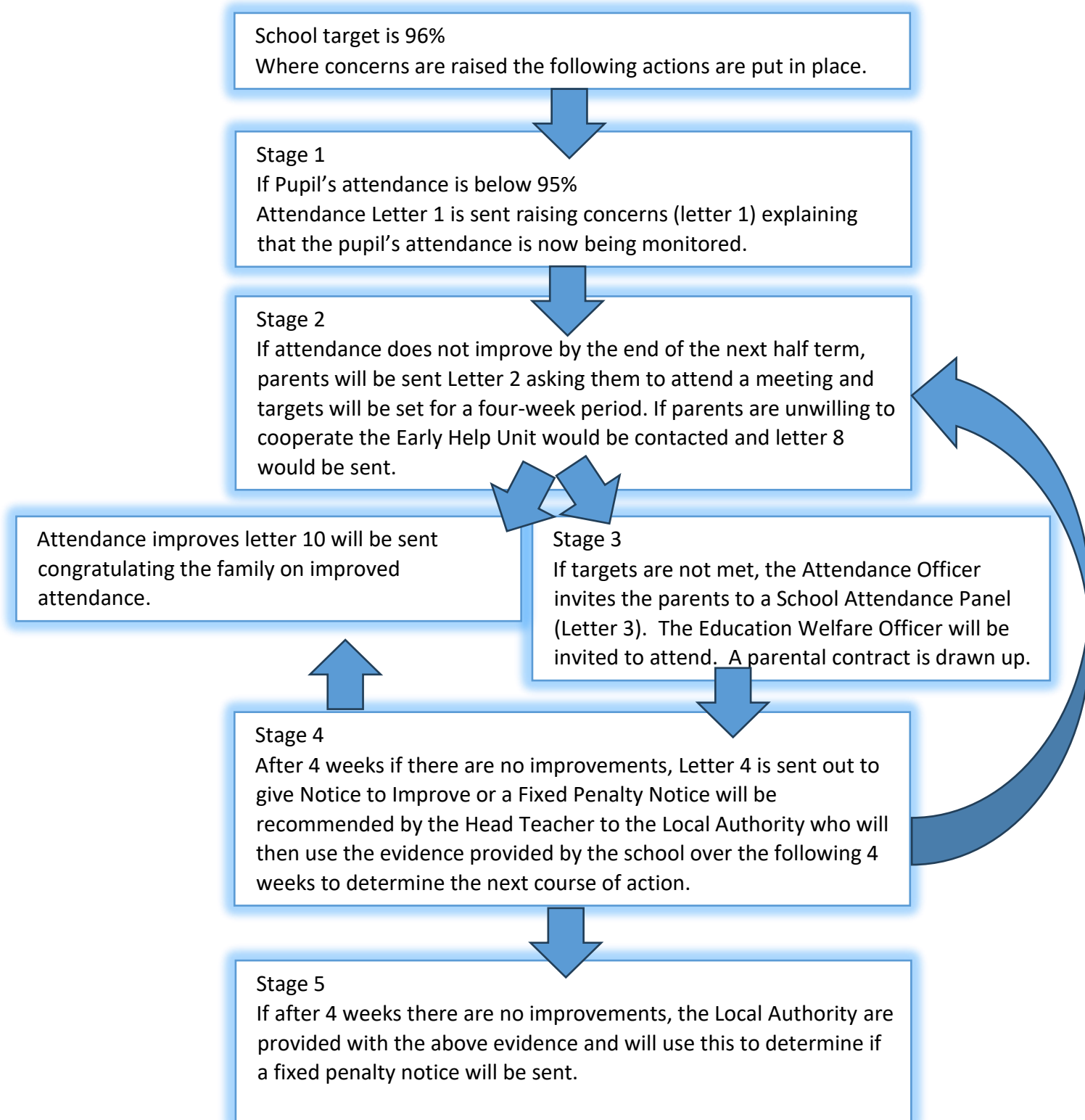


Attendance Procedures Flow Chart – Absence below 96%

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Head teacher and Governors at our school, work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. The procedures below are followed to ensure that this happens. Attendance is monitored weekly by the Attendance Team.



Attendance Procedures Flow Chart – Unauthorised Absence

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. Therefore, parents must apply for leave of absence in writing using a 'Leave of Absence Request Form' (or complete this online at <https://forms.office.com/e/tXRQjtuDDr>) and must attach any evidence for the school to take into consideration. The application must be submitted at least FOUR WEEKS prior to the absence request date. The Head Teacher or delegated lead will decide if the leave will be granted and how many days will be authorised. Parents will be notified in writing of the decision within two weeks. If the Head Teacher or delegated lead does not grant an application for leave of absence and parents decide to take the leave anyway the absence will be unauthorised. This may lead to Penalty Notice Fines. Penalty Notice Fines are issued to each parent for every child concerned. A leave of absence cannot be authorised retrospectively. If a child is removed from school for a period of absence without the school being informed, the absence will automatically be unauthorised.

Stage 1 - If parents take a pupil out of school without the permission of the Head Teacher (an unauthorised absence). They must have informed the school using a Leave of Absence form four weeks before the expected absence. The form can be requested from the school office or online here: <https://forms.office.com/e/tXRQjtuDDr>

Stage 2 - If a pupil is absent for any reason, parents are expected to contact school by telephone every day their child is absent to explain why their child is not in school.

Step 3 - If the absence is Unexplained because a form has not been completed a telephone call will be made by the school on the first day of absence. If there is no response, a home visit will be made that day. For safeguarding reasons school will attempt to contact parents until a response is received. Students who are absent from school for 5 days will receive a home visit, regardless of contact from a parent or carer. Home visits are undertaken by any member of the Attendance Team or Head Teacher.

Stage 4 - The threshold for Penalty Notice fines is 5 days / 10 sessions of unauthorised absence over a 10-school week period.

Parents of a child taking a holiday during term time of 10 sessions or more over a 10-week period receive letter 5. If a child is suspected to have taken a holiday during term time over 10 sessions in a 10-week period parents receive letter 6.

In both cases, the LA will be sent information regarding the absence to determine the next course of action. If a pupil takes a holiday during term time for less than 10 sessions letter 7 will be sent warning that no further unauthorised absences should be taken.

Penalty notices are £160 (per child, per parent) and must be paid within a 28-day deadline. The first Penalty notice fine issued to a parent is reduced to £80 if paid in full, within 21 days of issue. All fines must be paid within 28 days of issue or parents may be prosecuted in court.

A second fine issued to a parent/carers for a child who is absent from school without authorisation is £160, with no option to pay at a reduced rate if the fine is paid within the first 21 days.

Parents/Carers can only receive a maximum of two fines for an individual child over a 3-year rolling period for an unauthorised absence from school.

A third request for a fine in a 3-year rolling period would result in the matter being referred directly to the Magistrates court.

If a parent/carers is prosecuted at court, they could receive a fine of up to £2,500, a community order or a jail sentence of up to 3 months. The court could also issue a [Parenting Order](#).

Parents who do not pay a fine and contest the matter in court should seek independent legal advice first.

