



Believe Strive Achieve

Eskdale Junior **School**

Attendance Policy

Aim High



ESKDALE JUNIOR SCHOOL

ATTENDANCE POLICY

1. Introduction

- 1.1 Eskdale School is committed to providing an education of the highest quality for all its pupils and recognises this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. **High achievement and outcomes for pupils depends on good attendance. Children who miss school frequently can fall behind with their work, do less well in exams and can struggle socially by not mixing regularly with their peers.**
- 1.2 The whole school community – pupils, parents and carers, teaching and support staff and school governors – have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone's part in this and outline how the school looks to sustain and improve school attendance
- 1.3 The school will ensure that all stakeholders know of the policy and have access to it. In addition to this the school has produced a single page summary of attendance for parents for quick reference that works alongside this policy.

2. School's roles and responsibilities

- 2.1 All staff (teaching and support) at Eskdale School have a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which all our pupils are eager to learn, feel valued members of the school community and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.
- 2.2 **Mr Scruton** will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout the school. He will also ensure that up-to-date attendance data and issues are shared with, are made available to staff, pupils, parents and governors. He will ensure that attendance issues are identified at an early stage through regular and ongoing monitoring and that support is put in place to deal with any difficulties.
- 2.3 Registration
- i) The school is required to mark the attendance register twice each day; once at the start of the day and once during the afternoon session. Classroom teachers are responsible for completing the attendance registers using the prescribed codes (shown below).



REGISTER CODES

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X *	Non-compulsory school age absence	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances



- ii) The entrance to school on Ghost House Lane will open at 8:45am and will close at 8:55am. All pupils are expected to be through the school gate by 8:55am. The register will be called at 8:55am and 1.15 pm by each class teacher and a mark will be made during the registration period in respect of each child. If a pupil is not present for the register at 8:55am they will be marked as late.
- iii) The registers will be closed at 9.05 am and 1.20pm. Any pupil who arrives after the closing of the register will count as an unauthorised absence. Pupils who arrive before the register closes will be counted as present but will be dealt with under the school's procedure in managing punctuality. If a pupil arrives between 8:55am and 9:05am they are classed as late.

See Appendix 1 Protocol for Lateness for process details

2.4 Categorising absence

- i) A mark will be made in respect of each child during registration. Any child who is not present at this time will be marked as an unauthorised absence unless leave has been granted by the school in advance or the reason for absence is already known and accepted by the school as legitimate. Where a reason for absence is given and accepted by the school at a later stage, the register will be amended in such a way that the original entry and the amendment / correction are distinguishable.
- ii) Eskdale School recognises the clear links between attendance and pupil outcomes, and attendance and safeguarding children. It recognises that inappropriate authorisation of absence can be as damaging to a child's education as authorised absence, will potentially send a message to parents that any reason for non-school attendance is acceptable and can render children extremely vulnerable to harm. If absence is frequent or continuous, and except where a child is clearly unwell, staff will therefore challenge parents about the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a pupil's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the school and based on a professional judgement.

How absence is managed can be found in the schools Protocol for Absence accompanying this policy (Appendix 2)

- iii) If no explanation about an absence is received by the school, the absence will remain unauthorised;
- iv) Absence will be authorised in the following circumstances:
 - (a) where leave has been granted by the school in advance, for example –
 - a pupil is to participate in an approved performance for which a licence has been granted by the Local Authority,
 - a pupil is involved in an **exceptional** special occasion – in authorising such an absence the individual circumstances of the particular case and the pupil's overall pattern of attendance will be considered,
 - in **exceptional** circumstances, permission has been granted for a family holiday for which the parents have sought permission in advance.
 - the school is satisfied that the child is too ill to attend;



- exceptionality will be determined on an individual case basis and will be determined by Mr Scruton.
- (b) where the pupil has a medical appointment (although parents should be encouraged to make these out of school hours wherever possible, and to return their child to school immediately afterwards – or send him / her to school beforehand;
- (c) where there is an unavoidable cause for the absence which is beyond the family’s control, eg extreme weather conditions;
- (d) the absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil’s parents belong;
- (e) in other **exceptional circumstances** (eg a family bereavement) and **for a very limited period.**

2.5 Acceptable and Unacceptable Reasons for Absence

Acceptable	Unacceptable
<ul style="list-style-type: none"> ✓ Vomiting and Diarrhoea (48 hours absence) ✓ Illness with risk to others eg: chickenpox. ✓ A death in the immediate family ✓ Medical or dental appointments <i>(please try and ensure where possible these are taken out of school time or after 1:15pm)</i> ✓ Participation in a special event outside of school eg: exams, representation at sport or the arts (approved at Mr Scruton’s discretion) 	<ul style="list-style-type: none"> X Feeling unwell (including sore throats, colds and minor coughs) X Tummy ache X Headache X Helping with family or siblings X School uniform in the wash X Over sleeping X Visiting friends or relatives X Birthdays X Change of teacher X Not wanting to come to school

2.6 Absence for Medical Reasons

Pupils are not expected to attend school when they are not well enough to do so whether as a result of short term, long term or recurring illnesses. But they should not be kept away from school when they are well enough to go to lessons or when they have minor ailments which do not prevent them from taking part in their education.

2.7 Seeking Medical Evidence

It is reasonable for school to ask the nature of the illness, ask the parent the expected length of absence and make arrangements for the parent to call the school again if the situation changes.

Schools have the right to consider whether to accept the parent/ carers position with regard to medical absence as there are occasions when parents report parentally condoned absence to the school as medical absence. If the school has concerns that the illness may not either be genuine or warrant the amount of absence accruing, the school may ask the parent to substantiate the illness by asking to see additional evidence such as an appointment card or medical certificate.



2.8 Approved educational activity

Where a pupil is engaged in off-site approved educational activities, the school will check his/her attendance on a daily basis before entering the appropriate code in the register.

2.9 Staff Training

The school will ensure that all staff responsible for taking registers, including any temporary or supply staff, receive sufficient training to enable them to perform the task accurately.

3. Collection and analysis of data

3.1 The school will ensure that attendance data is complete, accurate, analysed and reported to Mr Scruton, parents and the governing body. Attendance is monitored by whole school, year group and by class group by both Mr Scruton and the link governor Mrs Kashmir Purewal. A schedule for monitoring is in place each half term analysing trends in whole school, ethnicity, special educational needs, service pupils and those who are vulnerable to poor attendance such as those pupils who are determined as disadvantaged.

3.2 Where required/requested accurate attendance returns are made to the Dfe within the stipulated time frame.

4. Systems and strategies for managing and improving attendance

4.1 Parents are regularly reminded about the importance of good attendance and its links to pupil outcomes. Eskdale Junior School is committed to supporting parents and pupils in sustaining and improving attendance and the following measures are used to ensure policy and procedure can be applied fairly and consistently:

- Having in place an Attendance Policy that staff, pupils and parent/carers are familiar with.
- 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
 - Phone calls
 - Letters
 - Meetings in school or other venues
 - Home visits
- Identifying the causes for absence from pupils and parents point of view.
- Setting realistic targets and plans to support improved attendance.
- Supporting the most vulnerable pupils by:
 - referral/signposting to other agencies,
 - encouraging the return of pupils with catch up opportunities and reintegration plans
- Recording all actions in Attendance Case Files.
- Sending formal letters to parent/carers.



4.2 Persistent Authorised Absence

It is expected that parents/carers will notify school of a pupil absence by either telephone, email using the address office@eskdale.notts.sch.uk or via the ParentMail app. Eskdale School has in place a system of first-day calling. This means that parents will be telephoned on the first day a pupil is absent without explanation to establish a reason for the absence. This helps to identify at an early stage pupils who do not have a good reason for absence or who may be absent without their parents' knowledge.

How absence is managed can be found in the schools Protocol for Absence accompanying this policy (Appendix 2)

4.3 Persistent Unauthorised Absence

In the event that a pupil is persistently deemed to have unauthorised absence (where a parent gives no reason for a pupil being absent from school) application of the school's protocol for monitoring persistent unauthorised absence will begin. The school's threshold for unauthorised absence is defined as 3 days (6 sessions) of unauthorised absence over a 6 week rolling period.

How persistent absence is managed can be found in the schools Protocol for Absence accompanying this policy (Appendix 2)

4. Lateness and punctuality

Pupils are expected to arrive at school, and be present for registration and on time every day. It is very disruptive to their education, and that of others in their class, if they are late. The school's threshold for lateness is defined as 10 late occasions over a 6 week rolling period.

How persistent lateness is managed can be found in the schools Protocol for Absence accompanying this policy (Appendix 2)

4.1 For health and safety reasons it is important that the school knows who is in the building. Pupils arriving late should therefore report to the school office.

4.2 For the same reason it is important that pupils leaving the premises legitimately (eg for a medical appointment), or returning to school later in the day report to the school office.

5. Post-registration truancy

Post-registration truancy occurs when a pupil goes missing from school having previously registered for the session. This behaviour not only means the pupil will not be receiving a full-time education, it also potentially renders him/her vulnerable to harm. Eskdale School takes this very seriously and will endeavour to ensure it does not happen. If, however, a pupil appears to have left the premises without authorisation, the school will try to make contact with his/her parents immediately.



6. Leave of Absence Requests

'...headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.'

*Amendments to school attendance regulations
September 1st 2013*

6.1 Eskdale School will consider every application individually, its policy is NOT to grant leave of absence requests other than in exceptional circumstances. Time off school for family holidays **is not a right**. An application must be made in writing, using the school's documentation with accompanying appropriate evidence, at least 4 weeks in advance of the intended absence dates.

6.2 Parents must understand that sending their children to school every day is a legal requirement and good attendance and punctuality prior to a leave of absence request is not a permission for a leave of absence request to be authorised

6.3 Every request is treated as unique and comparisons are not made

6.4 Consistency in approach is a priority

6.5 Eskdale Junior School will NOT authorise a leave of absence request during periods of national tests, ie SATS.

6.6 The school's threshold for unauthorised absence is defined as 3 days (6 sessions) of unauthorised absence over a 6 week rolling period.

6.7 Exceptionality will be determined by Mr Scruton and on an individual case basis.

How leave of requests are managed can be found in the schools Protocol for Absence accompanying this policy (Appendix 2)

7 Issuing of Penalty Notices

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.

7.1 In the vast majority of instances penalty notices will be the last resort where all other efforts to address non-attendance or poor punctuality have failed.

7.2 Eskdale Junior School is committed to ensuring every possible measure and level of support has been provided (detailed 4.1) before making a recommendation that a penalty notice be requested from the Local Authority.

7.3 A recommendation for the LA to issue a penalty notice will always consider the following factors:

- Age of child
- Number of children in the family
- The possible effect on other siblings
- The extent of the non attendance
- Family history regarding school attendance



- Previous convictions
- Whether parenting support would be more appropriate to prosecution

6.3 In cases where a recommendation to issue a penalty notice is applied, this will always be supported with a robust evidence base to support the recommendation.

6.4 Parents must make themselves aware of the school thresholds for absence, punctuality and attendance are attached to this policy in the '*Protocol for Absence*'

6.5 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 penalty is always payable to the Local Authority.

6.6 There will be circumstances where it is considered that a Penalty Notice is not appropriate. This may be due to a variety of reasons, including, but not limited to: (a) repeated offences indicating that Penalty Notices are not bringing about a change in behaviour, for example, repeated unauthorised term time leave; (b) the high level of unauthorised absence, including extended unauthorised term time leave cases; and (c) the complex or long-standing nature of the particular case. In such cases, the Local Authority may consider instigating a prosecution under Section 444(1) or 444(1A) of the Education Act 1996 as an alternative to a Penalty Notice.

8. Parents' / carers' responsibilities

8.1 The prime responsibility for ensuring children receive an appropriate and full-time education rests with parents / carers (defined by the Education Act 1996 as those with parental responsibility and those who have the care of a child), who will be supported and encouraged by Eskdale Junior School.

8.2 Eskdale School expects parents / carers will:

- be aware that the school sets an expectation that typical attendance should be at 97% and not fall below 95%
- ensure their children attend the school regularly;
- support their children's attendance by keeping requests for absence to a minimum;
- not expect the school to automatically agree any requests for absence, and not condone unjustified absence from school.

8.3 Parents will also be expected to:

- Notify Eskdale Junior School on the first day of absence by telephone, ParentMail app, email: office@eskdale.notts.sch.uk, or in person providing a full explanation for the absence so the school can record this accurately.
- ensure their children arrive at school on time, wearing correct uniform, and with the right equipment for the day-where uniform is absent, pupils will be provided with this.



- work in partnership with the school, for example by attending parents' meetings and consultations, signing homework diaries, taking an interest in their children's work and activities;
- contact the school without delay if they are concerned about any aspects of their children's school lives

9. Pupils' responsibilities

9.1 All pupils should be aware of the importance of regular school attendance. If they are having difficulties that may prevent them from attending school regularly, they should speak to their class teacher

10. Governors' responsibilities

10.1 The governing body of Eskdale School will ensure that there is a nominated governor for attendance and an appropriate schedule in place to ensure that this aspect of the school's work is monitored regularly. Governors will also ensure that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school. Governors will be updated regularly with details on attendance, absence and the number of pupils being closely monitored. Mr Scruton will also use national statistics to contextualise the school's attendance data.

11. Staff responsibilities

11.1 Staff responsibilities are detailed in appendix 1 & 2

11.2 In addition to the above as part of transition to another class or school an attendance certificate will be printed for any pupil where attendance or lateness is a concern and passed on to the next teacher/school so that they can be proactive in ensuring improvement.

12. Conclusion

Regular school attendance is a necessary contributor to ensuring the school core values are upheld and supported. For example:

Skills and Knowledge for Life

- good school attendance supports engagement in further education, employment or training in the future, which in turn helps to support a prosperous and fulfilling life-style.

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- Encourage children to want to have high levels of attendance and be proud of this.

Respond to Challenge

- To be united as a school in maintaining a high expectation and sustaining schools for attendance.

Self Discipline



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- For pupils and parents to hold themselves to account, being punctual and not taking days out of school unnecessarily

Take Care

- schools and the LA have a statutory duty to promote the safety and welfare of children
 - the best way to safeguard children is to ensure they attend school regularly attendance at school supports children's emotional and social health and development
- This policy should be read in conjunction with the LA Improving Attendance Toolkit

Approved by FGB: July 2023

Review: June 2024



Appendix 1

Eskdale Junior School Protocol for Lateness

The school gate will open at 8:45am and will close at 8:55am every morning.

Mr Kerry will lock the gate at 8:55am.

'Late' is defined as arriving at school between 8:55am and 9:05am therefore without a mark in the class register

Operational (day to day)

In the event that a pupil is late, they will need to report to the school office and the following protocol should be adhered to...

- A late pupil will report to the school office. Mrs Clowes will acknowledge they are present in school and note the time of arrival on SIMs and mark them late in the register.
- Pupils arriving after 8:55am but before 9:05am on 3 occasions in a typical week will be subject to the follow protocol:
 - Mrs Clowes will call the parent or speak to them face to face to remind them of the attendance protocol.
 - the school gate opens at 8:45am.
 - the school gate shuts at 8:55am.
 - pupils are expected to be on the school yard before 8:55am to be able to line up with their class.
- Pupils will be given one school week to improve (this is the 2nd week and Mrs Clowes will then ring)
- After the third week, if there is no improvement, then Mr Scruton will call the parents
- If this then persists, the parent will be invited in to speak to Mr Scruton face to face

Monitoring lateness and unauthorised lateness (any time after 9:05am)

- Lateness monitoring will be ongoing by Mrs Clowes by recording the time of lateness and any reasons provided. Any pupil who has arrived late on 3 occasions in a school week is deemed to be a cause for concern and will prompt action in the form of a phone call reminder from Mrs Clowes, the basis of this conversation will be a reiteration of the gate opening and closing times and register protocols.
- If a pupil arrives after 9:05am then it is recorded as an unauthorised late. Mrs Clowes will record any given reasons for unauthorised late arrivals.
- Where a child has been late on 6 or more occasions within a 6 week rolling period, then the parents will be contacted by phone by Mr Scruton to discuss with the parent how this is becoming a barrier to their child's learning and progress. This will include a request that punctuality must improve to prevent this rising to 8 late occasions, providing support where required.
- At 8 late occasions within a 6 week rolling period, a parent will be invited in again to meet with Mr Scruton and the class teacher to discuss with the parent how this is becoming a barrier to their child's learning and progress. This will include a request



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that punctuality must improve to prevent this rising to 10 late occasions, providing support where required.

- At 10 late occasions, parents will receive a letter from Mr Scruton a letter (p18 LA 'Improving School Attendance-A Toolkit for Maintained Schools and Academies') is sent to the parent informing them that a request to issue a penalty notice has been made as result of the increase to 10 occasion of lateness.
- On the same day that this letter is sent letter (p17 LA 'Improving School Attendance-A Toolkit for Maintained Schools and Academies') is sent to the LA requesting a penalty notice to be issued.



Appendix 2

Eskdale Junior School Protocol for Absence

Operational (day to day)

In the event that a pupil is not present before 9:05am the following protocol should be adhered to...

- 8:55am (or as soon as pupils are in class) Staff to complete the school register on SIMs to clarify the absence.
- 9:05am: Mrs Clowes will check all attendance on SIMs and contact parents to enquire as to the nature of any absence (illness etc..) if a parent/carer has not contacted the school by this time.
- All absences to be recorded in on SIMS and where required, a professional judgement comment made by teacher or Mrs Clowes as to the validity of the absence

Monitoring absence and identification of **persistent authorised absence**

- Authorised absence monitoring will be every half term by Mrs Clowes and Mr Scruton establishing any pupil attendance falling below 97%. This will be identified as a cause for concern and will prompt action.
- Where a child's attendance falls below 97% the parents will be contacted at the end of the half term by Mrs Clowes to make them aware of the absence rate, enquire about any barriers to attendance and a request that attendance must improve. This dialogue will be recorded.
- If there are still concerns after a further half term period, the parent is contacted by Mr Scruton. Mr Scruton will make the parent aware that this is due to persistent poor attendance (falling below 97%) and discuss with the parent how this is becoming a barrier to their child's learning and progress. This will include a request that the attendance must improve by the end of the next half term period.
- If a parent is contacted for a third time within a school year, then this contact is made by Mr Scruton. This contact will outline the pattern of absence, and summarise the last two contacts, detailing the impact that the poor absence is having on their child's academic and personal development. This will include a reminder about providing evidence where appropriate to support pupil absence (eg doctors note). Parents will be warned that a further decline in attendance without supporting evidence will result in a sharing of attendance data with the Family Service Enforcement Lead and a prompt further investigation.



- In the event that there is still no improvement, then Mr Scruton will pass the case file onto the Family Service Enforcement Lead and inform the parent in writing.

Monitoring absence and identification of **persistent unauthorised absence**

- Ongoing monitoring identifies those pupils who have met the school's threshold for unauthorised absence which is defined as 3 days (6 sessions) of unauthorised absence over a 6 week rolling period.
- Mr Scruton issues a warning letter of penalty notices for unauthorised absence (p16 LA 'Improving School Attendance-A Toolkit for Maintained Schools and Academies')
- The following day from the date on this letter is the first day of a 30 day monitoring period where unauthorised absence should not continue to reach a 5 day (10 sessions) threshold over a 6 week rolling period.
- In the event that unauthorised absence continues to rise and meets the 5 day threshold then Mr Scruton will request a penalty notice to be issued by the LA (p17 LA 'Improving School Attendance-A Toolkit for Maintained Schools and Academies')
- On the same day, p19 LA 'Improving School Attendance-A Toolkit for Maintained Schools and Academies' will be sent to the parent informing them that a request has been made to the local authority to issue a penalty notice as a result of persistent unauthorised absence.

Leave of absence requests

- On receipt of a leave of absence request from a parent and accompanying evidence if provided, Mr Scruton will deem it to be 'exceptional' or not. A consideration of the following will be part of the decision-making process.

*the nature of the event for which the leave is sought

*the frequency of the request

*whether the parent gave advanced notice

*the pupil's attainment, attendance and impact on learning

*the pupil's ability to catch up on missed schooling

* whether this will set a precedent for future requests

It must be stressed that these are considerations and NOT criteria that if met, deem a request for leave of absence 'exceptional', therefore authorised.

- The request will be unauthorised or authorised
- If unauthorised, the return slip on the form will be returned with an attached copy of (p15 LA 'Improving School Attendance-A Toolkit for Maintained Schools and Academies'), this will inform parents, that unauthorised leave of more than 3 days (6 sessions) over a 6 week rolling period can lead to a penalty notice fine of up to £120 for each pupil being issued and that this will be requested from the LA if the pupil is removed for the period stated on the leave of absence request.
- If pupil IS removed from school for the period requested, then on return to school a letter (p18 LA 'Improving School Attendance-A Toolkit for Maintained Schools and Academies') is sent to the parent informing them that a request to issue a penalty notice has been made as result of their actions.



- On the same day that this letter is sent letter (p17 LA 'Improving School Attendance-A Toolkit for Maintained Schools and Academies') is sent to the LA requesting a penalty notice to be issued.

Letter 1 –To be copied onto school headed paper

5 April 2020

Mr XXX & Ms XXX
XXX Meadow Lane
Nottingham
NG7 5HP

Dear Mr XXX & Ms XXX

PENALTY NOTICE WARNING

Child X (dob XX/XX/XXXX)

The registers at Eskdale Junior School show that, to date, your child has missed 3 days (6 sessions) of school due to unauthorised absences over the last 3 weeks. This means that your child's absence from school now meets the persistent absence threshold.

You, as parent, have legal responsibility under Section 444(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.

From (insert date). (Insert name) attendance will be monitored for 30 days and should it reach 5 days (10 sessions) over a 6 week rolling period we will request that the local authority issue a penalty notice. The notice can be issued to both parents/carers for each child whose absence is persistent.

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

Mr Scruton

Head Teacher



Letter 2-to be copied onto letter headed paper

Our Ref:

Family Service
Home Brewery Building
Sir John Robinson Way
Arnold
Nottingham
NG5 6DA

For the Attention of Enforcement Lead

Dear.....

Penalty Notice Request – Eskdale Junior School

I am requesting that Mr xxxxxxxx and Ms xxxxxx are issued with a Penalty Notice for failure to ensure that xxxx(child) (date of birth xx/xx/xx) attends school regularly. I enclose a copy of the letters sent to Mr xxxxxxxx and Ms xxxxx, a copy of child's attendance certificate, showing the unauthorised absences and a copy of the case notes. I look forward to hearing how the case has progressed.

Yours sincerely

Mr Scruton

Head Teacher



Letter 3-to be copied onto letter headed paper

Our Ref:

Mr xxxxxxx & Ms xxxxxxx
XX Meadow Lane
Nottingham
NG7 5HP

Dear Mr xxxxxl & Ms xxxxxx

Child X (dob XX/XX/XXXX)

Further to our letter dated day/month/year notifying you that a 30 day period of formal monitoring would commence on day/month/year for Child xx. We are 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

Mr Scruton

Head Teacher



Letter 4-to be copied onto headed paper

5 April 2012
Mr XXX & Ms XXX
XXX Meadow Lane
Nottingham
NG7 5HP

Dear Mr XXX & Ms XXX

PENALTY NOTICE WARNING

Child X (dob XX/XX/XXXX)

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.

An unauthorised leave of absence of more than 3 days/6 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.

Parents will need to aware that there will be circumstances where it is considered that a Penalty Notice is not appropriate. This may be due to a variety of reasons, including, but not limited to: (a) repeated offences indicating that Penalty Notices are not bringing about a change in behaviour, for example, repeated unauthorised term time leave; (b) the high level of unauthorised absence, including extended unauthorised term time leave cases; and (c) the complex or long-standing nature of the particular case. In such cases, the Local Authority may consider instigating a prosecution under Section 444(1) or 444(1A) of the Education Act 1996 as an alternative to a Penalty Notice.

Yours sincerely

Mr Scruton

Head Teacher



Letter 5- to be copied onto headed paper

Our Ref:

Mr xxxxxxx & Ms xxxxxxx
XX Meadow Lane
Nottingham
NG7 5HP

Dear Mr xxxxxl & Ms xxxxxx

Child X (dob XX/XX/XXXX)

On April 5 2012 we wrote to you to explain that Eskdale Junior School would not authorise(child name) absence from school for days for a holiday. We also informed you 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

Mr Scruton

Head Teacher



Letter 6- to be copied onto headed paper

Our Ref:

Family Service
Home Brewery Building
Sir John Robinson Way
Arnold
Nottingham
NG5 6DA

For the Attention of Enforcement Lead

Dear.....

Penalty Notice Request – Eskdale Junior School

I am requesting that Mr xxxxxxxx and Ms xxxxxx are issued with a Penalty Notice for failure to ensure that xxxx(child) (date of birth xx/xx/xx) attends school regularly. I enclose a copy of the letters sent to Mr xxxxxxxx and Ms xxxxx, a copy of child's attendance certificate, showing the unauthorised absences and a copy of the case notes. I look forward to hearing how the case has progressed.

Yours sincerely

Mr Scruton

Head Teacher



Letter 7-to be copied onto letter headed paper

5 April 2012

Mr XXX & Ms XXX
XXX Meadow Lane
Nottingham
NG7 5HP

Dear Mr XXX & Ms XXX

PENALTY NOTICE

Child X (dob XX/XX/XXXX)

On *insert date* you met with Mr Scruton and Mr/Mrs/Miss.....to explain that.....had accumulated 8 separate instances of lateness over a six week period.

The registers at Eskdale Junior School show that, to date, your child has now been persistently late for 10 separate instances over a period of six school weeks and this means that your child's absence from school now meets the schools persistent lateness threshold.

You, as parent, have legal responsibility under Section 444(1) of the Education Act 1996, for ensuring that your child attends school regularly.

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.

Yours sincerely

Mr Scruton

Head Teacher