

Healdswood Infant and Nursery School



Attendance and Punctuality Policy

Reviewed: March 2023

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*In accordance with: Nottinghamshire County Council Code of
Conduct*

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Attendance Expectations:

- Attendance is mandatory.
- Parents' responsibility to ensure their child attends school regularly.
- Schools' responsibility to record attendance and follow up procedures.
- The ability to issue sanctions, including fixed penalty notices in line with LA codes of conduct.

Update: Covid-19: During the 2022-2023 academic year:

Information taken from <https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19#Children> on 7th February 2023.

Children and young people aged 18 years and under who have a positive test result

It is not recommended that children and young people are tested for COVID-19 unless directed to by a health professional.

If a child or young person has a positive COVID-19 test result they should try to stay at home and avoid contact with other people for 3 days after the day they took the test, if they can. After 3 days, if they feel well and do not have a high temperature, the risk of passing the infection on to others is much lower. This is because children and young people tend to be infectious to other people for less time than adults.

Children and young people who usually go to school, college or childcare and who live with someone who has a positive COVID-19 test result should continue to attend as normal.

How to reduce the spread of infection with the people you live with if you have COVID-19

School will follow up with families if not satisfied with a reason why a pupil is not in school. School will request supporting evidence from the family, where school is not satisfied with reasons given for the absence we will issue an appropriate unauthorised absence codes, in line with the school attendance: guidance for schools.

Mission Statement

It is our aim for all pupils at Healdswood Infant and Nursery School to achieve their full potential. All pupils must attend school regularly in order to take full advantage of the educational opportunities available to them, through a rich and varied curriculum. Teachers plan carefully sequenced lessons for the children's learning and prolonged and persistent absence will severely affect their knowledge and skills in key areas of their learning. Many children benefit from additional intervention programmes and their absence will result in the gaps in their understanding widening not closing. Our aim is for all children to make excellent progress and this will not be achieved without good attendance.

Our partnership with parents and carers is paramount, as our children's educational success rests on a combination of a firm home-school foundation and strong communication links between the two. All staff are dedicated to supporting children and their families to ensure each student attends school

regularly and punctually, as it is widely acknowledged that the link between attendance and achievement are intrinsically linked.

The school has a system of incentives and rewards which acknowledges the efforts of pupils and parents/carers to improve their attendance and timekeeping, but will also challenge those parents/carers who give low priority to attendance and punctuality.

Healdswood has an effective system of communication with parents (by telephone and Class Do-jo) and the appropriate agencies to provide information, advice and support, recognising the need for confidentiality at all times. It is a shared responsibility of pupils, parents/carers, teachers, Senior Management, Governors and the Head Teacher.

This policy has been written in line with guidance from the government and the Local Education Authority.

Our target is that all children should attend school for at least 95% of the time.

Support, advice and guidance for parents

- 1. Accurate and up-to-date attendance information is provided through the school's Management Information System – ScholarPack.*
- 2. Parents can speak to staff/Senior Leadership Team, if they have any attendance concerns.*
- 3. If there are any concerns relating to attendance or punctuality, parents are involved from the earliest stage.*
- 4. Support is also available from the Nottinghamshire County Council Early Help Unit – <https://www.nottinghamshire.gov.uk/care/safeguarding/childrens-mash/services-available-for-non-safeguardingconcerns/early-help-unit>*

Telephone: 0300 500 8080 – Monday to Friday 8am – 6pm

Text relay service: 18001 0115 977 4050

Expectations

Parents are expected to:

- 1. Provide the school with up to date home and emergency contact details.*
- 2. Ensure their child attends school regularly, as is their legal duty as parents.*
- 3. Contact the school on the first and each subsequent day of absence, unless a definite date of return is known.*
- 4. Parents should offer reasons for absence but whether or not the absence is marked as authorised is a decision that can only be made by the school.*

5. *Ensure their child arrives in school on time, well prepared for the school day. School opens at 8:45am for an early drop off and a prompt start at 9.00am. Classroom doors are locked at 9.00am. Morning Nursery should arrive by 8.35am and afternoon nursery by 12.20pm.*
6. *Contact the school in confidence whenever any problems occur that may affect their child's attendance or performance in school.*
7. *In some circumstances provide evidence from a medical professional for prolonged absence (also see Unauthorised Absence).*

Parents and children can expect the following from school:

1. *Regular and prompt recording of attendance.*
2. *Early contact with parents when a child doesn't attend school without providing a good reason.*
3. *The use of a computerised system to record registers (ScholarPack) to ensure consistency across the school.*
4. *Rewards for good and improved attendance.*
5. *Students with attendance below 95%, whether absences are authorised or not, will be closely monitored. Any children arriving after 9:30am, when the register has closed, without a reasonable explanation will be marked with a 'U' code which counts as an unauthorised absence for the morning session. Any child arriving between 9.10am and 9.30am will be marked with an 'L' for 'Lateness'. Please see our "Lateness and Punctuality" section for more information on this.*
6. *Home visit- The Local Authority Advice is as follows:
'Visiting parents/carers and students at their homes is a reasonable and suitable response to attendance concerns. It will often be the first contact with a family and will establish a line of communication and hopefully form a positive working relationship'. (Notts County Council - Improving School Attendance: A Toolkit for Maintained schools, August 2021).*

The following may be reasons for authorising absences:

1. *Genuine illness.*
2. *Family bereavement.*
3. *Medical and dental appointments where proof is available.*
4. *Days of religious observance.*
5. *Fixed term exclusion.*
6. *Permanent exclusion until removed from roll or re-instated.*

Partnerships with Outside Agencies

1. *We carry out initial enquiries/intervention prior to referral.*
2. *We gather and record relevant information to assist support and intervention with relevant agencies.*
3. *When a pupil continues to have excessive amounts of unauthorised absence and/or lateness, despite the interventions made by school, then school will refer the case to Targeted Support (which is a service provided by Nottinghamshire County Council). This could result in legal action being taken against parents/carers for the nonattendance of their child.*
4. *Multi-agency liaison meetings are arranged as appropriate.*
5. *Involvement of other services and agencies are actively encouraged in the life of the school.*

Early Help Assessment Form (EHAF)

To make a referral to the Early Help Unit parents must be notified by letter and will consent to support (no consent required to report to an Enforcement Case Manager, see Fines and Prosecution) <https://www.nottinghamshire.gov.uk/care/childrens-social-care/family-services>

Holidays in Term Time

The Government outlines:

You must get permission from the head teacher if you want to take your child out of school during term time. You can only do this if:

- You make an application to the head teacher in advance (as a parent the child normally lives with).
- There are exceptional circumstances.
- It will be up to the head teacher's discretion how many days your child can be away from school or if leave is granted.

Please see: <https://www.gov.uk/school-attendance-absence>

The Local Authority outlines:

- The law states that for your child to be considered to attend school regularly they must be at school every day they are required to be there by the head teacher. This was confirmed in a Supreme Court ruling in 2017.
- The head teacher will decide whether to agree the leave of absence and whether this is marked as authorised or unauthorised in the attendance register.
- Please note that head teachers are only permitted to agree a leave of absence in term time for exceptional circumstances.

Please visit: www.nottinghamshire.gov.uk/education/school-discipline-and-exclusions/attendance-absence-truancy for more information on this.

Please note the following information regarding holidays in term time:

- If a parent still wishes to apply for leave of absence for a family holiday which would result in their child missing time from school then they may request a holiday application form from reception. If we do not receive formal notification in the form of an email or letter, but have evidence that you are on holiday then the below remains the same.
- Should you still choose to have a family holiday in term time, the absence will remain unauthorised. Please note; Nottinghamshire County Council has stated that from September 2015 Penalty notices can be issued if the school has evidence that a parent/carer has removed a child from school for the purposes of a holiday during term time without authorisation and the level of absence is above 10 sessions/5 days over a rolling 6 week period.

<https://www.nottinghamshire.gov.uk/education/school-holidays-and-closures/holidays-during-term-time>

Fines and Prosecution

Local Authority Guidance outlines Fines and Prosecution

You can be fined for taking your child on holiday during term time without the head teacher's permission.

Penalty notices are issued at £120 (per child, per parent) and must be paid within the statutory 28-day deadline. Penalty notices are only reduced to £60 if they are paid in full, within 21 days of issue. All fines must be paid within 28 days of issue otherwise you may be prosecuted in court.

Schedule for the issuing of Penalty Notices for holidays in term time

<i>Parent applies for holiday</i>	<i>Reply to application in writing to explain that the holiday absence has not been approved and the absence will be unauthorised and that this may lead to a Penalty Notice being issued</i>
<i>Child is absent for family holiday</i>	<i>Mark register as unauthorised</i>
<i>Child returns to school following holiday</i>	<i>Write to parent to explain that request has been made to LA for issuing Penalty Notice</i>
	<i>Write to LA with all info necessary to issue a Penalty Notice within 2 weeks of holiday.</i>

School Evidence – Holiday

- *Up to date and accurate attendance register showing 11 sessions or more of unauthorised absence over a 6 week attendance period.*
- *Copy of leave of absence form or information relating to how school came to know of the absence due to a holiday (i.e. stated by the child / friend of the family / other evidence). If goes to court parent will have to prove they were at home).*
- *Copy of letter informing parent that their holiday was not authorised and a penalty notice will be requested.*
- *Following the absence a letter informing parents that a penalty notice has been requested.*
- *All letters should be addressed to each parent with responsibility.*
- *A chronology of any contact with the parent regarding the absence.*

For further information on Penalty Notices and legal action please see:

<https://www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance>

Unauthorised Absences

As per our “Expectations”, parents should contact the school on the first and each subsequent day of absence, unless a definite date of return is known. If parents do not contact the school within 24 hours of an absence then this will be marked as unauthorised.

If your child has been absent for 3 days or more with either illness or unauthorised absence over a 6 week rolling period, it would be really helpful if you could provide any evidence for any dates that your child may have been absent for so we can formally authorise them. This could be 3 consecutive days or 3 separate days over a 6 week period. However, as mentioned previously, whether or not the absence is marked as authorised is still a decision that can only be made by the school.

Where your child has been absent due to attending a medical appointment, the school must receive evidence in order for this to be approved. This could be a letter detailing an appointment or could simply be an appointment card/ email / text message. Parents are encouraged to contact the school if they are unsure as to what qualifies as 'evidence'.

There may be various reasons why an absence is marked as unauthorised. Below is a list; including, but not limited to, absences that will not be authorised:-

- Parents have not called in to explain why their child is absent.
- Family holiday (see previous section).
- Pupils refusing to come to school.
- Pupils have been absent for 3 days or more and evidence has not been provided.
- Pupils are otherwise engaged in non-educational activity rather than attending school e.g. concerts, fairs, shopping, etc.
- Parents have been unable to or are refusing to send their child to school (unless there are extenuating circumstances which are discussed with the school).

Schools are within their legal rights to request that the Local Authority issues an 'Education Penalty Notice' for your child's unauthorised absence (fine of £120.00, or £60.00 if paid within three weeks from the issuing of the Educational Penalty Notice).

School Evidence – Absence

- Completed penalty notice Proforma (with parents full name).
- Up to date and accurate attendance register showing 7 sessions or more of unauthorised absence over a 6 week attendance period.
- Copy of letter following 3 days of unauthorised absence informing parent that a penalty notice will be requested.
- A chronology of any contact with the parent regarding the absence.
- Following further unauthorised absence – a copy of letter informing parents that a Penalty Notice has been requested.
- All letters (not emails) should be addressed to each parent being included in the Notice Penalty request (even if they do not reside in the same property, but have parental responsibility).

Checklist for the issuing of Penalty Notices

Has there been in excess of 3 days (6 sessions) of Unauthorised absences over 6 week rolling period where the absence is general in nature?	
Has there been in excess of 5 days (10 sessions) of unauthorised absence over a 6 week rolling period and evidence that this was for the purpose of a family holiday?	

Is the attendance certificate attached?	
Is it fair to issue a PN? Suitable provision? Needs met? Support offered and fair warning given? Other agencies in agreement?	
Who has parental responsibility? 1 or 2 parents at home? (if a step parent is in the family home they too can be issued)	
Are parent(s) first names given?	
Are contemporaneous notes kept of all conversations, meetings and copies of letters also?	

Alternative to Prosecution: Enforcement Officer (no need for parental consent)

Penalty notices are issued for seven or more sessions of unauthorised absence over a six week period of attendance. Nottinghamshire schools make penalty notice requests directly to the Enforcement Officer penalty.notices@nottscc.gov.uk

West Notts: paul.sherridan@nottscc.gov.uk Tel: 0115 8042090

Request for Attendance Enforcement: https://forms.nottinghamshire.gov.uk/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-b1836309-28df-4c23-b841-cb29858eb615/AF-Stage-616a3b12-cc19-410b-8b97-53e97c0fbd19/definition.json&redirectlink=%2Fen&cancelRedirectLink=%2Fen&consentMessage=yes

Lateness and Punctuality

- Doors open at 8.45am and we expect all children to be in their classroom by 9.00 am.
- Where a pupil arrives after 9:30am they will be coded with a "U" which is classed as an unauthorised absence for that session.
- Where a pupil arrives between 9.00am – 9.30am they will receive an 'L' for late. This will also be monitored alongside 'U' codes.

Rewards:

Attendance is actively promoted through a range of rewards. It is implemented consistently across school

1. Weekly attendance –the class with the highest attendance receives the Healdswood Attendance trophy which is displayed in their classroom for the following week.
2. Weekly attendance for each class will be shared and celebrated with parents via Do-jo and on the school website.
3. Half termly - children with 95+% receive a certificate and a letter of congratulations.
4. Yearly – all children who have had 95% or above attendance over the year will be entered into a prize draw with a chance to win a special prize.

Sanctions:

1. We have strategies in response to low attendance (also see Monitoring).

2. We take action in accordance with this policy between school and outside agencies.

Roles and Responsibilities

Teacher:

- Accurately complete their register at the start of each day/after lunch.
- Refer any patterns or concerns about poor attendance to the HT / SLT.
- Teacher to provide background information, such as attainment, if a referral is made to outside agencies.
- To discuss attendance and punctuality at parent's evenings / review meetings.

Office:

- Monitor attendance on a daily basis and respond to lateness and absence.
- To promote class attendance on Class Do-jo and the school website every Friday.
- Contact parents/carers if no reason has been provided from the first day of absence.
- Continue monitoring attendance and Issue letters as appropriate.
- Complete appropriate forms for Nottinghamshire's Early Help Unit once approved by the Head Teacher.

SLT:

- Meet with parents of pupils who have been identified as cause for concern'. Liaise with parents and complete Targeted Support Referrals for persistent absence.

Governors:

- The governors will read and review the head teacher's half-termly report to governors.
- Governors may attend attendance assemblies to present rewards.
- A named governor will monitor school action on attendance.
- Governors may attend Attendance Panel meetings with Head Teacher / SLT.
- Must be informed where a Penalty Notice is served for a child

Gathering and Analysing Attendance Related Data – ScholarPack

We systematically collect, record and store attendance information onto our computerised data system (ScholarPack), ensuring consistency and accuracy across the school. This monitors trends and patterns with regards to absence and lateness for specific children, groups of children (such as SEND and Pupil Premium), classes and year groups.

Standardised recording of:

- Authorised/unauthorised absence

- *Educational activity*
- *Lateness*
- *Presence*

Decisions are made about what information, if any, is provided for:

- *Governors*
- *Staff*
- *Parents/Carers*

Information for Parents/Carers

- *Attendance policy and key information displayed on the website.*
- *Attendance policy to be sent out to parents annually, along with a simpler Guidance for Parents and Carers pamphlet.*
- *Weekly class attendance to be displayed on class Do-jo and the school website.*
- *Half termly attendance letter is sent home for each child.*

Attendance Monitoring Procedures Flow Chart



Improving School Attendance:

School practice to improve attendance will include:

- Having in place an Attendance Policy that staff, pupils and parent/carers are familiar with. The Policy outlines the school's ethos, expectations in relation to behaviour and attendance and any arrangements for the escalation of concerns including the use of enforcement action.
- Promotion of the importance and legal requirements of good attendance to pupils and their parents/carers.

- *Following the Pupil Registration Regulations, particularly for accurate, up to date and correct usage of coding.*
- *Robust systems for monitoring attendance and data to analyse absence patterns.*
- *Setting of trigger point/thresholds.*
- *Early intervention and a clear understanding of who does what and when.*
- *Clear and timely communication with parent/carers concerns and expectations about attendance; by letters, meetings in school (or other venues) or home visits.*
- *Identifying the causes for absence from pupils and parent's point of view.*
- *Setting realistic targets and plans to support improved attendance.*
- *Supporting the most vulnerable pupils by: referral/signposting to other agencies, offering more suitable curriculum, encouraging the return of pupils with catch up opportunities and reintegration plans.*
- *Recording all actions in an Attendance case file.*
- *Sending formal letters to parent/carer where there is no improvement after casework.*
- *Discuss cases with the Family Service's Senior Education Welfare Practitioner. They offer advice on casework and quality of evidence in the case file.*
- *Make a referral through the Early Help Unit for a pupil whose attendance has not improved and whose parents have not engaged with school's efforts to resolve the issues.*
- *Make the case file available to the Family Service Enforcement Lead.*

Healdswood Infant and Nursery School Attendance Policy conforms with the guidance set out in the Nottinghamshire County Council 'Local Code of Conduct for Penalty Notices' (Revised January 2021)

Introduction

Nottinghamshire Local Authority (LA) is committed to working with, and supporting schools, parents/carers and children to ensure that every child achieves the highest level of attendance at school. The LA is also committed to working in partnership with other agencies who can contribute to a holistic approach to improving school attendance.

A brief explanation of the Nottinghamshire Code of Conduct

Sections 444A and 444B of the Education Act 1996 (introduced by section 23 of the Antisocial Behaviour Act 2003) introduced penalty notices as an alternative to prosecution under section 444. Parents may discharge potential liability for conviction for an offence under section 444(1) by paying a penalty.

Nottinghamshire Local Authority Area has a Code of Conduct to enable Penalty Notices to be issued by authorised persons for truancy or where a pupil is found to be in a public place during the first five days of exclusion.

The purpose of the local Code of Conduct is to ensure that the power to issue penalty notices is applied consistently and fairly across the local authority area and that suitable arrangements are in place for the administration of the scheme.

A penalty notice is a suitable intervention in circumstances where the parent is judged capable of securing their child's regular attendance or whereabouts but is not willing to take responsibility for doing so.

The law states that authorised LA staff, Head Teachers and school staff authorised by them (deputy/assistant heads), the Police, Community Support Officers and accredited persons may issue Penalty Notices, although there is no requirement for them to do so.

Head teachers can request that the Local Authority through its Family Service issue Penalty Notices on their behalf. In Nottinghamshire head teachers (or school staff authorised by them) can issue penalty notices. Should a school issue penalty notices it is necessary to inform the local authority in order for the payment to be monitored. The Local Authority will only prosecute cases where the Penalty Notice has not been paid if the Code of Conduct has been followed by the school issuing a penalty.

The penalty is set at £120 and should be paid within 28 days of the date on which the notice starts. If the penalty is paid within 21 days of the date on which the notice starts the sum is reduced to £60. In line with the national requirements the notice is always payable to the Local Authority.

The following may issue penalty notices, although there is no requirement for them to do so:

- authorised local authority staff;*
- head teachers and school staff authorised by them (limited by regulations to deputy and assistant heads);*
- the police, community support officers and accredited persons.*

A penalty notice may only be withdrawn by the local authority named in the notice as the authority to which payment is to be made. The only circumstances in which a Penalty Notice will be withdrawn include cases in which:

- It ought not to have been issued; or*
- It ought not to have been issued to the person named as the recipient; or*
- It appears to the authority that the notice contains material errors,*
- It interferes with existing intervention strategies or legal proceedings.*

Where a penalty notice has been withdrawn –

- Notice of the withdrawal must be given to the recipient; and*
- Any amount paid by way of penalty in pursuance of that notice must be repaid to the person who paid it.*

The policy must comply with the following:

- ✓ Head teachers wishing to issue, or authorise their staff to issue, penalty notices should first discuss this with their school's governing body.
- ✓ Schools deciding to issue Penalty Notices themselves should ensure that this is made clear to parents/carers and is reflected in their Attendance and Behaviour Policy (Letter 3 is sent advising of this)
- ✓ Schools should make it clear to parents/carers and pupils in their attendance policy what they categorise as being late ("L") and the time after which arrival will be marked as unauthorised absence ("U") in the attendance register.

For further information please see:

<https://www.nottinghamshire.gov.uk/media/127161/code-of-conduct-for-penalty-notice.pdf>

Useful websites in this document:

<https://nscp.nottinghamshire.gov.uk/media/eufnuyn5/school-attendance-flowchart-january-2018.pdf>

<https://www.nottinghamshire.gov.uk/care/safeguarding/childrens-mash/services-available-for-nonsafeguarding-concerns/early-help-unit>

<https://www.nottinghamshire.gov.uk/education/school-holidays-and-closures/holidays-during-term-time>

<https://www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance>

<https://www.nottinghamshire.gov.uk/media/127161/code-of-conduct-for-penalty-notice.pdf>

Nottinghamshire County Council School Attendance Flow Chart (2018)

Weblink: <https://nscp.nottinghamshire.gov.uk/media/eufnuyn5/school-attendance-flowchart-january-2018.pdf>

Appendix 1- Start of Term Letter

Dear Parents/Carers,

As we start a new term we would like to remind all parents and carers that at Healdswood Infant and Nursery School, attendance is a key priority. We would like to work together with parents to ensure excellent attendance and punctuality for all of our children. Our aim is to ensure all children, if at all possible will achieve a minimum attendance of 95%.

The following information shows how school attendance may affect your child's academic progress.

Above 96%	<i>Less than 6 days absence a year: Excellent attendance! Pupils with this attendance should achieve the best grades they can, leading to the best possible start in their next phase of education.</i>
95%	<i>Less than 10 days absence in a year: Pupils with this attendance are likely to achieve their target grades and will be well prepared for starting the next phase of their education.</i>
90%	<i>19 days absence over the year: Pupils with this attendance are missing a month of school per year and may fall behind in Maths and English; it will be difficult for them to achieve their best. Attendance at this level is deemed to be persistent absence - parents of pupils with this level of attendance could be issued with a Penalty Notice by the LA.</i>
85%	<i>29 days absence in a year: These pupils are missing 6 weeks of school a year, it will be very difficult for them to keep up and achieve their best.</i>
80%	<i>Pupils with this attendance are missing a day for every week of school. It will be almost impossible to keep up with work.</i>

If your child's attendance was below 90% at the end of the last school year, their attendance will be under close scrutiny from the beginning of this school year. Should this pattern look likely to continue, you will be invited into school for a formal meeting to discuss these concerns and to create an attendance plan. I would also like to take this opportunity to remind you that if you would like to request a holiday in term time, the forms are available from the office. Please note that we will not authorise absence during term time, unless there are exceptional circumstances.

We would also like to remind you that if your child is absent from school you need to contact the school office by telephone or Dojo by 9:15am. Failure to do this may lead to an unauthorised mark.

We hope you find this information helpful. If you have any queries or would like to discuss the contents of this letter in more detail, please do not hesitate to contact me.

*Yours sincerely
Mrs Renshaw
Head Teacher*

Appendix 2- Cause for Concern Letter

Cause for concern Letter for Attendance below 95%

Attendance Information for: [[firstname]] [[surname]]
[[date]]

Dear Parents/Carers,

Both parents/carers and school have a duty to ensure that all children attend school regularly. As you are aware, it is important for your child's friendships and academic progress. In addition, it is proven that good attendance is linked with academic success.

Recently, your child's attendance was noted, as giving cause for concern as it was below 95%. Your child's attendance since September is: [[percent]] %

We understand that their absence maybe for a range of reasons including illness but as their **attendance is below the national target**, we feel it is important to share it with you.

We are constantly working to improve attendance and trust that you will keep your child's absence to a minimum. We will be closely monitoring attendance again over the next six weeks/half term and are hopeful that an improvement in attendance for your child will have been made.

If there are any difficulties which are affecting your child's school attendance please do not hesitate to talk to your child's class teacher or myself.

Thank you for your co-operation.

Yours Sincerely

Mrs Renshaw
Head Teacher

Appendix 3- Congratulations Letter

Congratulations for your wonderful attendance!

Child: [[firstname]] [[surname]] Attendance: [[percent]]

Dear Parent/Carer,

I wanted to take this opportunity to thank you for supporting your child by making sure that their attendance is above our 95% target.

I know that you child is going to make excellent progress with their learning as a result of this.

Please share my biggest congratulations with [[firstname]] for their wonderful attendance. We are all very proud of [[him_her]]!

Yours Sincerely

Mrs Renshaw
Headteacher

.....



Appendix 4- Insufficient Progress Resulting in Meeting

Insufficient Progress in attendance - Panel Meeting

Attendance Information for: [[firstname]] [[surname]]
[[date]]

Dear Parent/Carer,

As you are aware, we wrote to you six weeks ago as we were concerned about [[firstname]] attendance at school, as it had fallen below 95% attendance. However, it is still causing concern. We are very worried that continued poor attendance is affecting your child's progress.

Their attendance is currently [[percent]] % and was at% when we last wrote to you. The DfE rules mean that attendance is deemed persistent if it falls below 90% over an academic year. Please find attached a copy of attendance record for your information.

We are now writing to request that you attend an attendance panel meeting at school to discuss the issues contributing to poor attendance and support to be offered. Please attend on It would be really helpful if you could provide any evidence for any dates that your child may have been absent for so we can formally authorise them.

We can then discuss the possibility of a referral to the Early Help Team and completion of an Early Help Assessment Form (EHAF).

Should attendance remain irregular; the Local Authority may be requested to take more formal action. **This could result in a Penalty Notice and/or prosecution through the Magistrates court** for failing to ensure regular school attendance of your child under **Section 444 Education Act 1996**.

I am sure that we can work together to see a marked improvement and their attendance will be 95%+ over the academic year.

Yours sincerely

Mrs Renshaw
Head Teacher

Appendix 5- Insufficient Progress Resulting in Meeting (Non-Statutory Parents)

Insufficient Progress in attendance - Panel Meeting

Attendance Information for: [[firstname]][[surname]]

Dear Parent/Carer,

As you are aware, we wrote to you six weeks ago as we were concerned about [[firstname]] attendance at school, as it had fallen below 95% attendance.

However, it is still causing concern. We are very worried that continued poor attendance is affecting your child's progress.

Their attendance is currently [[percent]] % and was at% when we last wrote to you. The DfE rules mean that attendance is deemed persistent if it falls below 90% over an academic year. Please find attached a copy of attendance record for your information.

We are now writing to request that you attend an attendance panel meeting at school to discuss the issues contributing to poor attendance and support to be offered. Please attend on It would be really helpful if you could provide any evidence for any dates that your child may have been absent for so we can formally authorise them.

I am sure that we can work together to see a marked improvement and their attendance will be 95%+ over the academic year.

Yours sincerely

Mrs Renshaw
Head Teacher

Appendix 6- EHAF Referral

Advising parent of EHAF referral

Ref: Referral for Early Help for [[firstname]] [[surname]]

Dear Parents/Carers,

As you are aware, we have been tracking your child's attendance since September. Your child's attendance has remained below 90%, resulting in your child having [[unauthcodes]] unauthorised absences this academic year.

You will find enclosed a copy of your child's attendance report, which shows your child's attendance level at this point in this academic year.

We have followed our school attendance procedure where we have sent you a concern letter highlighting that your child's attendance was below 95% and that it needed to improve. Following this, we sent you a further letter inviting you to attend an attendance panel review meeting to explore the reasons for poor attendance and discuss how we may work together to improve attendance for your child and discussed the possibility of an Early Help Unit referral. You **did/did** not attend this.

We are now writing to inform you that your child's case is being referred to the Local Authority for targeted support. The Family Service will now contact you regarding your child's attendance. They will be contacting you to begin a procedure where you may be fined for persistent absenteeism if attendance remains below 90%.

We hope that your child's attendance begins to improve. Please feel free to contact us with any questions you might have.

Yours sincerely

Mrs Renshaw
Head Teacher

Appendix 7- EHAF Accepted, Warning for Penalty Notice Unauthorised Absence

EHAF accepted

Penalty Notice Warning for Unauthorised Absence

Date:

Dear Parent/Carer,

Ref: Unauthorised Absence - PENALTY NOTICE WARNING - [[firstname]] [[surname]] ([[dob]])

The registers show that, to date, your child has missed days ([[missedsessions]] sessions) of school due to unauthorised absences over the last weeks.

You, as parent, have legal responsibility under Section444(1) of the Education Act 1996, for ensuring that your child attends school regularly. As such unless your child's attendance improves you will be referred to the local authority for a Penalty Notice to be issued under Section 444 of the Education Act 1996 for failing to ensure the regular attendance of your child.

Should your child have any further absence which result in them having in excess of 3 days (6 sessions) over a 6 week rolling period we will request that the local authority issue a penalty notice of up to £120 for each child who is absent. The notice can be issued to both parents/carers for each child whose absence meets the Penalty Notice threshold.

Please take immediate steps to ensure your child gets to school on time every day and obtain medical evidence if he/she is too ill to attend. Any other reason for absence should be discussed with the school and it is the school's decision whether to authorise any absence that is not covered by medical evidence.

Yours sincerely

Mrs Renshaw
Head Teacher

Appendix 8- Penalty Notice Unauthorised Absence

Notice that school have requested Penalty Notice to be issued for Unauthorised Absence in term time

Date:

Our Ref: [[title]] [[addressee]]

[[address]]

Dear [[title]] [[addressee]] Child [[firstname]][[surname]] (dob [[dob]])

Ref: School have requested Penalty Notice to be issued for unauthorised absence

Further to our letter dated (Date), notifying you that your child had incurred unauthorised absence from school and that any further absence may result in a request to the Local authority to issue a Penalty Notice fine.

We are now writing to advise you that because your child [[firstname]] [[surname]] has had unauthorised absences in excess of 3 days over a 6 week period a request has been made to the Local Authority to issue a Penalty Notice to you for failing to ensure that your child attends school regularly.

Should you wish to discuss any of the above, please do not hesitate to contact me.

Yours sincerely
Mrs Renshaw
Head Teacher

Appendix 9- Warning for Penalty Notice Holidays

Penalty Notice for holidays taken in term time

[[date]]

[[title]] [[addressee]]

[[address]]

Dear Parent/Carer,

Ref: Holidays taken in term time - PENALTY NOTICE WARNING - [[firstname]] [[surname]] ([[dob]])

I note your application to take [[firstname]] out of education for days to go on holiday. Schools are only allowed to agree a leave of absence during term time in exceptional circumstances. I have considered your application and do not feel it meets the exceptional circumstances criteria and therefore your request has been declined. Should you decide to remove your child from school on the dates indicated in your application then their absence will be marked in the register as unauthorised.

An unauthorised leave of absence of more than 6 days/12 sessions (over a 6 week rolling period) for the purpose of a family holiday can lead to you being issued with a penalty notice fine of up to £120 for each child who is absent. The fines can be issued to both parents for each child.

If you do remove [[firstname]] from school for the period stated in your application or any further absence resulting in your child's absence going over the 6 days in a 6 weeks rolling period we will request that the local authority issues a penalty notice.

Yours sincerely
Mrs Renshaw
Head Teacher

Appendix 10- Penalty Notice Holidays

Notice that school have requested Penalty Notice to be issued for holiday in term time

Date:[[date]]

Our Ref: [[title]] [[addressee]]

[[address]]

Dear [[title]] [[addressee]] Child [[firstname]] [[surname]] (dob [[dob]])

Ref: Penalty Notice to be issued for holiday in term time

On (Date) we wrote to you to explain that the Healdswood Infant & Nursery School would not authorise [[firstname]] absence from school for days for a holiday. We also informed you that if this would make [[firstname]] have 6 or more days absence in a 6 week rolling period that this could lead to a Penalty Notice being issued to you.

I am now writing to advise you that a request has been made to the Local Authority to issue a Penalty Notice for failing to ensure that your child attends school regularly. Should you wish to discuss any of the above, please do not hesitate to contact me.

Yours sincerely
Mrs Renshaw
Head Teacher

Appendix 11- Penalty Notice Holidays (Non-Statutory)

Date:

Dear Parent/Carer,

Ref: Holidays taken in term time

I note your application to take out of education for days to go on holiday. Schools are only allowed to agree a leave of absence during term time in exceptional circumstances. I have considered your application and do not feel it meets the exceptional circumstances criteria and therefore your request has been declined. Should you decide to remove your child from school on the dates indicated in your application then their absence will be marked in the register as unauthorised.

As your child is currently Non-Statutory School Age there will be no fine, at this point. However, we want to make you aware that once your child is Statutory School Age (the term after they turn 5) the information below will apply:

'An unauthorised leave of absence of more than 6 days/12 sessions (over a 6 week rolling period) for the purpose of a family holiday can lead to you being issued with a penalty notice fine of up to £120 for each child who is absent.

The fines can be issued to both parents for each child. If you do remove from school for the period stated in your application I will request that the local authority issues a penalty notice.'

Yours sincerely

Mrs Renshaw

Head Teacher

Appendix 12- Example Local Authority Letter - Sample Penalty Notice Penalty Notice

S.444A EDUCATION ACT 1996

Please read the notes attached carefully

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, or fails to attend regularly at alternative provision, the child's parent is guilty of an offence under s.444 Education Act 1996.

To: (PARENTNAME)

Of: (PARENTADDRESS)

You are a parent of CHILD NAME (called in this notice "the pupil") who is a registered pupil at NAME OF SCHOOL.

Between DATE and DATE the pupil failed to attend school regularly.

This notice gives you the opportunity to pay a penalty fine instead of being prosecuted for the offence given above. The amount of the penalty is £60/£120 in accordance with the table attached. If you pay this penalty within the time limits set out overleaf, no further action will be taken against you in connection with the offence as set out in this notice.

Payments should be made within 28 days. Payment should be made to Nottinghamshire County Council in the manner indicated in attached notes. Payment within 21 days leads to a reduction in the penalty to £60. Late or part payments will not be accepted and no reminders will be sent. If payment is not received by (DATE) you may be prosecuted for the offence and could be subject to a fine of up to £1000.

Please note you may have received more than one penalty notice. Penalty notices are issued PER CHILD PER PARENT

This notice is issued by (NAME AND JOB TITLE AND ADDRESS)

Date of Issue: Your Reference:

PART TWO - How to Pay

By Post: *Please complete your cheque and send to: Family Service, Lawn View House, Station Road, Sutton In Ashfield, Nottinghamshire, NG15 7GA.*

Please make your cheque payable to Nottinghamshire County Council and write your penalty notice reference number on the back of the cheque. PLEASE NOTES cheques will be accepted if they arrive with the LA by the payment date.

By Debit or Credit Card: *Please telephone 0115 804 3500 and have your Penalty Notice reference number to hand. Office hours are 8.30-5pm Mon-Thurs, 8.30-4.30pm Fri. 22*

Payment Queries: *If you have any issues with the payment options please contact*

penalty.notices@nottscc.gov.uk

Amount of penalty

The amount of the penalty is as follows:

When paid:

Within 21 days £60 To be received by 4.30pm (date)

Within 28 days £120 To be received by 4.30pm (date)

Contact Details

If you have any queries about this notice, please contact (NAME AND JOB TITLE AND ADDRESS)

Code of Conduct

This notice is issued in accordance with a local code of conduct drawn up by the Nottinghamshire LA. Any questions or correspondence about the code should be addressed to (NAME AND JOB TITLE)

Withdrawal

This notice may be withdrawn by the Nottinghamshire LA if it is shown that it should not have been issued to you or has not been issued to you in accordance with the local code of conduct. If you believe that the notice was wrongly issued you must contact the LA to ask for it to be withdrawn as soon as possible, stating why you believe the notice to have been incorrectly issued. The LA will consider your request and will contact you to let you know whether the notice is withdrawn. If the notice is not withdrawn and you do not pay, you will be liable to prosecution for the offence that your child has failed to attend school regularly.

Payment

You should make payment choosing your preferred method from options explained in Part Two of the Penalty Notice.

Prosecution:

If you do not pay the penalty, and the notice is not withdrawn, you will be prosecuted for the offence of failing to ensure your child's regular attendance at school. You will receive a separate summons for this which will give you notice of the time and date of the court hearing. You will be able to defend yourself and you would be advised to seek legal representation; in some circumstances you may be entitled to legal aid.