

Fairhouse Primary School



Attendance policy

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Attendance Policy

Fairhouse Primary School

Introduction and Background

Fairhouse Primary School recognises that positive behaviour and good attendance are essential in order to raise standards of pupil attainment and to give every child/young person the best educational experience possible.

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

- promote children's welfare and safeguarding
- ensure every pupil has access to the full time education to which they are entitled
- ensure that pupils succeed whilst at school
- ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school

For our children to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is a rule of this school that pupils must attend every day, unless there are exceptional circumstances and it is the *headteacher*, not the parent, who can authorise the absence.

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence or late arrival disrupts teaching routines and so may affect the learning of others in the same class. Ensuring a child's regular attendance at school is a parental responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

This policy has been developed in consultation with school governors, teachers, the Trust and the Local Authority and parents and carers. It seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed of attendance matters in school and to outline the school's commitment to attendance matters. It details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor pupil attendance.

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

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued.
- Raising awareness of the importance of good attendance and punctuality

- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

Promoting Regular Attendance

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

To help us all to focus on this we will:

- Give parents/carers details on attendance in our newsletters
- Report to parents/carers annually on their child's attendance with the annual school report.
- Contact parents/carers should their child's attendance fall below the school's target for attendance.
- Celebrate excellent attendance by displaying and reporting class achievements
- Reward good attendance

Understanding Types of Absence

Every half-day absence from school has to be classified by the school (not by the parent/carer), as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason like illness (although you may be asked to provide medical evidence for your child before this can be authorised), medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

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

- parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn.
- absences which have never been properly explained
- children who arrive at school too late to get a mark on the attendance register
- shopping trips
- looking after other children or children accompanying siblings or parents to medical appointments
- their own or family birthdays
- holidays taken during term time without leave- 5 days unauthorised absence will lead to a penalty notice being triggered by the Local Authority
- day trips
- other leave of absence in term time which has not been agreed

School Attendance and the Law

There is no longer any entitlement in law for pupils to take time off during the term to go on holiday. In addition, the Supreme Court has ruled that the definition of regular school attendance is “in accordance with the rules prescribed by the school”.

The Education (Pupil Registration) (England) Regulations 2006 were amended in September 2013. All references to family holidays and extended leave have been removed. The amendments specify that headteachers may not grant any leave of absence during term time unless there are "exceptional circumstances" and they no longer have the discretion to authorise up to ten days of absence each academic year.

It is a rule of this school that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the headteacher, irrespective of the child's overall attendance. Only the Headteacher or his/her designate may authorise such a request and all applications for a leave of absence must be made in writing on the prescribed form provided by the school. Where a parent removes a child when the application for leave was refused or where no application was made to the school, the issue of a penalty notice will be requested by this school. The timescale for paying a penalty notice is £60 (if paid within 21 days) or £120 (if paid within 28 days).

At Fairhouse Primary, 'exceptional circumstances' will be interpreted as:

being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time.

Parents need to complete a holiday application form with an accompanying letter if they wish to apply to the Headteacher for term-time absence due to exceptional circumstances.

If leave of absence is authorised, the school will not provide work for children to do during their absence. Parents are however advised to read with their children and encourage them to write a diary while they are away.

We will not agree leave during term time:

- at any time in September. This is very important as your child needs to settle into their new class as quickly as possible.
- during assessment and test periods in the school's calendar affecting your child.
- when a pupil's attendance record already includes any level of unauthorised absence or they have already been granted authorised leave within that academic year.

Whilst any child may occasionally have time off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child.

If a parent thinks their child is reluctant to attend school, then we will work with that family to understand the root problem and provide any necessary support. We can use outside agencies to help with this such as the School Nurse, Local Authority Officers or Child and Family Support Worker.

Persistent Absenteeism (PA)

A pupil is defined by the Government as a '**persistent absentee**' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level will cause considerable damage to any child's education and we need a parent/carer's fullest support and co-operation to tackle this.

We monitor all absence, and the reasons that are given, thoroughly. If a child is seen to have reached the PA mark or is at risk of moving towards that mark we will inform the parent/carer. PA pupils are tracked and monitored carefully. We also combine this with academic tracking where absence affects attainment. All our PA pupils and their parents are subject to a school based meeting and the plan may include: allocation of additional support through the School Nurse, Local Attendance Adviser, Home School Liaison Worker, Local Authority, Family Solutions or Social Care. We may also use circle time, individual incentive programmes, individual targets and participation in group activities to support us in raising attendance.

Absence Procedures

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

- Contact the school on the first day of absence before *9.20 am*. The school uses Studybugs to help you report absence quickly and easily through your phone or tablet. Alternatively, the school has an answer phone available to leave a message if nobody is available to take your call, or call into school personally and speak to the office staff
- Contact the school on every further day of absence, again before *9.20am*
- Ensure that your child returns to school as soon as possible

Our Attendance Officer, is responsible for attendance monitoring and reports directly to the Headteacher. Through this role they have regular contact with parents regarding attendance and punctuality. In all instances it is our priority to discuss attendance concerns with parents either on the telephone or face to face.

If your child is absent, we will telephone or text you on the first day of absence if we have not heard from you. If we do not receive any answer by 11 am, we will make a home visit to ascertain the reason for non-attendance. If we cannot get a response from the home visit, we will leave a hand delivered letter outlining our concern and asking parent/carers to get in contact as soon as possible.

The following process is used when a child's attendance drops below or is close to 93% or punctuality is a concern:

- There will be an initial discussion with the attendance officer to explore why the attendance/ punctuality is below the threshold. During this discussion he/she will offer support and guidance, in collaboration with the parents, to enable the attendance to improve. The attendance officer will continue to collaborate with parents to ensure that attendance improves
- If no improvement is seen, an initial attendance/ lateness letter is sent (Appendix Three)
- If attendance/punctuality does not improve then the Headteacher is notified and a School Based Meeting with the Headteacher or Deputy Headteacher is arranged. This is a more formal meeting where further actions to improve are agreed.
- Where there is no improvement seen a follow-up letter will be sent (Appendix Three)
- Failure to improve attendance will result in a meeting with the Headteacher to further discuss non-attendance and the legal implications
- Further failure to improve attendance/punctuality would then result in a legal warning letter (Appendix Three). This is to ensure that parents are fully aware of their legal obligation to ensure their children are attending school regularly and on time
- Any further non-attendance without sufficient medical evidence would result in a referral to The Missing Children in Education Service where further legal proceedings with potential prosecution will commence. Heavier fines, parental orders and time in custody are all real possibilities for persistent non-attendance at school.

The school is committed to working closely with parents so that we can ensure that all children are in school, on time, every day.

Lateness

Poor punctuality is not acceptable. If a child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence. Good time-keeping is a vital life skill which will help our children as they progress through their school life and out into the wider world.

How we manage lateness:

The school day starts at **8.40 am** when children can begin to come into school. Registers are taken at **8.55 am** and your child will receive a late mark if they are not in their classroom by that time. Children arriving after **8.50 am** are required to come in to school via the school office if accompanied by a parent or carer, the parent/carer will sign them in on our Inventory system as 'Late'. When signing in, the parent/carer is

expected to provide a reason for the lateness. The school may send home 'late notes' in order to keep parents and carers informed.

From time to time the Child and Family Support Worker, Headteacher or Deputy Headteacher will undertake a 'Late Gate' check, greeting late arrivals at the main entrance to the school.

At **9.20 am** the registers will be closed. In accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists.

If your child has a persistent late record you will be asked to meet with the School Welfare Officer and/or Child and Family Support Worker, but you can approach us at any time if you are having problems getting your child to school on time. We expect parents and staff to encourage good punctuality by being good role models to our children and celebrate good class and individual punctuality.

The Missing Education and Child Employment Service

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Local Authority. Local Authority Officers work with schools, families and other professionals to reduce persistent absence and improve overall attendance. If attendance does not improve, legal action may be taken in the form of a Penalty Notice (see Annex A for the Essex Code of Conduct), prosecution in the Magistrates Court or the application of an Education Supervision Order, designed to strengthen parental responsibilities and ensure improved attendance.

Children missing from education

If a child going missing from education, particularly repeatedly, this can be a warning sign of a range of safeguarding issues. This might include abuse or neglect, such as sexual abuse or exploitation, child criminal exploitation, or issues such as mental health problems, substance abuse, radicalisation, FGM or forced marriage.

There are many circumstances where a child may become missing from education, but some children are particularly at risk. These include children who:

- Are at risk of harm or neglect
- Are at risk of forced marriage or FGM
- Come from Gypsy, Roma, or Traveller families
- Come from the families of service personnel
- Go missing or run away from home or care
- Are supervised by the youth justice system

- Cease to attend a school
- Come from new migrant families

We will follow our procedures for unauthorised absence and for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future. This includes informing the Local Authority if a child leaves the school without a new school being named, and adhering to requirements with respect to sharing information with the Local Authority, when applicable, when removing a child's name from the admission register at non-standard transition points.

Staff are trained in signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns which may be related to being missing, such as travelling to conflict zones, FGM and forced marriage.

If a staff member suspects that a child is suffering from harm or neglect, we will follow local child protection procedures, including with respect to making reasonable enquiries. We will make an immediate referral to the Local Authority children's social care team, and the police, if the child is suffering or likely to suffer from harm, or in immediate danger.

Deletion from Roll

For any pupil leaving Fairhouse Primary School, a 'Pupils moving from school' form which can be obtained from the school office. This provides school with the following information: Child's name, class, current address, date of leaving, new home address, name of new school, address of new school. This information is essential to ensure that we know and safeguard the whereabouts of all of our pupils.

Rewarding good attendance

Attendance for each pupil is tracked weekly. All pupils with 100% attendance for the week will receive a token or raffle ticket into the termly prize draw. The more times a child has 100% attendance for the week, the more chance they have of winning the reward.

In addition, we use class attendance competitions to encourage the children to support one another to improve attendance. Each week, we will reward the class with the highest attendance. Any class with over 98% attendance for the week will win a reward. In addition, a class with a marked improvement for attendance could win a reward. The rewards are agreed with the children in advance for the term.

Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend school, on time, every day.

All school staff and the Governing Body are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible.

Appendix One: Persistent absence

Persistent absence threshold is 10%.

If a pupil's overall absence rate is **10% or higher**, they are classified as a persistent absentee.

Pupils are classed as persistently absent based upon their **individual** absence level, not by a comparison to a national threshold.

The calculation for persistent absence is:

$$\frac{\text{A pupil's individual overall absence}}{\text{A pupil's individual possible sessions}} \times 100 \geq 10.0$$

This table shows the recent full-year statistics on persistent absence. The figures indicate the percentage of all pupils on roll who are persistent absentees.

	2016/17	2017/18
Primary schools	8.3%	8.7%
Secondary schools	13.5%	13.9%
Special schools	28.5%	29.6%

The data is taken from the [National Statistics Pupil absence in school in England: 2017 to 2018](#)

Groups not included in the data:

- **Sixth forms** aren't included, and the threshold doesn't apply to them. Some sixth forms choose to set their own minimum attendance requirements for their students though, and apply sanctions for students who don't meet them
- **4-year-olds** aren't included in the official persistent absence figures reported, according to the DfE. The data only looks at overall absence for 4-year-olds, which was 5.2% in 2017/18 (see page 10 of the main text document linked above)

Calculate persistent absence as a proportion of all absence

1. Identify persistent absentees
2. Identify the total number of sessions missed by persistent absentees
3. Divide the number of sessions missed by persistent absentees by the number of all sessions missed by all pupils
4. Multiply the number by 100

Appendix Two

ESSEX CODE OF CONDUCT PENALTY NOTICES FOR PARENTS OF TRUANTS AND PARENTS OF PUPILS EXCLUDED FROM SCHOOL (OCTOBER 2017) ANTI SOCIAL BEHAVIOUR ACT 2003 SECTION 23

The purpose of this local code of conduct is to ensure that the powers are applied consistently and fairly across the local authority area and that suitable arrangements are in place for the administration of the scheme.

The Government requires Local Authorities to issue a code of conduct

The Essex code has been agreed following consultation with:

- Essex Local Authority – Missing Education & Child Employment Service
- Representatives from Governing Bodies and Headteachers of Essex Schools
- Essex Police Service

in accordance with the Education (Penalty Notices) Regulation 2007, Anti-Social Behaviour Act 2003) section 23 subsection (1) and Sections 103 to 105 of the Education and Inspections Act 2006; Education (Pupil Registration) (England) (Amendment) Regulations 2013

Anyone issuing a penalty notice to a parent* of a child of statutory school age on roll at an Essex school, must do so within the terms of this code.

Legislation

The Anti-Social Behaviour Act 2003 inserts into the Education Act 1996 Section 444A and Section 444B enabling authorised personnel to issue penalty notices as an alternative to prosecution under Section 444 and enable parents to discharge potential liability for conviction for that offence by paying a penalty.

Section 444(1) of the Education Act 1996 provides that if a child of compulsory school age 'fails to attend regularly' at the school where he is a registered pupil, his parent is guilty of an offence. On the 6th April 2017, in the case of Isle of Wight Council v Platt the Supreme Court judgement ruled that the word 'regularly' means 'in accordance with the rules prescribed by the school'.

Section 103 of the Education and Inspections Act 2006 places a duty on parents to ensure that their child is not present during school hours in a public place during the first 5 days of exclusions. Section 105 of the Act enables a penalty notice to be issued under Section 103.

Authorisation to issue penalty notices

Primary responsibility for issuing penalty notices rests with the Local Authority (LA). It has been agreed that the Missing Education & Child Employment Service, on behalf of Essex LA, will usually issue penalty notices. The Service will administer the scheme from any funds obtained as a result of issuing penalty notices.

Headteachers (and deputy headteachers and assistant headteachers authorised by the head teacher) and police, and persons accredited by the police are all able to issue the notices under the Act, although there is no requirement for them to do so. In Essex it has been agreed that the Police will not issue penalty notices to parents of truants, but persons accredited by them may do so. Schools will not generally issue penalty notices but where a Headteacher (or their designated deputy) or accredited person decides that a penalty notice is to be served, they must email ME&CE.legal@essex.gov.uk to ascertain if there is any current legal action. A response will be sent within 24 hours. This will avoid a penalty notice being issued when the Local Authority is instigating legal intervention proceedings for irregular school attendance.

Circumstances in which a penalty notice may be issued

Penalty Notices apply to pupils of statutory school age which finishes in year 11.

Penalty notices for irregular school attendance /leave of absence **

- Penalty notices may be issued where there have been at least 10 sessions of unauthorised absence during the previous ten school weeks.
- In addition to the above criteria, due to the importance of pupils settling into school at the commencement of the school year, penalty notices may also be issued if there have been at least 6 consecutive sessions of unauthorised leave of absence during the first two weeks of September.

Number of penalty notices which can be issued for truancy/unauthorised absence

Discretion will be used to enable up to two penalty notices to be issued to each parent for each child within a twelve-month period. If the law continues to be broken around school attendance the Missing Education and Child Employment Service legal intervention process will be used.

Pupil identified during a school attendance and exclusion sweep

School attendance and exclusion sweeps take place in Essex and children stopped are often with parents condoning the absence.

If the Headteacher does not authorise the absence of a pupil stopped by a Local Authority Investigation Officer and Police Officer on a sweep and there has been at least 10 unauthorised absences for that pupil during the preceding 10 school weeks, school will issue a warning letter to the parent within 14 days. If there are any further absences that are not authorised by the head teacher, during the next 6 school weeks the school will complete a request, signed by the Headteacher (or their designated deputy), for issue of a penalty notice and send to the Missing Education and Child Employment Service. The Missing Education and Child Employment Service may then issue a penalty notice.

Number of Penalty Notices which can be issued for pupils identified during a school attendance and exclusion sweep.

Essex will issue no more than two penalty notices to a parent in a twelve-month period for pupils identified on a school attendance and exclusion sweep. If the law continues to be broken around school attendance the Missing Education and Child Employment Service legal intervention process will be used.

Excluded children

When a child is excluded from school, the parent will be responsible for ensuring that their child is not found in a public place during normal school hours on the first five days of each and every fixed period or permanent exclusion. (Section 103 Education and Inspections Act)

The excluding school must have issued notice to the parent informing them of their duty and warning that a penalty notice could be issued.

Where there is more than one person liable for the offence, a separate notice may be issued to each person.

Where a pupil is present in a public place in the first five days of a fixed period exclusion the Essex Local Authority would issue a penalty notice if the school is in their area. Where the child has been permanently excluded, it would be the authority where the child resides.

Number of penalty notices which can be issued for exclusion

Essex will issue a maximum of 5 penalty notices per parent for each child during a 12-month period.

Number of penalty notices which can be issued for unauthorised leave of absence

Essex will issue no more than two penalty notices to a parent in a twelve-month period for unauthorised leave of absence. If the law continues to be broken around school attendance the Missing Education and Child Employment Service legal intervention process will be used.

Payment of Penalty Notice

The penalty for each parent is £60 for each child if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days of receipt of the notice (service by post is deemed to have been effected, unless the contrary is proved, on the second working day after posting the notice by first class post).

All penalties are paid to the LA and revenue generated is retained to administer the system and contribute towards S444 prosecutions.

If the penalty is not paid in full by the end of the 28-day period Essex Missing Education and Child Employment Service will either prosecute for the offence to which the notice applies or withdraw the notice. The prosecution is not for non-payment of the notice but is a prosecution for irregular school attendance – Education Act 1996 Section 444 (1)

There is no statutory right of appeal against the issuing of a penalty notice.

Withdrawal of Penalty Notice

A penalty notice can be withdrawn in the following circumstances:

- Where it ought not to have been issued i.e. where it has been issued outside the terms of the local code of conduct or where the evidence does not support the issuing of a penalty notice
- The notice contains material errors
- Where it has been issued to the wrong person or the parent can prove it was delivered to the wrong address

Co-ordination between the LOCAL AUTHORITY and its local partners

The Missing Education and Child Employment Service and its local partners will review this Code of Conduct annually.

** **All** those defined as a parent under Section 576 Education Act 1996 are parents for the purpose of these provisions. This means that all natural parents, whether they are married or not; any person who, although not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person; and any person 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 whom 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 law. Parent means each and every parent coming within the definition (whether acting jointly or separately) and should not be taken to mean that provisions only apply to parent in the singular. As with prosecutions under Section 444 Education Act 1996 a penalty notice may be issued to each parent liable for the offence.*

** truancy/unauthorised absence is absence from school without permission or good reason and the absence is unauthorised by the school.

Appendix Three Example Letters

Initial attendance letter:

Child's Name: xxxxxxxx

Class: xxxxxx

I am writing in connection with xxxxxx attendance record. xxxxxx attendance is currently xxx%.

On 1 September 2015, the Government reduced the persistent absentee threshold from 15% to 10%. This now classes a student with attendance below 90% as a persistent absentee, compared with the previous figure of 85%, regardless of whether the school has authorised or unauthorised the absence.

Your child's academic attainment suffers if they miss school frequently, so I am asking that xxxxx attends regularly in the future. I understand that occasional illness is unavoidable and ask that you ensure that you co-operate by informing the school on the first day of absence giving the reason and expected duration. I look forward to working together to improve xxxxx attendance.

By law, all children of compulsory school age must receive suitable full-time education. As a parent you are committing an offence if you fail to ensure your child attends school regularly, even if they are missing school without your knowledge. You run the risk of being given a penalty notice or being taken to Court. A penalty of £60 may be issued by the LA as an alternative to prosecution. This rises to £120 if unpaid after 21 days. Failure to pay will lead to prosecution. Parents can be fined up to £2500 and/or imprisoned for failing to ensure their child attends school regularly.

Please do not hesitate to contact the school office if you would like to discuss this matter with XXXX Headteacher.

Thank you for your co-operation in this matter.

Yours sincerely,

Re: School Based Meeting –

Dear XXXX

We would like to invite you to a School Based Meeting on xxxxx at xxxxx You will be meeting XXXXX

We would appreciate your co-operation with this matter and would request that you attend the meeting. If you are unable to attend on the xxxx , we would request that you contact the office on (01268) xxxxx, to arrange a different appointment if required.

We would like to remind you that if a penalty notice is issued from Missing Education and Child Employment Service each parent will have to of £60 for each child to be paid within 21 days. If the penalty is not paid within the time scale the penalty will increase to £120. If the higher penalty is not paid with 28 days, the Missing Education and Child Employment Service will then institute legal proceedings against you in the magistrate's court under Section 444 of the Education Act 1996 for failing to ensure your child attends school regularly.

Yours sincerely,

SBM Follow-up letter:

Dear XXXX

Child's Name:

Class:

Following our recent meeting I am sorry to note that xxxxx has again been absent from school without medical evidence being provided. As you are aware, this absence cannot be authorised.

I will continue to monitor xxxx attendance, and should xxx have further unauthorised absences a referral will be made to the Missing Education and Child Employment Service and a legal warning letter will be sent.

By law, all children of compulsory school age must receive suitable full-time education. As a parent you are committing an offence if you fail to ensure your child attends school regularly, even if they are missing school without your knowledge. You run the risk of being given a penalty notice or being taken to Court. A penalty of £60 may be issued by the LA as an alternative to prosecution. This rises to £120 if unpaid after 21 days. Failure to pay will lead to prosecution.

Parents can be fined up to £2500 and/or imprisoned for failing to ensure their child attends school regularly.

Please do not hesitate to contact the school office, if you would like to discuss this matter further with XXXX - Headteacher.

Yours sincerely,

Attendance and Punctuality

Child's name: xxxxxxxxxxxxxxxxx

Between xxxxxxx and xxxxxx your child was late: x **times**

It is vitally important that your child gets to their classroom on time each morning. It is in the best interests of your child to be ready to learn with the rest of their class in order to feel settled, raise self-esteem, have good relationships and access the lessons planned for them. At Whitmore we place a high priority on this. Please ensure your child is in class ready for registration at 8.45am for key stage 2 and 8.50am for key stage 1.

If your child is late on several occasions, then a referral could be made to Education Welfare Service which can result in a penalty notice being issued to each parent of £60 for each child to be paid within 21 days. If the penalty is not paid within the time scale the penalty will increase to £120. If the higher penalty is not paid with 28 days, the Education Welfare Service will then institute legal proceedings against you in the magistrate's court under Section 444 of the Education Act 1996 for failing to ensure your child attends school regularly.

We appreciate your co-operation in getting your children into school on time so they are ready to start their learning.

Yours sincerely,

cc: Missing Education and Child Employment Service

**Private & Confidential
Addressee Only**

Our

ref:

Date:

PENALTY NOTICE / LEGAL ACTION WARNING

Pupil's name: xxxxxx

D.O.B: xxxxx

It is noted that you are the parent of, or have day to day care of xxxx, a child who is a registered pupil at this school and is not in regular attendance as required by the Education Act 1996, Section 7.

xxxx has been recorded as having xx school sessions (equivalent to x school days) lost due to unauthorised absences between the dates of xxxxx and xxxxx.

It is recommended that you take immediate steps to ensure that the child named above attends school regularly. If this is not achieved and there are further unauthorised absences a referral will be made to the Missing Education and Child Employment Service and you may be prosecuted in the Magistrates Court under section 444 of the Education Act 1996 for failing to ensure regular attendance at school. However, depending upon the circumstances, you may be provided with an opportunity to discharge the offence by paying a penalty notice which imposes a fine of £60 if paid within 21 days, rising to £120 if paid between 22 days and 28 days. Should you fail to pay within the prescribed timescales, you will be prosecuted for the original offence.

Please note: If you have previously been the subject of a prosecution for any child in relation to irregular school attendance and the attendance of Charlie does not improve to a satisfactory level immediately, you may be required to attend a formal pre-court interview. This interview will be carried out under caution to investigate the circumstances.

When deciding upon the most appropriate action, the Local Authority has a duty to consider if the making of an Education Supervision Order would be appropriate. If an assessment of the situation indicates that this may be appropriate, and no improvement is achieved, you may be invited to a pupil planning meeting.

It is important for you to note that the above absences may be included if any further action is taken against you.

Another parent/carer or someone with day-to-day responsibility regarding the above named child may have also received this letter. Each adult holds separate responsibility and will also be required to take appropriate action to ensure there are no further unauthorised absences.

Further information on school attendance and Essex County Council's policies may be found at www.essex.gov.uk. Should you have any queries or wish to discuss your child's attendance, please contact the school.

The attached 'Legal information for Parents and Carers' provides you with further information on legal proceedings in relation to irregular school attendance.

Yours sincerely,

Enc: Legal Information Fact Sheet

Cc: Missing Education and Child Employment Service

Appendix Four – The Impact of attendance on academic achievement

ATTENDANCE %	NUMBER OF DAYS LOST	IMPACT ON YOUR EDUCATION
100%	None! Outstanding Attendance! Excellent work, well done	This gives you the best chance to achieve your potential as 78.7% of students with 100% attendance achieve 5+ A*-C including English and Maths.
> = 97%	Great Attendance Fewer than 6 days of absence in one academic year You are above the school attendance target, well done!	
95 – 96.9%	Less than 10 days of absence Students are likely to achieve their targets and will be well prepared as they move through school	Statistics show that 69.1% of students in this attendance bracket go on to achieve 5+ A*-C including English and Maths.
92 - 94.9%	Up to 15 days of absence – if your attendance is in this category you will have had up to 3 weeks absent in the school year	According to statistics, only just over half (52.8%) of students in this attendance bracket achieve 5+ A*-C including English and Maths.
90 - 91.9%	You will have had up to 19 days of absence (up to 3 weeks and 4 days) Pupils in this category may fall behind and it will be difficult for them to achieve their best	Attendance in this bracket is a major concern and should be addressed quickly. Only just over half (52.8%) of students in this attendance bracket go on to achieve 5+ A*-C including English and Maths.
< 90%	Persistently Absent - you will have had more than 19 days absence (more than 3 weeks and 4 days) over the academic year This is very poor attendance and the Educational Welfare Officer may become involved	Poor attendance – this is extremely worrying Of those students with below 90% attendance, only 35.6% are likely to achieve 5+ A* - C including English and Maths (according to statistics).

The Impact of Lateness:

Minutes late per day	Equates to days of teaching lost in one year	Which means this number of lessons missed
5 mins	10 Days	17 Lessons
10 mins	7 Days	35 Lessons
15 mins	10.5 Days	52 Lessons
20 mins	14 Days	70 Lessons
30 mins	21 Days	104 Lessons

Notice of child leaving



Pupil's name..... Class.....

Pupil's name..... Class.....

Pupil's name..... Class.....

My child/children will be Leaving Fairhouse Primary on(last day of attendance)

Our new address is.....
.....
.....

The new school will be:
.....
.....
.....
.....

By signing this form you are confirming that your child will be leaving our school on the last day of attendance.

Signed..... (parent)

Printed name..... (parent)

Date.....