

# Spalding Parish Church of England Day School

*At the heart of our diverse community, striving for excellence,  
enabling all to achieve their highest potential.*



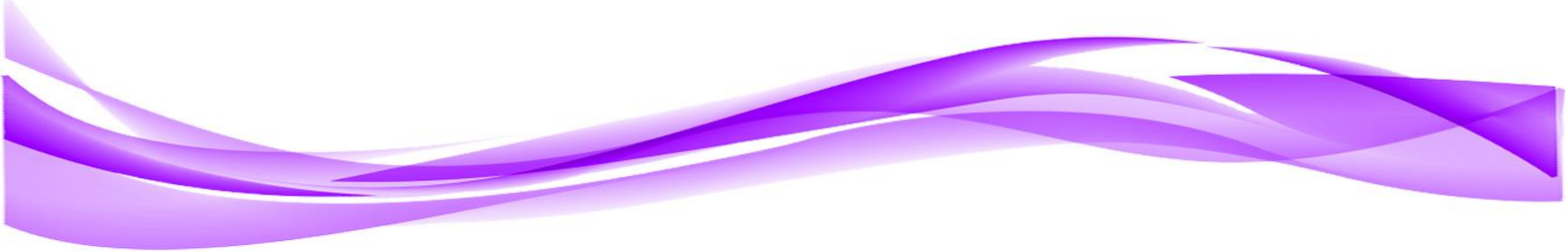
## Attendance Policy

**Date of Policy:** March 2020

**Adopted by Local Council:** March 2020

**Signed by Chair of Governors:** March 2020

<b>New Policy:</b> March 2020		



## Spalding Parish Church of England Day School Attendance Policy

### 1) Vision

*At the heart of our diverse community, striving for excellence,  
enabling all to achieve their highest potential.*





**We aim to be an outstanding inclusive church school embodying the love and care of God the Father for everyone, striving to help all in our school prosper and fulfil their unique potential in the fullness of Christ, and co-operating with the Holy Spirit for the flourishing of every person through the principles of wisdom, hope, community and dignity.**

*‘Start by doing what’s necessary, then do what’s possible; and suddenly you are doing the impossible.’  
St Francis of Assisi*



As a caring Christian community built on Compassion, Trust, Friendship and Hope our work and vision is based on the core values stated above alongside the additional values of Courage, Perseverance, Humility, Forgiveness, Wisdom and Thankfulness. These values clearly state our firm belief in God overarched by the values of Respect and Responsibility and our school ethos, all of which is encapsulated in the school’s Mission Statement.

### 2) Introduction

Spalding Parish Church of England Day School recognises the importance of good school attendance in ensuring all pupils are able to succeed and realise their highest potential. As such our approach to attendance is as follows:

-  Regular school attendance is essential if children are to achieve their full potential.
-  We value all pupils and we will work with families to identify the reasons for poor attendance and try to resolve any difficulties.
-  We believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them enabling them to become emotionally resilient, confident and competent individuals who are able to make a positive contribution to their community.
-  We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement. This policy also takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

### 3) Legal Framework

-  Section 7 of the 1996 Education Act states that it is the “Duty of parents to secure education of children of compulsory school age.  
The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable -  
(a) to his age, ability and aptitude, and  
(b) to any special educational needs he 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.

#### 4) Categorising Absence

- 🔥 Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.
- 🔥 Absence can only be authorised by the school and cannot be authorised by parents/carers. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.
- 🔥 Parents/carers should advise the school by telephone (01775 722333) or via emailing [absence@spaldingparish.lincs.sch.uk](mailto:absence@spaldingparish.lincs.sch.uk) on each day of absence and provide the school with an expected date of return. A parent/carer must inform the school on each day of absence.
- 🔥 Where a parent/carer does not phone or email in by 9:30am, the school will phone to check why the child is absent. A record will be made stating that the school had to contact home. If no contact can be made with parents/carers or any of the listed emergency contacts then a home visit may be undertaken by a member staff to ensure the child is safe and well.
- 🔥 The school will contact home every day of a child's absence if parents/carers have not contacted the school. If after 5 days the school still does not know the reason for absence, once a home visit has been undertaken, the school will initiate the county's procedure for Children Missing Education.

Absence will be categorised as follows:

- 🔥 **Illness** – A telephone call or a note from the parents/carers informing the school that their child is ill will be acceptable. Parents/carers will be asked to provide medical evidence where an appointment was needed for their child. The school reserves the right to request medical proof of illness such as Medical Certificate or copy of prescription or ask parents/carers to complete a MED3 form so that records can be requested from the General Practitioner.
- 🔥 **Medical/Dental Appointments** - Parents/carers are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day. Parents/carers will be asked to provide medical evidence, for example an appointment card, for this to be authorised. We are unable to authorise all day for an appointment.
- 🔥 **Other Authorised Circumstances** - This relates to occasions where there is cause for absence due to exceptional circumstances, for example, family bereavement.
- 🔥 **Excluded** (No alternative provision made) - Exclusion from attending school is counted as an authorised absence. The child's class teacher will make arrangements for work to be sent home.
- 🔥 **Leave of absence** - Parents/carers are **strongly** advised to avoid taking their children on holiday during term time. Parents/carers do not have an automatic right to remove their child from school during term time for the purpose of a holiday. Parents/carers will be made aware that if their child is absent for 10 school days they will miss 5% of their education during that academic year. Holidays during term time will not be authorised.

**The Education (Pupil Registration) (England) (Amendment) Regulations 2013** has removed the reference to holidays during term time and now provides that a leave of absence during term time will only be granted where a written application is made in advance to the school and the school consider that the 'Leave of Absence' should be granted due to exceptional circumstances relating to that application.

However, leave in any one school year **may** be granted, in exceptional circumstances, at the discretion of the Head Teacher/Local Council.

Parents/carers wishing to take their child on a leave of absence during term time must book a **'Leave of Absence'** meeting with a member of the Senior Leadership Team at least 14 days before the absence is due to take place.






If the permission to take leave of absence is not granted and the pupil still goes on leave, the absence will be **unauthorised**.

If a child has unauthorised absences recorded (through non-attendance or lateness), it could lead to the issuing of a Fixed Penalty Notice.

Fixed Penalty Notices are a tool to combat poor attendance and/or high unauthorised absence due to families taking holidays in term time, lateness or persistent absence.

Section 444 of the Education Act 1996 enables Local Authorities to issue a Fixed Penalty Notice where a parent/carer has failed to ensure the regular school attendance of their child at the school that they are a registered pupil at or other education provision provided for them.

Fixed Penalty Notices will be issued and Local Authority procedures will be followed. In the event of a Fixed Penalty Notice being issued, the Head Teacher must inform the LAAT Governance Officer. All instances of Fixed Penalty Notices will be reported to LAAT Directors.

-  Fixed Penalty Notices are issued per parent/carer, per child, where there is unauthorised absence from school.
-  The penalty is £60 per parent/carer per child and if unpaid within 21 days this rises to £120.00.
-  If the penalty remains unpaid after 28 days the Local Authority can choose to prosecute under Section 444 of the Education Act, unless the penalty has been issued in error.
-  Prosecutions are dealt with in the Magistrates Court and could result in a criminal record if upheld.
-  A Fixed Penalty Notice can also be applied for where a pupil is found in a public place when they should be in school or during a period of exclusion from school. Only in exceptional circumstances will absences be agreed. In such cases, consideration will also be given to cultural needs and family circumstances, such as minority ethnic children returning to their country of origin. In these cases, granting leave for longer periods than normal may be considered justified. In all cases though, parents/carers will be required to justify why the absence needs to be taken during term time.

**Religious Observance** - We acknowledge the multi-faith nature of British society and recognise that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance.

Parents/carers are requested to give advance notice to the school if they intend their child to be absent. However, in the interests of fulfilling the academic requirements of the school and limiting the authorised absence rate of the school, it is identified as reasonable that no more than one day be designated for any individual occasion of religious observance/festival and no more than three days in total in any academic year. Any further absence will be categorised as unauthorised.

**Traveller Absence** - The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible. Spalding Parish Church of England Day School will follow County guidance to protect Traveller parents/carers from unreasonable prosecution for non-attendance.

**Late Arrival** - Registration begins at 8:45am for Key Stage 2 pupils and 8:50am for FS2 and KS1 pupils. Pupils arriving after this time will be marked as present but arriving late (Code L). The register will close at 9:15am. Pupils arriving after the close of register will be recorded as late (Code U). This will not be authorised and will count as an absence for that school session.

**Unauthorised Absence** - Absence will not be authorised unless parents/carers have provided a satisfactory explanation and that it has been accepted as such by the school.

Action the school will take:

- 🔥 5 lates/unauthorised in six weeks – a warning letter will be sent out
- 🔥 No improvement in response to the warning letter will result in parents/carers being called to a School Attendance Panel meeting where supporting strategies will be offered
- 🔥 If there are continued late arrivals a Fixed Penalty Notice may be issued to parents/carers by Lincolnshire County Council.

## 5) Honesty

Please be aware that any children who are absent because they are ill but then tell friends or staff that they were on holiday will have a witness statement taken and submitted as evidence. The absence will then be treated as unauthorised absence and the possibility of a fine is still likely. It is also important to consider the message this is sending to children; seeing responsible adults 'bending' the truth does not provide an appropriate role model.

## 6) Persistent Absenteeism

The Government criteria sets out that a pupil becomes a 'persistent absentee' when their attendance falls below 90% across the school year, for whatever reason. Absence at this level is doing considerable damage to any child's education and we need parents/carers fullest support and co-operation to tackle this.

We monitor all absence and the reasons given thoroughly. For any case that is seen to have reached the Persistent Absentee mark, or is at risk of moving towards that mark, we will inform parents/carers by letter. If improvements are not seen in a 4 week period, upon review we will invite parents/carers to a School Attendance Panel meeting where we will discuss support that might be needed to ensure your child attends school regularly. In this meeting we will set a short term attendance target which will be reviewed within a specific time. If no improvement is made we may then move to issuing a Fixed Penalty Notice.

## 7) Encouraging Attendance through Good Practice and Rewards

Attendance is encouraged in the following ways:

- 🔥 Attendance checks at appropriate times;
- 🔥 Attendance Summary Sheets shared with parents/carers at Parent Consultation meetings and with school reports;
- 🔥 Establishing a mechanism for working with those parents/carers who are concerned that their children may be experiencing difficulty in attending school;
- 🔥 Identifying and supporting pupils who have attendance problems in advance of the transition between KS2 and KS3. This should include the sharing of relevant information with the destination school;
- 🔥 Awards for children as follows: (Attendance is 100% if there has been no absence)
  - ✓ **Weekly** – Weekly class attendance figures are displayed on classroom doors with the winners of attendance displayed in the Hall and on the school's website. An attendance bear

is presented to the class from each Key Stage with the best attendance each week and stickers are given for each child in the class that has the highest attendance for the week.

- ✓ **Termly** – Children with 100% attendance for the term will receive a sticker. One child's name will be pulled 'out of the hat' from each Phase (FS2, KS1, LKS2 and UKS2) and will receive a book and certificate. Each child in the class with the highest attendance figure for the term will receive a pencil.
- ✓ **Terms 2, 4 and 6** – In addition to the above, a certificate will be issued to all children who have 100% attendance for the two terms. £50 gift cards will also be awarded to the families of 3 names pulled 'out of the hat' from FS2/KS1, LKS2 and UKS2. This is for working with us to promote good attendance.
- ✓ **Annually** – In addition to all of the above, children with 100% attendance for the year will receive a Gold certificate from the Head Teacher as well as a certificate from Lincolnshire County Council.

All awards to be awarded by the Head Teacher, a member of the Senior Leadership Team or a member of the Local Council as appropriate. The website is updated with all the awards.

## 8) Responding to Non-Attendance

When a pupil does not attend, SPCEDS needs to respond effectively:

- 🏠 If a note, message to the class teacher, telephone call or email is not received from parents/carers, they will be contacted by telephone;
- 🏠 If no response to our calls, the Head Teacher, Safeguarding Leads and Attendance Officer are all informed;
- 🏠 Where there is no response there may be a home visit made by a member of the school staff;
- 🏠 Where non-attendance continues, the case will be discussed by the Attendance Lead and Attendance Officer and further action planned;
- 🏠 Following regular monitoring and identification of pupils with attendance concerns a process of concern letters will be sent to the parent/carer;
- 🏠 Where little or no improvements are made, a School Attendance Panel meeting will be arranged with the parent/carer being invited to set targets for improvement;
- 🏠 The attendance of all pupils is monitored regularly, however, it is carefully tracked for pupils where attendance is less than 95% with actions identified and undertaken to ensure early intervention.

## 9) Reintegration










The return to SPCEDS for a pupil after long-term absence requires special planning. For example, it may be appropriate to establish a Pastoral Support Programme as detailed in the DfES Social Inclusion: Pupil Support Guidance (Circular 10/99) or a Health Care Plan as detailed in Supporting Pupils with Medical Condition (DFE,2017).

The Attendance Lead and/or Special Needs Coordinator in conjunction with Head Teacher is responsible for deciding on the programme for return and for the management of that programme:

- 🏠 All staff need to be aware that this is a difficult process that will require careful handling and that any problems should be notified to the Head Teacher as soon as possible;
- 🏠 Programmes may need to be tailored to meet individual need and may involve phased, part-time re-entry with support in class as appropriate;
- 🏠 The success of the reintegration will require the involvement of appropriate school staff, other agencies, the young person and parents/carers. Programmes should be reviewed regularly and amended as necessary.

## 10) Deletions from the Register

In accordance with the Education (Pupil Registration England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

-  Where SPCEDS has been notified in writing by the parent/carer that they child is leaving and the child's new school has confirmed that they have registered as a pupil at another school;
-  Where a pupil has ceased to attend SPCEDS and the parents/carers have satisfied the County Council by providing the information in writing that the pupil is receiving education otherwise than by attendance at school;
-  Where the school has been notified that the pupil is unlikely to be in a fit state to attend school before becoming legally exempt from the obligation to attend school;
-  Where the pupil has been absent without reasonable cause for four academic weeks and the Head Teacher has failed, after reasonable enquiry and consultation with the Child Missing Education Department, to obtain information on the cause of the absence;
-  Where the Head Teacher has been notified that the pupil has died;
-  The pupil has ceased to attend SPCEDS and no longer ordinarily resides at a place which is a reasonable distance from the school. Where there has been no notification in writing by the parent/carer and we have not received contact from a new school confirming that they have registered as a pupil at another school we will report the Child as Missing In Education and keep them on roll for 20 days;
-  If a pupil has not returned to SPCEDS within ten school days of the agreed return date after a family holiday in term time;
-  Where a pupil will cease to be of compulsory school age before the school next meets and has been notified an intention to discontinue in attendance;
-  Where the pupil has been permanently excluded and this decision has been confirmed by the Pupil Discipline Committee.









Any name removed from the register will be notified immediately to the Local Authority.

SPCEDS will follow Lincolnshire County Council's Children Missing Education procedures when a pupil's whereabouts is unknown. This will include a home visit being conducted by a member of school staff.

## 11) Roles and Responsibilities

We believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, Local Council, parents/carers, pupils and the wider school community.

### The Local Council will:

-  Ensure that the importance and value of good attendance is promoted to pupils and their parents/carers;
-  Annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy;
-  Ensure that the Registration Regulations England 2006 and other attendance related legislation is complied with;
-  Agree school attendance targets and submit these to the Local Authority within the agreed timescale each year;
-  Monitor the school's attendance and related issues through termly reporting at Local Council meetings;
-  Ensure that attendance data is reported to the Local Authority or Department of Children, Schools and Families as required and on time;
-  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 data is understood and used to devise solutions and to evaluate the effectiveness of interventions;
- 🏠 Nominate a member of the Local Council to work with the Attendance Lead.

**The Head Teacher will:**

- 🏠 Inform the Local Council of the current attendance level at every meeting of the full Local Council meeting.

**The Attendance Lead will:**

- 🏠 Be a member of the Senior Leadership Team;
- 🏠 Conduct School Attendance Panel meetings for children where there have been no improvement in attendance following the initial letter of concern;
- 🏠 Monitor fortnightly, termly and annual attendance data and highlight to teachers and SLT any low attendance concerns;
- 🏠 Analyse attendance data, looking for patterns of absence;
- 🏠 Interpret data to devise solutions and to evaluate effectiveness of interventions;
- 🏠 Develop a multi-agency response to improve attendance and support pupils and their families.

**The Attendance Officer will:**

- 🏠 Inform class teachers of daily absence messages by writing these on to ScholarPack;
- 🏠 Contact parents/carers on the each morning of absence if there has been no message from parents/carers;
- 🏠 Follow Children Missing Education protocol if a child has not attended school for five days and the school has received no message from the parent/carer;
- 🏠 Print off fortnightly, termly and annual data for Attendance Lead;
- 🏠 Print off attendance summary sheets and related letters for individual children at the end of set points through the year to share with parents/carers;
- 🏠 Prepare letters to inform parents/carers when a child's absence is giving cause for concern and is this being monitored;
- 🏠 Organise weekly, termly and annual award systems across the school;
- 🏠 Update the attendance on the school website weekly.

**Teachers will:**

- 🏠 Take registers each morning and afternoon using ScholarPack;
- 🏠 Include any notes if known as to why the child is absent;
- 🏠 Discuss issues of persistent lateness or absence with parents/carers;
- 🏠 Inform Attendance Lead of attendance concerns;
- 🏠 Make all pupils aware of the importance and significance of good attendance and punctuality;
- 🏠 Be a positive role model for attendance and punctuality.

**Request that Parents/Carers will:**

- 🏠 Ensure their child attends school regularly and punctually;
- 🏠 Ensure that they contact the school by 9.30am on each day of absence if their child is unable to attend giving a reasonable explanation and expected date of return. If unwell, parents/carers must inform school of the symptoms;
- 🏠 Contact the school in confidence whenever any problem occurs that may affect their child's performance in school;
- 🏠 Talk to their child about school and what goes on there. Take a positive interest in their child's work and educational progress;



- 🏠 Try to avoid unnecessary absences. Wherever possible make appointments for the Doctors, Dentists etc. outside of school hours;
- 🏠 Ask the school for help if their child is experiencing difficulties;
- 🏠 Support the school; take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home;
- 🏠 Encourage routine at home, for example, bed times, homework, preparing school bag and uniform the evening before;
- 🏠 Not keep their child off school to go shopping, for the child's birthday, to help at home or to look after other members of the family;
- 🏠 Avoid taking their child on holiday during term-time. Where this is unavoidable, a meeting with a member of the Senior Leadership Team will be required at least 14 days prior to the holiday taking place.

**Pupils will:**

- 🏠 Attend school regularly;
- 🏠 Arrive to school on time and be appropriately prepared for the school day;
- 🏠 Inform a member of staff of any problems or reason that may hinder them from coming to school.

**12) Using Attendance Data**

- 🏠 Pupil's attendance will be monitored and may be shared with the Local Authority and other agencies if a pupil's attendance is a cause for concern;
- 🏠 The Attendance Lead will report on current attendance data to Councillors at each Local Council meeting;
- 🏠 Attendance data will also be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment;
- 🏠 All information shared will be done so in accordance with the Data Protection Act 1998.

**13) Support Systems**

School recognise that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parents/carers should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation. This will help the school identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with Special Educational Needs, those with physical or mental health needs, Migrant and Refugee pupils and Looked After Children.

The school will implement a range of strategies to support improved attendance. Strategies used will include:

- 🏠 Support offered to families will be child centred and planned in discussion and agreement with both parent/carer and pupil;
- 🏠 In extreme cases where parents/carers fail or refuse to engage with the support offered and further unauthorised absence occurs, we will consider the use of legal sanctions via an Education Welfare Service.



# Spalding Parish Church of England Day School

Date

Dear Mr/Mrs/Miss

## HOLIDAYS DURING TERM TIME

**Childs Name:**

**Date of Birth:**

**Registered Pupil at Spalding Parish Church of England Day School**

I am writing to inform you that The Education (Pupil Registration) Regulations 2006 has been amended and came into force from the 1st September 2013. The amendments have removed reference to family holiday and extended leave, as well as the statutory threshold of ten school days. (Therefore the previous arrangement whereby schools could grant up to 10 days authorised holiday/absence has now ceased).

As a result, a request for leave of absence may not be granted for the purpose of a holiday unless deemed to be 'exceptional circumstances'.

If you wish to seek approval for any request of absence for your child(ren) from school, then you must arrange an appointment with the Head Teacher or a member of the Senior Leadership Team at least 14 days in advance of the request for absence. You should only then remove your child(ren) if the absence has been authorised and notified to you in writing by the school. Any exceptional circumstances must be clearly explained at the meeting so that the request can be considered upon its merits.

If you then choose to take your child out of school during term time and it is not deemed to be exceptional circumstances and/or has not been approved by the school, then this will be coded as an unauthorised absence and a Fixed Penalty Notice may be issued for the period of absence. Failure to pay the Fixed Penalty may result in further legal action being taken against you.

A Fixed Penalty Notice is a strategy used by schools to address the unacceptable levels of attendance of children at their school under the following legislation:

- **Section 7 of the Education Act 1996 places upon parents/carers a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise**
- **Where a child is a registered pupil at a school and the parent/carer fails to ensure that child's regular attendance at school the parent/carer is liable to be prosecuted for a criminal offence under Section 444 of the Education Act**
- **In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60.00 or £120.00.**

Please note: A Fixed Penalty Notice can also be issued if your child is seen in a public place within the first 5 days of an exclusion from their school.

- **Section 103 of the Education and Inspections Act 2006 makes it a duty for parents/carers in relation to pupils subject to a fixed period or permanent exclusion to ensure that their child is not present in a public place during school hours, without reasonable justification, during the first five days of any such exclusion. If a child is present in a public place during the first five days of an exclusion during school hours the parent/carer may be guilty of an offence for which they can be prosecuted by the LA before a magistrates' court or issued with a Fixed Penalty Notice for £60.00 or £120.00.**

If you have any concerns regarding this please contact myself or a member of the Senior Leadership Team; we appreciate your cooperation in this matter.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Diane Mulley', with a long horizontal flourish extending to the right.

Diane Mulley  
Head Teacher



## Spalding Parish Church of England Day School

Date

Dear

### FIXED PENALTY FORMAL WARNING

**Childs Name:**

**Date of Birth:**

**Registered Pupil at Spalding Parish Church of England Day School**

This letter is a Fixed Penalty Formal Warning and is being sent to you because you have requested a period of absence from school for your child during term time.

The period you have requested from (date) to (date) is not deemed to be exceptional circumstances and therefore will be coded as unauthorised absence. If you choose to ignore this warning, a Fixed Penalty Notice will be issued for the above period of absence.

A Fixed Penalty Notice is a strategy used by schools to address the unacceptable levels of attendance of children attending their school under the following legal framework:

- **Section 7 of the Education Act 1996 places upon parents/carers a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise.**
- **Where a child is a registered pupil at a school and the parent/carer fails to ensure that child's regular attendance at school the parent/carer is liable to be prosecuted for a criminal offence under Section 444 of the Education Act.**
- **In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60.00 or £120.00.**

Should you wish to discuss this matter further, please contact the school on the above contact details.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Diane Mulley'.

Diane Mulley  
Head Teacher



## Spalding Parish Church of England Day School

Date

Dear xxxx

### FIXED PENALTY FORMAL WARNING

**Childs Name:**

**Date of Birth:**

**Registered Pupil at Spalding Parish Church of England Day School**

This letter is a Fixed Penalty Formal Warning and is being sent to you because your child has an unacceptable level of unauthorised absence.

During the period (date) to (date), (child's name) was absent/late on (number of) sessions out of (number) possible half-day sessions of which (number) were unauthorised \* and ( in addition she/he was late on (number) occasions. ) \*delete as appropriate

(child's name)'s attendance will be reviewed from the date of this warning, with the expectation that his/her attendance increases to 100%. Failure to comply may result in a Fixed Penalty being issued.

**Please note if your child's attendance has fallen below 90% due to illness or a medical condition you will be required to provide evidence showing that you have sought appropriate medical advice.**

Requesting the Local Authority to issue a Fixed Penalty Notice is a strategy used by schools to address the unacceptable levels of attendance of children attending their school under the following legal framework:

- **Section 7 of the Education Act 1996 places upon parents/carers a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise.**
- **Where a child is a registered pupil at a school and the parent/carer fails to ensure that child's regular attendance at school the parent/carer is liable to be prosecuted for a criminal offence under Section 444 of the Education Act.**
- **In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60.00 or £120.00.**

Should you wish to discuss this matter further or to access appropriate support, please contact the school on the above contact details.

Yours sincerely

Diane Mulley  
Head Teacher