absence and it may be difficult for your child to recover this lost ground. It is not the school's policy to provide extra homework for absences taken in term time. A child may also experience socialisation problems after an extended absence particularly if they have missed key moments which their friends are talking about, e.g. special days, assemblies, visits etc.

Permission for Compassionate Absence will be permitted where appropriate. An example of such a request would be to travel and /or attend a funeral, wedding or baptism. All permissions are subject to the approval of the head Teacher. Proof of the event should be attached to the following request form.

Parents should ensure that the Head teacher has been notified in advance of all known absences and should be prepared that some may not be authorised.

Parents are advised to read the school attendance policy, which is on the website, in advance of arranging any absence from school.

Please complete the proforma on the reverse and return it to the school office. You will be contacted with the outcome.

Yours sincerely

Theresa Kenefick  
Head Teacher

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<b>Name of Child(ren)</b>	
<b>Address</b>	
<b>Class(es)</b>	
<b>Dates for which permission is sought.</b>	
<b>Reason for absence</b>	
<b>Please identify the evidence which you will be attaching to this form.</b>	
<b>Parent's Signature</b>	

<b>Head Teachers Response</b>	
<b>Date</b>	
<b>Head teacher's signature</b>	

