

# Antingham & Southrepps Primary School and Nursery

## Attendance Policy



Approved: January 2022

Review: Annually

Next Review: January 2023

Owner: Antingham & Southrepps Primary School

# ANTINGHAM AND SOUTHREPPS PRIMARY SCHOOL AND NURSERY

## ATTENDANCE POLICY 2021-22

### Introduction

At the heart of everything we do at Antingham & Southrepps Primary School and Nursery is children's learning, but children cannot learn if they are not present in school. For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

We are committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all. We will endeavour to provide an environment where all pupils feel valued and welcome.

School attendance is subject to various education laws and this school attendance policy is written to reflect these laws and guidance produced by the Department for Education (DfE).

The Synergy MAT will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals. This policy will contain within it the procedures that the school will use to meet its attendance targets.

This policy relates to all pupils of statutory school age.

### Aims

- To work together with parents to ensure our children are safe
- To continue to improve attendance and punctuality across the Synergy MAT
- To reduce the percentage of unauthorised absence
- To create a culture in which good attendance and punctuality is valued by the schools
- Develop and maintain effective communication regarding attendance between home and School

### Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise. A child is of Compulsory School age at the beginning of the term following their 5th birthday.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

### Definitions

For the purpose of this policy, the school defines;

Absence as:

- Arrival at school after the register has closed
- Not attending school for any reason

### Regular attendance as:

- Attendance at every session the school is open to pupils unless their absence has been authorised

**An authorised absence as:**

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave (for the day of the observance only)
- An absence due to a family emergency or unavoidable cause

**An unauthorised absence as:**

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Shopping, looking after other children or birthdays
- Day trips or holidays in term-times which have not been agreed
- Leaving school for no reason during the day

**Persistent absenteeism (PA) as:**

- Missing 10% or more of schooling across the year for any reason

**Parent as:**

- Any natural parent, whether married or not
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person
- Any person who, although not a natural parent, has charge of a child or young person

**Attendance Targets**

This year our attendance targets is: 96%

**Promoting Attendance**

The foundation for good attendance is a strong partnership between the school, parents and the child.

The Home/School agreement will contain details of how we will work with parents and our expectations of what parents will need to do to ensure their child achieves good attendance.

We will ensure that our pupils are made aware of the importance of good attendance and how this will benefit them through whole school assemblies and PSHE lessons.

Parents are informed weekly of the whole school and individual class attendance figures via Parentmail or text message.

**Pupil Registration**

The schools are required to maintain two registers:

- An admission register (known as the school roll)
- The admission register shall contain a list of pupils at the school
- An attendance register

The school ensures that an attendance register for all pupils on the school roll is taken twice a day; once at the start of the morning session and once during the afternoon session. For each pupil, the register must record whether the pupil was:

- Present;
- Absent;

- Present at approved educational activity; or
- Unable to attend due to exceptional circumstances.

### Categorising Absence and Attendance

The table below shows the national codes which enable all schools to record and monitor attendance and absence in a consistent way, and comply with the regulations

<b>Absence and Attendance Codes</b>	
<b>Present at School</b>	
<b>∧</b>	Registration code ∧: present in school / = am \ = pm
<b>L</b>	Late arrival before the register has closed. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.
<b>Attendance codes for when pupils are present at approved off-site educational activity</b>	
<b>B</b>	Off-site educational activity. This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguarding pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.
<b>D</b>	Dual Registered - at another educational establishment. This code is not counted as a possible attendance in the school Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registering. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used when the pupil is known to be registered at another school during the session in question. Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in timely manner.
<b>J</b>	At an interview with prospective employers, or another educational establishment. This code should be used to record time spent in interviews with prospective employers or another educational establishment prospects, further education or transfer to another educational establishment.
<b>P</b>	Participating in a supervised sporting activity. This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
<b>V</b>	Educational visit or trip. This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.
<b>W</b>	Work experience. Work experience is for pupils in the last two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code
<b>Absence codes when pupils are not present in school</b>	
<b>C</b>	Leave of absence authorised by the school. Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.
<b>E</b>	Excluded but no alternative provision made. If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must

	be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using appropriate attendance code.
<b>H</b>	Holiday authorised by the school. Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.
<b>I</b>	Illness (not medical or dental appointments). Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concerns about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.
<b>M</b>	Medical or dental appointments. Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.
<b>R</b>	Religious observance. Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has been set aside for religious observance.
<b>S</b>	Study leave. Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.
<b>T</b>	Gypsy, Roma and Traveller absence. A number of different groups are covered by the generic term Traveller - Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and circus people, Bargees (occupational boat dwellers) and New Travellers. This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not used for any other types of absence by these groups. To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.
<b>Unauthorised Absence from School</b>	
<b>G</b>	Holiday not authorised by the school or in excess of the period determined by the head teacher. If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take a child out of school, or the child is kept away longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.
<b>N</b>	<b>Reason for absence not yet provided. Our schools will not use this code at any time. Where a reason is not known, O should be recorded and changed if a reason is given at a later date.</b>
<b>O</b>	Absent from school without authorisation. If the school is not satisfied with the reason given for absence they should record it as unauthorised.
<b>U</b>	Arrived in school after registration closed. Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.
<b>X</b>	<b>Not attending in circumstances relating to coronavirus (COVID-19)</b> (This code is not counted as an absence in the school census) This code is used to record sessions where the pupil's travel to or presence at school would conflict with: <ul style="list-style-type: none"> <li>● guidance relating to the incidence or transmission of coronavirus (COVID-19) from</li> </ul>

	<ul style="list-style-type: none"> <li>Public Health England or the Department of Health and Social Care<sup>12</sup> or any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19).</li> </ul>
<b>Administrative Codes</b>	
<b>X</b>	Not required to be in school. This code is used to record sessions that non-compulsory school age children are not expected to attend.
<b>Y</b>	<p>Unable to attend due to exceptional circumstances. This code can be used where a pupil is unable to attend because:</p> <ul style="list-style-type: none"> <li>The school site, or part of it, is closed due to an unavoidable cause; or</li> <li>The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or</li> <li>A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.</li> </ul> <p>This code can also be used where a pupil is unable to attend because:</p> <ul style="list-style-type: none"> <li>The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as a code B (present at approved educational activity).</li> </ul> <p>This code is collected in the School Census for statistical purposes.</p>
<b>Z</b>	Pupil not on admission register. This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admissions register from the first day that the school has agreed, or been notified, that the pupil will attend the school.
<b>#</b>	Planned whole or partial school closure. This code should be used for whole or partial school closures that are known or planning in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where is it required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.

### Leave of Absence

Since September 2013, changes to Government regulations and guidance means that Head teachers can no longer authorise leave of absence for the sole purpose of a holiday (unless in exceptional circumstances) during term time will be marked as unauthorised within the register. Any parents know to have removed their child from school for the sole purpose of a holiday may be referred to the Local Authority and be issued with a penalty notice fine or referred to the Local Authority to consider prosecution.

We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may

### Late Arrival at School

Doors are open at 8:50am to allow all children to settle before the register is taken at 9.00am. The register closes at 9.00am. Any child arriving between 9.00am-9.30am will be marked as late and must come to the school office. Any child arriving after 9.30am will be marked as absent and this will be unauthorised unless notification for an appointment has already been given.

Afternoon registration is at 1.00pm. Registers close 10 minutes after the start of registration.

Children who arrive late without an authorised reason after the register has closed are marked absent for that session. Reasons given for lateness are recorded in the school office. Where children are regularly late for school, the school will call and/or write to parents informing them of the school's concerns and offering support and help to rectify the situation. A meeting with the Headteacher will be organised and a plan with the parents implemented to improve punctuality and this will be reviewed. If lateness is consistent and parents have not responded to support from the

school then a Fast Track to Attendance process will begin.

## Authorised or Unauthorised Absence?

**Authorised absence** is where the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as satisfactory justification for absence. Authorised absences are mornings or afternoons away from school for reasons such as illness, emergency medical/dental appointments, which unavoidably fall into school time, emergencies or other unavoidable causes. Each application for authorised absence is treated fairly and consistently. The decision to authorise an absence is at the discretion of the Headteacher. **It is the expectation that routine medical and dental appointments be made out of school hours or during holiday time where possible.**

All other absences must be treated as unauthorised. Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings. This includes:

- Parents/carers keeping children off unnecessarily
- Truancy before or during the school day
- Absences which have never been explained
- Children who arrive at school after the register is closed
- Closure of a siblings school for INSET (or other) purposes
- A pupil's/family member's birthday
- Shopping, looking after other children or birthdays
- Day trips and holidays in term time (unless exceptional circumstances have been given)
- Where parents have not contacted the school before 9.15am to inform the school of reason for absence (unless in exceptional circumstances)
- Illnesses where a child is deemed to be persistently absent (below 90%) unless medical evidence is provided
- There is a pattern of sporadic attendance which is of cause for concern

Whilst any child may be off school because they are ill, something they can be reluctant to attend school. Any problems with regular attendance should be dealt with as a matter of urgency between the school, the parents and the child.

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 off the school site). Only the Headteacher or can authorise absence.

## Fixed Penalty Notices

The Local Authority operates a system where any pupil will meet the criteria for legal intervention through the issue of a Fixed Penalty Notice.

In the DfE policy document entitled, 'School Attendance: Guidance for maintained schools, academies, independent schools and local authorities' it states, '*Head teachers should not grant leave of absence unless there are exceptional circumstances. **The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.***'

If the school does not receive a request for leave, the head teacher will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. There will be no obligation on the head teacher to reconsider authorising the leave if an application has not been made in advance.

The Local Authority operates a system where any pupil will meet the criteria for legal intervention where they have:

- at least 9 sessions (4.5 school days) lost to unauthorised absence by the pupil during the last 6 school weeks

The intervention could be in the form of a Fixed Penalty Notice. Any pupil at Antingham and Southrepps Primary School and Nursery who meets the criteria, will be referred to the Local Authority for action to be considered.

If a Fixed Penalty Notice is issued it is a fine of £60 per parent per child which must be paid in one payment within 21 days. If a Notice is unpaid within 21 days, the fine will double to £120 per parent per child if paid within 28 days. If a fixed penalty notice fine is not paid in full within the timescale set out above, the Local Authority is required to start legal proceedings against the parent(s) in the local Magistrates' Court for the offence of failing to ensure their child has attended school regularly.

### **Persistent Absenteeism (PA):**

A pupil becomes a 'persistent absentee' when they miss 10% or more (attendance is below 90%) schooling across the school year regardless of the reasons given. Over a full academic year this would be 38 sessions (19 days) missed. Absence at this level is doing considerable damage to any child's educational prospects and we need parent's fullest support and cooperation to tackle this. We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and the parent/carer will be informed of this immediately.

All of our persistently absent pupils and their parents will be subject to an action plan and the plan may include; allocation of additional support, individual incentive programmes and participation in group activities around raising attendance. Any persistent absentee will be considered for a fast track attendance process and made known to the Local Authority Attendance Service.

If parents fail to engage with support and their child continues to have unsatisfactory attendance/punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice or full prosecution in a magistrates court. Parents found guilty in a Magistrates Court of failing to secure their child's regular attendance at school under the provision of the Education Act 1996, will receive a criminal record and a maximum penalty of £1000 fine under section 444 (1) offence or a £2500 fine or up to a 3 month prison sentence, under a section 444 (1a) offence.

### **Fast Track to Attendance**

Parents/Carers will be invited to attend a Fast Track to Attendance meeting where either;

- Attendance is below 90% and the child is deemed to be persistently absent
- Attendance has been sporadic or patterns of unauthorised absence are cause for concern
- Punctuality is a cause for concern and the child has been late on a number of occasions

The purpose of the Fast Track to Attendance meeting is for the parents, child (age appropriate) and school to meet to identify the reasons for absence and to work together to improve attendance. During the meeting, reasons for absence will be identified and different strategies to improve attendance will be considered, a supportive action plan will be agreed and an attendance target will be set.



Whilst the intention of the Fast Track to Attendance meeting is that attendance will improve, consideration will be made to legal action if attendance targets are not met. This could include prosecution in the magistrates' court, education supervision orders or parenting orders.

### **Frequent Medical Absences**

The school will discuss with the school nursing team those pupils who frequently miss days for medical reasons. Where necessary, a referral will be made to school health for an evaluation of the child's health and educational needs. The school may wish to discuss a child's medical needs with health professionals such as the GP or consultant. Permission will be requested from the parents to allow agencies to work together to support the child.

### **Roles and Responsibilities of Parents**

The Education Act of 1996 states that parents and carers have the prime responsibility for ensuring that registered pupils of compulsory school age attend school regularly. If a child does not attend regularly, parents should work closely with the school, the Pastoral Support Workers and the LA attendance officer to resolve the problem.

Parents found guilty of school attendance offences could be subject to a fine of up to £2500 and/or a period of imprisonment for up to three months, or alternatively the Authority could seek a parenting order. At The Coastal Federation we encourage good working relationships with parents by regularly publicising the arrangements for notifying absence and the school's policy towards unauthorised absence in the home-school agreement.

Parents will provide the school with a minimum of three contacts and ensure that the school office is informed of changes to contact details.

### **Roles and Responsibilities of The School Governors**

- Ensure that the importance and value of good attendance is promoted to pupils and their parents.
- Annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy.
- Identify a member of the governing body to lead on attendance matters.
- Ensure that the regulations and other legislation are complied with.
- Monitor the school's attendance and related issues through termly reporting at Governors' meetings.
- Ensure attendance data is reported to the Local Authority or Department for Education as required and on time.
- Ensure there is a named senior manager to lead on attendance.
- Ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site.
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence.
- Ensure that the data is understood and used to devise solutions and to evaluate the effectiveness of interventions.

### **Roles and Responsibilities of The Senior Leadership Team**

- Actively promote the importance and value of good attendance to pupils and their parents.
- Form positive relationships with pupils and parents.
- Ensure that there is a Federation approach, common across all three schools which reinforces good school attendance, with good teaching and learning experiences that encourage all pupils to attend and achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually.

- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues.
- Ensure that the Regulations and other relevant legislation are complied with.
- Ensure that there is a named senior manager to lead on attendance and allocate sufficient time and resources.
- Return school attendance data to the Local Authority and the Department for Education as required and on time.
- Report the attendance and related issues through termly reporting to the Governors and to the lead governor for attendance.
- Ensure that the systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented.
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
- Interpret the data to devise solutions and to evaluate the effectiveness of the interventions.
- Develop a multi-agency response to improve attendance and support pupils and their families.
- Document interventions used to a standard required by the Local Authority should legal proceedings be instigated.
- Set out how Pupil Premium will be used to support pupils with irregular attendance.

### **Roles and Responsibilities - All Staff**

- Actively promote the importance and value of good attendance to pupils and their parents.
- Form positive relationships with pupils and parents.
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Comply with the Regulations and other relevant legislation.
- Implement systems to report, record and monitor attendance of all pupils including those who are educated off site.
- Ensure that registers are recorded accurately and in a timely manner.
- Contribute to the evaluation of school strategies and interventions.
- Work with other agencies to improve attendance and support pupils and their families.

The member of staff responsible for attendance will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support.

The member of staff responsible for attendance will support good attendance, respond to concerns and promote improvement in attendance by:

- Monitoring and analysing pupil attendance data.
- Undertaking regular attendance meetings with the Designated Safeguarding Lead and other relevant staff members.
- Implementing the identified strategies for promoting good whole school attendance.
- Implementing the identified strategies for tackling unsatisfactory attendance.
- Managing individual casework files
- Coordinating individual Action Plans for pupils causing concern including the instigation of a Family Support Plan (FSP) and/or the implementation of a parenting contract.
- Ensure first day calling procedures are adhered to, if a child is absent from school without contact from a parent.
- Making referrals to appropriate external agencies.

We request that parents will:

- Take a positive interest in their child's work and educational progress.
- Ensure their child has regular attendance at school.
- Instil the value of education and regular school attendance within the home environment.

- Contact the school if their child is absent to let them know the reason why and the expected date of return.
- Avoid unnecessary absences; for example by making medical and dental appointments outside of school hours.
- Ask the school for help if their child is experiencing difficulties with any aspect of their school work or home and family life.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school by becoming involved in their child's education, forming a positive relationship with the school and acknowledging the importance of children receiving the same message both at school and home.
- Maintain effective routines at home to support good attendance.
- Attend all meeting requested to discuss attendance issues.

## **Absence Procedures**

### **First Day Absence**

Parents/carers are expected to contact the school office or via Parentmail on the first day of absence before 9.30am, leaving a message if the office is not available to take the call. The child's name should be given with a clear reason as to why they are absent (the school can not accept 'generally unwell'). If there has been no contact from the parent the school will make telephone contact with the parent/carer. Where identified children are absent, the admin staff will call the family and check for reasons for absence, record these and where necessary, pass on this information to the relevant professionals.

**It is the responsibility of the parent/carers to inform the school of a child's absence. Unless in exceptional circumstances, absences will be unauthorised if a parent does not contact the school before 9.30am**

If the school has not received notification from a parent/carer of a child's absence the school office will call all contact numbers (minimum 3 contact numbers to be held for each child) to establish the reason for a child's absence.

Where contact cannot be made to establish reasons for absence, the school will make a home visit to ensure the safety of the child. If the child is not seen while visiting the home and/or their welfare is of a concern, the school will contact Children's Services.

### **Fifth Day Absence**

If a child has been absent for 5 consecutive days without explanation or authorisation then the school will contact the family to check and establish the reason for the child's absence.

### **Tenth Day Absence**

Any pupil who is absent without an explanation for 10 consecutive days will be referred to the Attendance Officer. THIS IS A LEGAL REQUIREMENT. The school will include details of action that they have taken

### **Home Education**

The school will not offer advice on home education. Where a parent chooses to educate their child at home they must give written notification to the school. The school will inform the Local Authority that the pupil is to be deleted from the admission register.

## Deletions from the Register

In accordance with the Regulations, pupils will only be deleted from the register when one of the following circumstances applies:

<b>A</b>	Where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive full and efficient full-time education suitable to his/her age, ability and aptitude otherwise than the school.
<b>B</b>	<b>Change of school</b> Except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (A) or regulation 9, that s/he has been registered as a pupil at another school.
<b>C</b>	Where the pupil is registered at more than one school and in a case not falling within subparagraphs (J) or (M) or regulation 9, that s/he has ceased to attend the school and the proprietor of any school at which he is registered has given consent to the deletion.
<b>D</b>	<b>Home education</b> In a case not falling within sub-paragraph (A) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
<b>E</b>	<b>Moved away</b> Except in the case of a border that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
<b>F</b>	In the case of a pupil granted leave of absence in accordance with regulation 7(1a) that- (i) The pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) The proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) The proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where a pupil is.
<b>G</b>	That s/he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither s/he nor his/her parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
<b>H</b>	That s/he has been continuously absent from school for a period of not less than twenty school days and (i) At no time was his/her absence during that period authorised by the proprietor in accordance with regulation 6(2) (ii) The proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; And (iii) The proprietor of the school and the Local Authority have failed, after jointly making reasonable enquiries, to ascertain where a pupil is.
<b>I</b>	That s/he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to school at the end of that period.
<b>J</b>	That the pupil has died.
<b>K</b>	That the pupil will cease to be of compulsory school age before the school next meets and – (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) The pupil does not meet the academic entry requirements for admission to the school's sixth form.
<b>L</b>	In the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he have ceased to be a pupil of the school.
<b>M</b>	<b>Permanent exclusion</b>

	The s/he has been permanently excluded from the school.
<b>N</b>	Where a pupil has been admitted to a school to receive nursery education, which he has not on completing such education transferred to a reception or higher class at the school
<b>O</b>	Where – (i) the pupil is a boarder at a maintained school or an Academy; (ii) charges for board and lodgings are payable for the parent of the pupil; and (iii) Those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.

**APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME**

**Important Information for Parents**

- Head teachers comply with the 2013 amendment to the **Education (Pupil Registration) (England) (2006) Regulations 2013** which means that they cannot authorise a leave of absence from school unless it is exceptional; every case should be treated on an individual basis and with due consideration of the circumstances. Ultimately, it is the Head teacher of the school who decides if a period of leave during term time should be authorised or not
- Head teachers may grant leave of absence if they consider exceptional circumstances apply
- If the exceptional circumstances are agreed, the Head teacher will determine the length of the absence authorised
- Requests for leave of absence should be made in advance and before any arrangements are confirmed or money committed
- If leave of absence is granted please contact school to discuss measures to minimise the impact of the absence on your child's academic progress
- This form **MUST** be completed by the parent who intends to remove the pupil from school during term time
- Failure to make a request for a leave of absence in advance will result in the absence taken being recorded as unauthorised

**Please note: Parents do not have any legal entitlement to take their child on holiday during term time.**

**I wish to apply for Leave of Absence from school to be granted to:**

Full name of child/ren.....

Address.....

From (1<sup>st</sup> day of absence) .....To (last day of absence) .....

Total number of school days.....Expected date of return to school.....

Reason for proposed absence - please provide reasons to support the application including evidence:  
.....  
.....

**Please read the following and sign to indicate you agree:**

*I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time, and accept that this may have a detrimental impact on my child/ren's progress. I undertake to make sure my child/ren catch up with any work that is required of them.*

Signature of parent(s)/carer (s).....

Date:

**Your request for leave of absence from school during term time has been considered and has been:**

**Agreed**       **Days agreed**.....      **Not agreed**

Signature of Headteacher.....

Dear Parent/Carer,

### **Attendance at school and legal intervention**

[Research](#) commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. At Antingham and Southrepps Primary School and Nursery our aim is to work with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This letter is to remind all parents/carers regarding the law that requires them to ensure that their child attends school regularly. The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment.

In the DfE policy document entitled, 'School Attendance: Guidance for maintained schools, academies, independent schools and local authorities' it states, '*Head teachers should not grant leave of absence unless there are exceptional circumstances. **The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion***'.

If the school does not receive a request for leave, the head teacher will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. There will be no obligation on the head teacher to reconsider authorising the leave if an application has not been made in advance.

The Local Authority operates a system where any pupil will meet the criteria for legal intervention where they have:

- at least 9 sessions (4.5 school days) lost to unauthorised absence by the pupil during the last 6 school weeks

The intervention could be in the form of a Fixed Penalty Notice. Any pupil at Antingham and Southrepps Primary School and Nursery who meets the criteria, will be referred to the Local Authority for action to be considered.

If a Fixed Penalty Notice is issued the arrangement for the payment will be detailed on the Penalty Notice. The penalty is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days of the receipt of the Notice. The Fixed Penalty Notice is per parent per child. You should be aware that failure to pay the total amount within the timescale will result in legal action being taken.

I hope we can count on your support in this matter, please do not hesitate to contact me if you have any questions.

Yours sincerely

Mrs S Petchey

Headteacher



**Norfolk**  
County Council

# Fixed Penalty Notices

Information for parents



Regular and punctual attendance at school is a legal requirement under Section 7 of the Education Act 1996.

You have been issued with a Fixed Penalty Notice in relation to your child's unauthorised absence from school. This guide is produced to answer any questions you may have.

## What is a Fixed Penalty Notice?

The Anti-Social Behaviour Act 2003 introduced legislation that made provision for a Local Authority to issue Fixed Penalty Notices. These notices require a fine to be paid by parents of pupils who have unauthorised absence from school. The fine will discharge the potential liability to be prosecuted

A separate Penalty Notice will be issued to **Each** parent for **Each** child who has unauthorised absence.



## **Who makes the decision to Issue a Fixed Penalty Notice?**

It is the Headteacher/Governor following Government Guidance who makes the decision. The Local Authority administers the notices on behalf of the Schools

## **In what circumstances will Fixed Penalty Notices be issued?**

In Norfolk, penalty notices are issued in accordance with the Norfolk Local Protocol. Your child's school will have provided you with information regarding the criteria in which they will refer cases of unauthorised absence to the Local Authority for issuing of a Fixed Penalty.

**In all cases a penalty notice can only be issued if the pupil has accrued at least 9 sessions (4.5 school days) of unauthorised absence within the previous 6 school weeks.**

## **What is the cost of a Penalty Notice?**

If a Fixed Penalty Notice is issued the penalty is £60 when the payment is made within 21 days or £120 when the payment is made after 21 days but prior to 28 days. Failure to pay within 28 days will result in a summons to appear before the Magistrates' Court on the grounds that you have failed to secure your child's regular attendance at school.

## **Frequently asked questions:**

### **Can I dispute the Fixed Penalty Notice?**

Only a headteacher can authorise absence from school. If there are other exceptional and compelling circumstances of which the school were not aware of, you can make a representation to the headteacher. If the school maintain the absence was unauthorised, the Penalty Notice will stand.

There is no right to appeal against a Fixed Penalty Notice, but you may choose not to pay and make your representations in the Magistrates' Court. You should be aware that should the court find you guilty of the offence of irregular school attendance, they can impose a higher punishment upon conviction. The court may also charge you with court costs.

### **I do not live with the child or I am a stepparent, can I still be fined?**

Yes, Section 576 Education Act 1996 defines 'parent' as:

- any natural parent, whether married or not
- any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person
- any person who, although not a natural parent, has care of a child or young person

### **Why do some schools authorise absence and another does not?**

The headteacher is the only person who can authorise absence. Headteachers are only able to authorise absence requests for exceptional reasons and each circumstance will be individual and likely to receive a different response.

### **My child has never had unauthorised absence before, why have I been fined?**

The notice has been issued based on the referral criteria; which meets the threshold for irregular attendance at school. School attendance is crucial to children and any absence will have an impact upon your child's education. Your child's headteacher will have based their decision on whether the absence request was exceptional rather than based on your child's attendance level.

### **I cannot afford to pay the fine, can I pay in instalments?**

The Local Authority has issued the Fixed Penalty Notice in accordance within the timeframe as laid out in law. The Local Authority is unable to assist with instalment payments. If you cannot afford to pay the only place where this can be resolved is in the Magistrates' Court following non-payment. The Magistrates' Court can make collection orders (paying by instalments) and will take your financial circumstances into account.

### **Can the Local Authority withdraw the Penalty Notice?**

The only grounds in which a Penalty Notice can be withdrawn are:

- It ought not to have been issued i.e. where it has been issued outside of the terms of the Local Protocol or where no offence has been committed.
- It has been issued to the wrong person
- It contains material errors
- The Fixed Penalty Notice remains unpaid and the Local Authority opt not to proceed with a prosecution under Education Act 1996 Section 444 (1).

If your question has not been answered here, please contact The Attendance Team on 01603 223 681 or email [csattendance@norfolk.gov.uk](mailto:csattendance@norfolk.gov.uk)

Details on how to pay your fixed penalty notice is contained within the notice you have received.