



# The Richmond School

## Attendance Policy

To be reviewed annually by the Headteacher  
Last Review: Jan 2023

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## 1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

## 2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

## 3. Roles and responsibilities

### 3.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties

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- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

Our link governor for attendance is Jane Pain. She can be contacted via the school office at [enquiries@richmond.lincs.sch.uk](mailto:enquiries@richmond.lincs.sch.uk)

### 3.2 The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

### 3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Mrs Vicky Ross and can be contacted via [enquiries@richmond.lincs.sch.uk](mailto:enquiries@richmond.lincs.sch.uk).

### 3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Ensure that the school adheres to our attendance strategy (see Appendix 2)
- Ensure that school attendance panel meetings are held when attendance is causing concern and complete the School Attendance Panel template (SAP) (Appendix 3)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence including the use of warning letters (See Appendix 4)
- Advising the headteacher (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officer is Mrs Tracy Moore and can be contacted via [enquiries@richmond.lincs.sch.uk](mailto:enquiries@richmond.lincs.sch.uk)

### 3.5 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office before 9am and 1:30pm.

### 3.6 School admin staff

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School admin staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Complete first day, and subsequent day calling if contact is not made with the school
- Monitor the attendance of vulnerable children and alert the attendance officer/SLT on the first day of absence via CPOMS

### 3.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8.45am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

### 3.8 Pupils

Pupils are expected to:

- Attend school every day on time

## 4. Recording attendance

### 4.1 Attendance register

We will keep an attendance register using Integriss, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the afternoon session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

See **appendix 1** for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

Pupils must arrive in school by 8:45am on each school day.

The register for the first session will be taken 8:45am and will be kept open until 9:15am. The register for the second session will be taken at 1:15pm and will be kept open until 1:30pm.

### 4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8:45am or as soon as practically possible by calling the school office on 01754766639 (see also section 7).

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

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If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

#### 4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment. Parents should email the request with evidence to [enquiries@richmond.lincs.sch.uk](mailto:enquiries@richmond.lincs.sch.uk) or come in person to the school office.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

#### 4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

#### 4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may conduct a home visit.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

#### 4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels via termly letters

### 5. Authorised and unauthorised absence

#### 5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

Examples of 'exceptional circumstances'

- Funeral of parent, grandparent or sibling – Headteachers should use their discretion having heard from parents about travel and funeral arrangements and taking into account the distance to be travelled
- Sudden loss of housing through eviction or domestic violence- up to a maximum of 3 days.
- Serious illness of a close relative – only if Headteacher is satisfied that the circumstances are truly exceptional
- Out of school programmes such as music, arts or sport operating at a high standard of achievement.
- Religious observance – The Education Act 1996 S444(3) (c), states "on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs". This would include the Islamic Eids, as well as religious observance days of the orthodox Christian, Jewish and other religions. Usually this would be authorized a day at a time. If longer observances are requested that involve travelling abroad, this will be considered on a case by case basis but will only be authorized once over the child's primary career.

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The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form (Appendix 4), accessible via the office. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

## 5.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

## 6. Strategies for promoting attendance

Our school strategy for promoting attendance is detailed in our strategy document (Appendix 3)

## 7. Attendance monitoring

### 7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level, or more frequently if attendance is of concern.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

### 7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### 7.3 Using data to improve attendance

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The school will:

- Provide regular attendance reports to governors and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

## 7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Follow the attendance strategy (Appendix 3)
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance.

## 8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Headteacher. At every review, the policy will be approved by the full governing board.

## 9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

## 10. School Closure

The academic year is 190 days. Schools also have to have an additional 5 days that they can use for staff training: often called INSET (In Service Training) Days. These days are not part of the 190 days which is every child's free entitlement. The Headteacher will make every effort to ensure that the school remains open for 190 days. However, in some circumstances, the school may have to close. The Headteacher must always consider the health, safety and welfare of every person who uses the school site, pupils, staff, parents, volunteers and visitors. If at any point, to use the school building would be detrimental to a person or persons' health, safety and welfare, then the Headteacher must close part or all of the school. Such events may be:

- Not enough staff to safely supervise the pupils and ensure the safe running of the school;
- Lack of fresh running water and/or toilet facilities;
- Lack of appropriate lighting and/or heating;
- Damage to the structure of the building e.g. fire, water or weather damage;
- Instruction to close due to a local emergency incident;
- Emergency incident at the school;
- Severe weather – in the event that severe weather is forecast, or is developing, the Headteacher, will consider either closing the school in advance of the school day, closing the school early, or opening the school later than usual. The action taken will always be as a result of careful consideration of pupils, parents and staff facing 'significant risk of serious injury' in school or whilst travelling to or from school.

Once a decision is made, the Headteacher will endeavour to inform parents of that decision and the details of any arrangements that have been put in place. This would usually be by Dojo and on the school website. Parents should always assume that the school will remain open during term time unless they hear otherwise. If the Headteacher decides to close the school, then the register is closed for the day and coded as an enforced school closure. This does not affect a child's attendance record.

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## Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment



<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

## Appendix 1. Whole School Attendance Strategy – The Richmond School

	Attendance	Strategies
Whole School - Ongoing		<ul style="list-style-type: none"> <li>• Monitoring attendance fortnightly to ensure trend maintained</li> <li>• Celebration through school communications – website,</li> <li>• Initial warning letters regarding holidays</li> <li>• Refusal to authorise term time holidays</li> <li>• Matching term dates to local schools</li> <li>• Rehearse and reinforce attendance and punctuality expectations continually</li> <li>• Emphasise the importance of attendance and its impact on attainment</li> <li>• Promote the next lesson and the sequence of the lesson to motivate pupils to be in the classroom</li> <li>• Follow up on absence and lateness with pupils to identify barriers and reasons for absence</li> <li>• Contact parents and carers regarding absence and punctuality</li> <li>• Review form or tutor group attendance weekly to share data, identify issues, intervene early and help set targets</li> <li>• Proactively promote attendance practice as part of staff induction</li> <li>• Consider the individual needs and vulnerabilities of pupils</li> <li>• Carry out robust first-day calling procedures including priority routine for vulnerable children including children with a social worker</li> <li>• Implement punctuality routines such as late gate or sign in procedures</li> <li>• Implement children missing education (CME) procedures when appropriate</li> <li>• Ensure that that parents fully understand the demands and responsibilities of elective home education (EHE)</li> <li>• Undertake home visits in line with your policy to engage families and ensure children are safe</li> </ul>
Strategies for pupils demonstrating: <b>Good Attendance</b>	95-100%	<ul style="list-style-type: none"> <li>• Monitoring attendance fortnightly to ensure trend maintained</li> <li>• Celebration through parental communications</li> <li>• Range of evidence-based interventions to address barriers to attendance – dress up days,</li> </ul>
Strategies for pupils demonstrating: <b>Attendance that is a Cause for Concern</b>	90-94.9%	<ul style="list-style-type: none"> <li>• Monitoring attendance fortnightly to ensure improved trend</li> <li>• Meet with older pupils to discuss absence, patterns, barriers and problems</li> <li>• Establish action plans to remove barriers, provide additional support and set targets. This could include:</li> <li>• lunchtime arrangements, support with uniform, transport, wake up routines or emotional wellbeing</li> <li>• Consider what support for re-engagement might be needed, including for vulnerable groups</li> </ul>
Strategies for pupils demonstrating:	50-89.9%	In addition to strategies for Cause for Concern:

Persistent Absence		<ul style="list-style-type: none"> <li>• Provide tailored praise and encouragement when pupils attend and arrive on time</li> <li>• Sending warning letters to parents and carers</li> <li>• Attendance panel meeting held followed by 8 weekly review - attended by Attendance Champion, SENCo and Headteacher/Governor if downward trend continues</li> <li>• Fortnightly phone calls by Attendance Champion to update family on positive/negative trend</li> <li>• Prepare supporting resources to ensure pupils can access learning when they return</li> <li>• Develop targeted intervention to address gaps and build pupils' confidence (including considering small group additional support - ELSA)</li> <li>• Engaging with children's social care staff, including Virtual School Heads and social workers where appropriate</li> <li>• Using fixed penalty notices if continued downward trend</li> <li>• Engaging with local authority attendance teams and/or independent attendance organisations</li> <li>• Sampling of case files</li> <li>• Consider EHA/TAC to look at referrals to other services – mental health, school based refusal support, young carers, nursing, medical, victim services etc.</li> <li>• Consider using the full range of Parental Responsibility Measures (including fast track, parenting contracts and parenting orders, education supervision orders, penalty notices, and ultimately prosecution) using supportive measures alongside sanctions to change parental behaviour</li> </ul>
Strategies for pupils demonstrating: Severe Absence	0-49.9%	<p>In addition to the strategies for Persistent Absence:</p> <ul style="list-style-type: none"> <li>• Home visit on 1<sup>st</sup> day of absence</li> <li>• Weekly calls by Attendance Champion</li> <li>• EHA/TAC established to look at referrals to other services – mental health, school based refusal support, young carers, nursing, medical, victim services etc.</li> <li>• Children's Services referral may be appropriate</li> <li>• Engage governors in attendance panels to reinforce messages.</li> <li>• Consider using the full range of Parental Responsibility Measures (including fast track, parenting contracts and parenting orders, education supervision orders, penalty notices, and ultimately prosecution) using supportive measures alongside sanctions to change parental behaviour</li> </ul>

# Insert School Name

## SCHOOL ATTENDANCE PANEL (SAP)

Name of pupil		Date of Meeting :	
Date of Birth:		Venue:	
Class / Year:		Panel Members:	
Med Evidence Req'd	Yes / No	Attended by Parent / Carer:	Yes / No
EWO referral	Yes / No		
Current Attendance:	%	Lates:	Attended by pupil?
<ul style="list-style-type: none"> <li>• Authorised</li> <li>• Unauthorised</li> </ul>	% % %	<ul style="list-style-type: none"> <li>• L =</li> <li>• U =</li> </ul>	

**Issues Discussed:** (What is going well, what we are concerned about, what needs to happen?)

Absences due to illness may require evidence from a medical practitioner in order to enable school to authorise the absence. (This may take the form of prescription labels, appointment letters / cards, letters from GP, Hospitals etc.)

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<b><u>School Action Plan.</u></b>		
<b>Key Actions:</b>  All absences due to illness may require evidence from a medical practitioner in order to enable school to authorise the absence.	<b>By Whom:</b>  To be obtained by the parent / carer.	<b>Timescale:</b>  Immediately following any absences.
<b>Overall target: to attend school every day and arrive to registration and lessons on time.</b>		

**Your child's attendance will be reviewed at the next Attendance Panel meeting on:  
/ / 2021.**

**You will be notified if further action is to be considered.**

Signed by:	
Pupil	
Parent / Carer	
Attendance Lead / Head of Year	
Education Welfare Officer	
Headteacher /Deputy Head	
Governor	

# **Attendance**

# **"Traffic Light" Template**

# **Letters**

# **&**

# **Legal Report Guidance**

## TEMPLATE LETTERS (1)

### **ATTENDANCE LETTER**

#### **GREEN**

#### **NAME:**

#### **Well done!**

Your child has achieved over 95% attendance this term which is at or above our minimum expectation.

GOOD attendance is very important so that children are given as much opportunity as possible academically and socially. When children are absent from school they often find it difficult to catch up on the work they have missed and can feel unsettled.

We are asking for the support of all parents in improving attendance levels as we believe this is one of the main ways in which our children will be happy at school and achieve their full potential.

Thank- you for your support and well-done for achieving GOOD attendance this term!

## TEMPLATE LETTER (2) AMBER

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## ATTENDANCE LETTER

### NAME:

Your child has achieved **less than 95% attendance** this term which is below our minimum expectation.

GOOD attendance is very important so that children are given as much opportunity as possible academically and socially. When children are absent from school they often find it difficult to catch up on the work they have missed and can feel unsettled.

We are asking for the support of all parents in improving attendance levels as we believe this is one of the main ways in which our children will be happy at school and achieve their full potential.

Your child has had an above average amount of time off school this year. It may be that these absences have been due to illness but we feel you should be aware that this needs to improve over the coming term.

We thank-you for your support in this and hope to see an improvement in your child's attendance next term.

## TEMPLATE LETTER (3) RED

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## ATTENDANCE LETTER

### NAME:

Your child has achieved **less than 90% attendance** this term which is a cause for concern – your child is at risk of underachieving as a result.

We would ask for your support in ensuring that attendance improves over the coming weeks. Your child's attendance will now be monitored on a regular basis and we may invite you into school to discuss this further.

If, following this letter, your child's attendance does not improve we will contact you again in order to discuss the situation further. If may be necessary to ask the Education Welfare Officer for assistance in this matter.

GOOD attendance is very important so that children are given as much opportunity as possible academically and socially. When children are absent from school they often find it difficult to catch up on the work they have missed and can feel unsettled.

We are asking for the support of all parents in improving attendance levels as we believe this is one of the main ways in which our children will be happy at school and achieve their full potential.

## FPN LETTER 1: GENERIC (Holidays)

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Generic Letter (Holidays)

Date

**Address**

Dear Mr (one letter to each parent)

Dear Mrs .....

Childs Name .....

DOB .....

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 will 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 apply in writing to the Head Teacher/Principle, at least four weeks in advance of the requested 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 set out in the written request to the Head Teacher/Principal who will consider each case 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 will 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 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 fails to ensure that child's regular attendance at school the parent 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 in relation to pupils subject to a fixed period or permanent exclusion to ensure that their child is not**

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**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 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: ....., we appreciate your cooperation in this matter.

Yours sincerely,

Principal/Head

## **FPN LETTER 2: Holidays during term time**

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Date

Dear

**FIXED PENALTY FORMAL WARNING**

**NAME OF CHILD/YOUNG PERSON:**

**DATE OF BIRTH:**

**PUPIL REGISTERED AT:**

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.

During the period you have requested from      to      , 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 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 fails to ensure that child's regular attendance at school the parent 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

**FPN LETTER 3: Persistent absence/lateness**

*We are 'The Richmond Family': Learning Today for a Better Tomorrow*

Date

Dear

**FIXED PENALTY FORMAL WARNING**

**NAME OF CHILD/YOUNG PERSON:**

**DATE OF BIRTH:**

**PUPIL REGISTERED AT:**

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     to     ,     was absent/lateness on     sessions out of     possible half-day sessions of which     were unauthorised and in addition she/he was late on     occasions.

'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 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 fails to ensure that child's regular attendance at school the parent 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

## **Template: FORMAL WARNING (Persistent Absence)**

Ref:

*We are 'The Richmond Family': Learning Today for a Better Tomorrow*

03 February 2023

Dear

**IRREGULAR ATTENDANCE AT SCHOOL: FORMAL WARNING**

**NAME OF YOUNG PERSON:**

**DATE OF BIRTH:**

**REGISTERED PUPIL AT:**

I need to draw your attention to the fact that parents have a duty in law to ensure their child attends school regularly, unless they are unable to do so by reason of ill-health or other legally acceptable reason.

During the period , was absent from school on out of a possible half-day sessions and no valid reasons have been provided. This is an unacceptable rate of attendance and I attach for your information, a copy of the Pupil Absence Record Sheet.

**Section 7 of the Education Act 1996 places upon parents a duty to ensure their child receives suitable efficient full time education either by regular attendance at school or education otherwise. Section 444 (1)(a) of the same Act states that where a parent of a child who knowingly and without reasonable justification fails to ensure regular attendance of a registered pupil at that school, the parent of the child shall be guilty of an offence against that Section. The Local Education Authority may, where necessary, institute legal proceedings in the Magistrates Court under this section of the Education Act 1996 against those parents concerned. Alternatively Section 444B of the same Act empowers the Local Education Authority to issue a Fixed Penalty of either £60.00 or £120.00.**

Please contact the school to discuss this matter.

Yours sincerely

## **Template: FINAL WARNING (Persistent Absence)**

Ref:

*We are 'The Richmond Family': Learning Today for a Better Tomorrow*

03 February 2023

Dear

**IRREGULAR ATTENDANCE AT SCHOOL: FINAL WARNING TO PARENTS**

**NAME OF YOUNG PERSON:**

**DATE OF BIRTH:**

**REGISTERED PUPIL AT:**

**Section 444 of the Education Act 1996** states that if a child of compulsory school age who is a registered pupil at a school fails to attend regularly thereat, the parent of the child shall be guilty of an offence against that Section.

**TAKE NOTICE** that the Local Education Authority considers that you have been guilty of a breach of the law in that you have failed, despite this matter having been previously brought to your attention, to send regularly and punctually to school in accordance with the requirements of the Education Act 1996. In view of this you have made yourself liable to be summoned before a Magistrates Court for each alleged offence.

This warning is issued in the hope that there may be no necessity to take further steps to enforce the law. However, you are warned that if you do not cause to attend school regularly, proceedings will be taken against you. You do not have to answer this letter and may well wish to seek the advice of a solicitor.

Yours sincerely

**Appendix 4: Request for Absence Form**

*We are 'The Richmond Family': Learning Today for a Better Tomorrow*