



LETHBRIDGE PRIMARY SCHOOL

ATTENDANCE POLICY

Reviewed: September 2021

Next review: September 2023

Principles:

We are aware that parents of registered pupils have a legal duty under the Education Act 1996 to make sure that their children of compulsory school age attend school on a regular and full-time basis. Every day counts.

Aims:

- To ensure that all pupils of compulsory school age attend school on a regular and full-time basis.
- To ensure that good lines of communication are in place so that parents can contact school to report their child's absence.

Procedures:

The school's 'Attendance Policy' is updated in response to any 'Amendments to school attendance regulations' as outlined by the DfE.

The school applies the following procedures in deciding how to deal with individual absences:

Please also refer to Appendix 4 –Attendance Intervention Procedures for Parents

Illness and other legitimate reasons	If a child is unfit for school, parents should contact the school on the first day of absence and each day of absence thereafter, preferably before 8.40am. The school operates an 'every day of absence' call system. If the school has not been informed then the school will ring the parent to investigate the reason for absence. Absences will not be authorised without contact with a parent. In exceptional circumstances, further evidence of a child's illness such as a Doctors note may be requested. Other reasons for absence must be discussed with the school each time: verbal messages or notes will not necessarily be accepted as providing valid reasons. It is not usually appropriate for the school to authorise absences for shopping, looking after other children, day trips etc. Leave may, however, be granted in an emergency (e.g. bereavement) or for medical appointments that take place during school time. The office will log all absences when telephoned in and inform the class teacher. As a school, we are aiming for zero unauthorised absence.
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Holidays	<p>The school has adopted the Swindon Borough Council Education Enforcement Policy 2017 and the DfE attendance guidance November 2018. (subject to updates which will be adopted at policy review). The headteacher is not able to grant holiday leave time following this guidance. Applications for time off for exceptional circumstances must be made at least 4 weeks before the proposed absence where possible. Any time off taken without prior authorisation is unauthorised absence. The headteacher will consider all requests on a case by case basis and will consider the following factors when making a decision:</p> <ul style="list-style-type: none"> • The age of the child • The time of the year
	<ul style="list-style-type: none"> • The nature of the request • The overall attendance pattern of the pupil • The child’s stage of education and progress <p>Time off in term-time will only be granted where exceptional circumstances* apply. When time off is approved then it is an authorised absence. Should parents keep the child away in excess of the agreed period then the extra time will be treated as an unauthorised absence.</p> <p>*Exceptional circumstances could be where:</p> <ul style="list-style-type: none"> • Parents are Forces Personnel and time-off is requested before or after a posting • Parents’ employment restrictions – evidence from the employer should be attached • Significant events or circumstances <p>The following would not meet the criteria unless there are additional circumstances:</p> <ul style="list-style-type: none"> • Relatives coming to visit • Cheaper holidays • Family day trips or treats • Visiting family who have different holidays <p>Unauthorised absences could result in a fixed penalty issued by the Local Authority. (See below)</p> <p>Parents are advised that they should not book time off until authorisation has been granted from the school.</p>
Lateness	<p>Children must attend on time to be given a mark for that session unless the lateness is unavoidable. Parents are expected to ensure that children are present at registration. Late arrival after registration without authorisation is counted as ‘unauthorised absence’. Late arrivals will be recorded in the register. If a child is persistently late then a letter will be sent home to parents.</p>
Education Welfare Officer	<p>The Educational Welfare Officer (EWO) is available to visit the school and check on attendance figures and follow up any concerns the school may have regarding poor attenders or pupil welfare. Parents have a legal obligation to ensure that their child attends school; persistent failure to do so may lead to the Local Authority taking legal action.</p>

Deleting a pupil from the admission register.	If the school authorises an absence for more than 10 school days and the pupil does not return within 10 days of the agreed return date, then he/she may be deleted from the roll. This is not the case if the school has reason to believe the pupil's return is prevented by an 'unavoidable cause'. If the absence is not authorised, then the pupil may be deleted from the roll after 20 days.
The Education (Penalty notices) England regulations 2013	If an absence is unauthorised, the Local Authority could issue a fixed fine of £60 per child, per parent, per period of absence. This must be paid within 21 days. The fine rises to £120 per child, per parent, per period of absence if they pay within 28 days. Failure to pay the Penalty Notice could result in prosecution through the courts. Any money collected is not given to the school but retained by Swindon Borough Council.

We believe the above strategy is effective in maintaining good pupil attendance and pupil outcomes.

Sanctions:

These may include some of the following.

- Reminders in newsletters
- Teachers highlight concerns and bring to the attention of the Headteacher
- Attendance below 95% will mean that requests for time off may not be authorised
- Children whose attendance may be causing concern to receive a letter highlighting concerns
- Children whose attendance may be causing concern may not have their absence authorised unless a Doctor's note is produced
- If no improvement, a meeting with the Headteacher or other agencies (School Nurse, EWO) will be arranged
- If attendance falls below 80% the school may refer to the EWO
- If there is still no improvement the school reserves the right to take further legal actions

This policy to be reviewed every two years or sooner should DfE Guidelines require review.

This policy should be read in conjunction with:

Appendix 1 - Swindon Borough Council Education Enforcement policy

Appendix 2 – Penalty Notice Code of Conduct

Appendix 3 – School Attendance Information for Parents

Appendix 4 – Attendance Intervention Information for Parents

Appendix 5 – Every School Day Counts

Reviewed September 2019 To be reviewed Term 1 2021

Appendix 1

EDUCATION ENFORCEMENT POLICY 2017



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SUMMARY

Swindon Borough Council's (the Council/SBC) primary objective is to ensure that Children required to attend School on a regular basis, do so. The Council is mindful of the impact of non-attendance upon the individual child's attainment and also the wider impact on other pupils within schools.

The term 'School' includes Academies, where appropriate.

Councils are charged with the duty to enforce the provisions of statute requiring parents ensure that their children regularly attend school. In fulfilling this duty officers have a wide range of delegated powers and will apply the provisions of the legislation in a way that is relevant and proportionate to the offence employing a range of enforcement options available.

This Policy describes the enforcement options available, which might be employed following careful consideration of the individual circumstances of each case. Appropriate enforcement action will depend on an assessment of the seriousness of the case. The Policy allows a wide discretion as to the method of enforcement, adopted.

This Policy sets out the enforcement options ranging from no action to prosecution. It is intended to give clarity as to the Council's objectives and the methods for achieving compliance and explains the approach adopted when carrying out the duty to enforce the legislation identified at paragraph 1.2, below.

1 INTRODUCTION

1.1 Fair and effective enforcement is essential to protect children. Decisions about the form of enforcement action to take, and in particular the decision to prosecute, have serious implications for all involved.

Officers will undertake their regulatory activities in such a way which is:

- (i) Proportionate – activities will reflect the level of risk and enforcement action taken, if any, will relate to the seriousness of the offence,
- (ii) Accountable – activities, subject to data protection, will be open to public scrutiny, with clear and accessible policies, and fair and efficient complaints procedures,
- (iii) Consistent – will seek to ensure that advice and enforcement action is clear, reliable and consistent
- (iv) Transparent – officers will seek to ensure that parents who are subject to the requirement to ensure that their children attend school regularly are able to understand what is expected of them and what they can anticipate in return, and

1.2 This document has been prepared with regard to the current principal legislation and statutory guidance including but not limited to the:

- The Education Act 1996 (The Act)
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013.
- Human Rights Act 1998
- Code for Crown Prosecutors
- Data Protection Act 1998

2 LEGAL STATUS OF THE ENFORCEMENT POLICY

- 2.1 This Policy is intended to provide general guidance for officers, as regards the approach that will normally be taken in relation to the enforcement of the relevant statutory provisions. It does not fetter the discretion of the Council to take legal proceedings where this is considered to be necessary in the public interest.

3 SCOPE AND MEANING OF 'ENFORCEMENT'

- 3.1 This Policy applies to all the legislation enforced by Officers within Education Welfare.
- 3.2 'Enforcement' includes any action taken by officers aimed at ensuring that parents, as defined within section 576 of the Act, comply with the law. This is not limited to formal enforcement action such as prosecution.

4 GENERAL PRINCIPLES

- 4.1 The general principles to be applied are the Code for Crown Prosecutors (the Code) which is issued by the Director of Public Prosecutions (DPP) under section 10 of the Prosecution of Offences Act 1985.
- 4.2 The key principles of the Code are set out within paragraph 7. They include (but are not limited to):
1. Prosecutors must be satisfied that there is sufficient evidence to provide a realistic prospect of conviction against each parent on each charge. They must consider what the defence case may be, and how it is likely to affect the prospects of conviction. A case which does not pass the evidential stage must not proceed, no matter how serious or sensitive it may be.
 2. In every case where there is sufficient evidence to justify a prosecution, prosecutors must go on to consider whether a prosecution is required in the public interest.
- 4.3 Prevention is better than cure and the approach to be taken anticipates working with parents advising on and promoting opportunities to effect compliance as appropriate.
- 4.4 Where formal action is considered necessary each case will be considered on its own merits. The approach to be taken will aim to:
- (a) change the behaviour of the parent(s) and the child/children;
 - (b) change attitudes in society to offences which may not be considered serious in themselves, but which are widespread;
 - (c) ensure that the child or children regularly attend school;
 - (d) be responsive and consider what is appropriate for the particular offender, which can include punishment and the public stigma that associated with a criminal conviction;
 - (e) be proportionate to the nature of the offence and the harm caused; and
- 4.5 Every effort will be made to ensure that enforcement decisions will be taken in a fair, independent and objective way. They will not be influenced by issues such as ethnicity, national origin, gender, religious beliefs, political views or the sexual orientation of the parent/s. Such decisions will also not be influenced by improper or undue pressure from any source.
- 4.6 In making decisions officers will take into account the age of the child, any particular vulnerability of the child and any other relevant circumstances as described in paragraph 6.1.3
- 4.7 Enforcement activities, including investigations and formal actions, will be conducted in compliance with the delegated powers of the officer and all other relevant legislation, formal procedures and Codes

of Practice made under the legislation in so far as they relate to the Council's enforcement powers and responsibilities.

5 NOTIFYING ALLEGED OFFENDERS

- 5.1 During the course of an investigation the parent/s may be interviewed in accordance with the provisions of the Police and Criminal Evidence Act 1984. Where interviews are conducted under the Police and Criminal Evidence Act 1984, this will be made clear to the person being interviewed prior to the interview including details of any relevant rights to representation at the interview.
- 5.2 Where information is received that may lead to enforcement action against a parent, officers will notify parents as soon as is practicable of any intended enforcement action.
- 5.3 Parents will be kept informed of progress of the investigations. Confidentiality of parents and children will be maintained and personal information about individuals will only be released to a Court when required and/or in accordance with the Data Protection Act 1998. *Where no specific time limit is given in law, officers will progress investigations in a timely manner.*

6 DECIDING WHAT LEVEL OF ENFORCEMENT ACTION IS APPROPRIATE

A number of factors are considered when determining what enforcement action to take:

6.1 Overview of Levels of Enforcement Action:

- 6.1.1 There are a number of potential enforcement options. The level of the action taken can vary from no action through to prosecution. Examples of main types of action that can be considered are shown below:

- No action
- Informal Action and Advice
- Education Supervision Order
- Fixed Penalty Notices
- Cautions
- Prosecution

- 6.1.2 The Council will exercise its discretion in determining which of the range of enforcement options in any particular case is appropriate, applying the general principles as above, with a view to achieving compliance. Decisions as to the enforcement action which is appropriate will be proportionate to the offending and the overall circumstances of the case. Therefore there are likely to be cases where there is a pattern of offending behaviour, or where the offence is sufficiently serious to warrant immediate prosecution. The Council reserves the right to escalate its level of enforcement action, having regard to the criteria in paragraph 6.1.3 below.

- 6.1.3 In assessing what enforcement action is necessary and appropriate, consideration will be given to relevant information collected during the course of the investigation. Consideration will be given to, amongst other things:

- (a) The seriousness of the offence
- (b) The past and current behaviour of any parent concerned.
- (c) Whether or not parents had been cooperative with officers
- (d) Whether or not parents accepted responsibility for the offending
- (e) Statutory guidance
- (f) Codes of Practice

- (g) Any legal advice
- (h) Policies and priorities of the Government, and the Council

6.1.4 Where non-attendance is identified officers will provide information and advice regarding the noncompliance in a clear form, detailing any related actions required or decisions taken with reasons. Where appropriate, officers additionally welcome productive dialogue with those affected by our decisions regarding identified non-attendance.

No Action

6.1.5 In some circumstances, contraventions of the law may not justify any action other than to note the facts potentially to be used to inform future decisions. A decision of *no action* may also be taken where formal enforcement is inappropriate in the circumstances.

6.2 Informal Advice, Guidance and Support

6.2.1 For minor breaches officers may determine that verbal or written advice is appropriate. They will clearly identify the offence committed and give advice on how they might be avoided. Attendance will be monitored and any continuing or repeated offences will be reconsidered in accordance with this Policy.

6.2.2 Where an officer is asked in advance for advice officers will seek to provide that advice without automatically triggering formal action. Informal action and advice is our preferred option, but this will be balanced by the other considerations detailed within this Policy.

6.2.3 Where appropriate, the Council may determine that an Education Supervision Order is appropriate.

6.4 Issuing of a Simple Caution

6.4.1 Officers have authority to issue Simple Cautions as an alternative to prosecution. A Simple Caution is an admission of guilt, does not carry any other sanction nor is it a criminal conviction.

6.4.2 For a Simple Caution to be issued a number of criteria must be satisfied:

- Sufficient evidence must be available to prove the case.
- The offender must admit the offence.
- It must be in the public interest to use a Simple Caution.
- The offender must be 18 years or over.

6.4.3 Officers will not offer a Caution where the offender has received a Simple Caution for a similar offence within the last 2 years.

6.4.4 If having received a Simple Caution an offender subsequently pleads guilty to, or is found guilty of, committing a further offence anywhere in England and Wales, the Caution may be cited in court, and this may influence the severity of the sentence that the court imposes.

6.4.5 If an offender refuses to accept an offer of a simple caution the case will proceed to be prosecution.

6.4.6 Details of all Cautions issued are a matter of public record.

6.5 Fixed Penalty Notices

6.5.1 Non-attendance may become subject to Fixed Penalty Notices (FPNs) and can be offered as an alternative to going to Court. FPNs will be issued in accordance with the FPN policy, as set out at

Appendix 1. They are available for low level offences and avoid a criminal record for the defendant. As legislation permits an offence to be dealt with by way of an FPN, officers may decide to administer an FPN on a first occasion without issuing a warning as doing otherwise could be counter-productive. If a FPN is not paid, officers must instigate legal proceedings or withdraw the FPN on the grounds provided for under the provisions. Payment of a FPN does not provide immunity from prosecution in respect of similar or recurrent breaches.

6.5.2 Officers can issue FPNs as there is specific power to do so. In some circumstances, in particular where breaches are serious or recurrent, it may be that prosecution for example is more appropriate than the issue of a FPN.

6.6 Prosecution

6.6.1 A prosecution will normally be considered where none of the other forms of enforcement action are considered appropriate and the individual meets one or more of the following criteria, which are not exhaustive, and include, by way of example only:

- Where attendance is not in accordance with rules prescribed by the school, as set out in its attendance policy
- Where there are other aggravating features, such as repeated failure to engage with school or the Local Authority
- Deliberately or persistently ignored written warnings or formal notices. • Failure to comply with a Schools Attendance Order
- Previous warnings, FPNs, cautions or convictions.

6.6.2 When deciding whether to prosecute officers will have regard to the provision of the Code for Crown Prosecutors as issued by the Director of Public Prosecutions. Prosecution will only be considered where there is sufficient evidence to provide a realistic prospect of conviction. Before deciding that prosecution is appropriate officers will consider all relevant circumstances carefully and have regard to the factors detailed in Section 7.

6.6.3 A successful prosecution will result in a criminal record. The court may impose a fine, a community sentence, and, in respect of particularly serious breaches, a prison sentence.

6.6.4 Education Supervision Order

6.6.5 Education Supervision Orders (ESO) should always be considered when looking to Prosecute.

An Education Supervision Order is made by the Court when a child has a poor record of school attendance. This could be requested when previous efforts to solve the problem have not been successful.

Agreements are made with the School, Parents and the child. This agreement will be presented to a Judge, via the Family Court. If an order is granted both parent and child would have to comply. Any non-compliance could mean the case is taken back to the Courts as a breach of an order.

7 DETERMINING WHETHER A PROSECUTION A SIMPLE CAUTION OR A FPN IS VIABLE AND APPROPRIATE

7.1 Two 'tests' will be applied to determine whether a Prosecution, a Caution or FPN is viable and appropriate. The officers will follow guidance set by the Crown Prosecution Service when applying the tests.

7.2 A Simple Caution, the issue of a FPN or Prosecution will only be progressed when the case has passed both the evidential test and the public interest test. The principles outlined apply equally to the other types of formal enforcement action that are available.

7.3 The Evidential Test

7.3.1 Officers must be satisfied that there is sufficient evidence to provide a 'realistic prospect of conviction' against each defendant on each charge. A realistic prospect of conviction is an objective test that means that court, properly directed in accordance with the law, is more likely than not to convict the defendant of the charge alleged. This is a separate test from the one that the criminal courts themselves must apply.

7.4 The Public Interest Test

7.4.1 The 'public interest' will be considered in each case where there is sufficient evidence to provide a realistic prospect of conviction. Officers will seek to balance factors for and against prosecution carefully and fairly. Public interest factors that can affect the decision to prosecute such as the seriousness of the offence and the circumstances of the offender. Some factors may increase the public interest in prosecution but others may suggest that another course of action is more appropriate to the circumstances of the case.

8 WHO DECIDES WHAT ENFORCEMENT ACTION IS TAKEN

8.1 The Council's Constitution sets out the Council's Scheme of Delegation. Delegated authority has been given to authorised officers to act in varying capacity according to their professional background and seniority. Delegated authority is exercised within a decision making process that is managed to ensure that the most appropriate enforcement action is taken, based upon professional judgment, legal guidelines, statutory codes of practice and priorities set by the Council and/or Central Government.

8.2 Where appropriate, decisions about enforcement will involve consultation between or approval from one or more of the following:

- Investigating officer(s)
- Line manager(s)
- Heads of Service
- Chief Officer: Education Welfare
- Council solicitor(s)/legal advisor

8.3 The Council is committed to ensuring all authorised officers act in accordance with this Policy. In addition to the consultative measures detailed above, informal actions will be monitored via internal monitoring systems such as regular one-to-one meetings with officers in which cases are reviewed.

9 PROTECTION OF HUMAN RIGHTS

9.1 This Policy and all associated enforcement decisions take account the provisions of the Human Rights Act 1998. In particular, due regard is had to the following:

- Right to a fair trial
- Right to respect for private and family life, home and correspondence.

10 REVIEW OF THE ENFORCEMENT POLICY

10.1 This Policy will be reviewed in the light of experience and in light of any relevant legislative changes by Education Welfare and Swindon Borough Council Legal Department. Where changes are required these will be referred through the appropriate management process. Such review will additionally

consider any comments or suggestions received from others, including from officers of the Council and other stakeholders such as other agencies and voluntary organisations.

Appendix 2



Penalty Notice Code of Conduct

Rationale

Regular and punctual attendance of pupils at school is both a legal requirement and essential in order for students to maximise the opportunities available to them. Swindon Education Welfare will continue to investigate cases of regular non-attendance from school and, following appropriate casework, instigate legal action if applicable.

Regular attendance is in accordance with the rules prescribed by each school.

Under Section 444A of the Education Act 1996 and Section 105 of the

Education and Inspections Act 2006, Local Authorities are able to issue a Penalty Notice for certain cases of absence from school. A Penalty Notice will involve the recipient paying a fine of £60.00 if paid within 21 days rising to £120.00 if paid between 22 and 28 days. A Notice served by first class post is deemed to have been received on the second working day after posting.

In order to comply with Human Rights legislation it is essential that Penalty Notices be issued in a consistent manner. This Code of Conduct will govern the issuing of Penalty Notices for Swindon Borough Council.

Procedure for issuing Penalty Notices

In Swindon, Penalty Notices will be issued by the Lead Officer for Legal Processes, Education Welfare. The Lead Officer will ensure that the issuing of Penalty Notices is closely monitored with recipients paying the relevant fine.

In cases where the penalty is not paid within the appropriate period, Swindon Borough Council will instigate action through the courts as required by legislation.

For any person to be prosecuted the elements of s444 must be proven, the service cannot prosecute just because a notice has not been paid. The Rules of Evidence and Criminal Procedural Rules apply, any prosecution must meet the 'evidence test' and the 'public interest test' and must be proportionate otherwise a prosecution may not proceed. This will be in conjunction with Swindon Borough Councils Enforcement Policy.

The maximum number of Penalty Notices which can be issued to one parent for an individual child is three in any 12 month period.

Education Welfare will receive requests to issue Penalty Notices from the Head Teachers of Schools/Colleges/Academies in Swindon, the Wiltshire Constabulary and neighbouring LAs. Education Welfare will action these requests providing that the relevant information is supplied in the specified manner, and that the circumstances of the unauthorised absence from School/College/Academy match those detailed in this Code of Conduct.

Circumstances where a Penalty Notice will be issued

The issuing of Penalty Notices is considered appropriate:

1. In cases of absence from School/College/Academy when the pupil has been taken on a holiday during term time and the absence has not been authorised by the school.

In such a case, each parent will receive a separate Penalty Notice for each child taken out of school and each will be responsible for the payment of that Notice.

Should a parent fail or refuse to pay any Penalty Notice issued for this reason, then the evidence provided by the School/College/Academy will be the only information laid before the court. There will be no automatic Education Welfare Officer involvement.

2. Following a Truancy Watch Patrol enquiries will be undertaken with the

School/ College/Academy of any pupil stopped. In cases where the School/College/Academy has recorded the absence of the pupil as unauthorised then a Penalty Notice may be issued.

Penalty Notices will not be issued during Truancy Patrols as further investigation may be required in order to obtain all the relevant evidence to prove the offence.

3. In the early stages of casework, a School/College/Academy might form an opinion that the issuing of a Penalty Notice is appropriate, e.g. in cases where a parent continually fails to provide an explanation for a pupil's absence in accordance with the school's procedures, and remains at an unacceptable level. This could include late arrival after registration has closed.
4. Following notification from a School/College/Academy to the LA that a pupil has had an unauthorised absence from School/College/Academy, the circumstances of which appear to have been totally avoidable (*e.g. too tired after a late night, a birthday treat, family friends/relatives visiting, shopping*).
5. Following a referral from the Wiltshire Constabulary, procedures as at (2) above will be followed.
6. When a child is found to be in a public place during school hours without reasonable justification during the first five days of a fixed period or permanent exclusion from school. (Section 103 and 105 Education and Inspections Act 2006). Reasonable justification may include a prearranged medical appointment or a medical emergency

Procedure for withdrawing Penalty Notices

A Penalty Notice may be withdrawn by Swindon LA in any case in which the authority determines that:

- a) it ought not to have been issued – i.e. it was issued outside the terms of the Code of Conduct; or where no offence has been committed; or
- b) it has been issued to the wrong person; or
- c) it is materially defective

Where a Penalty Notice has been withdrawn in accordance with the above, a notice of the withdrawal shall be given to the recipient and any amount paid by way of penalty in pursuance of that notice shall be repaid to the person who paid it. No proceedings shall be continued or instituted against the recipient for the offence in connection with which the withdrawn notice was issued or for an offence under s.444(1A) of the Act arising out of the same circumstances.

Payment of Penalty Notices

The arrangements for the paying of penalties will be detailed on the Penalty Notice.

There is no mechanism within either legislation or this code for the collection of nonpayment neither is there an opportunity or pay in instalments and there is no right of appeal to the notice. Non-payment of a Fixed Penalty Notice must result in prosecution to be **considered** of that person under the Education Act 1996.

LETHBRIDGE PRIMARY SCHOOL Appendix 3 SCHOOL ATTENDANCE INFORMATION
FOR PARENTS

ARE YOU PLANNING TO TAKE A FAMILY HOLIDAY OR AN EXTENDED TRIP OVERSEAS DURING TERM TIME?

ARE YOU AWARE OF THE POTENTIAL IMPACT ON YOUR CHILD'S EDUCATION?

PLEASE THINK CAREFULLY!

We have no wish to deprive families of their well earned annual break but we need to raise parental awareness of the following issues:

- By law you must ask in advance for permission for your child to miss school (it is not simply enough to tell the school they are going away)
- Parents can request a term time absence of up to 10 days each school year, but it is at the discretion of the Headteacher as to whether it is approved or not, based on the current attendance pattern of the child, the nature and purpose of the request. Authorised absence can only be granted in exceptional circumstances and NOT for holidays
- We recognise that it is often expensive to take holidays during school breaks and that is why some parents may ask for term time leave for their child. However, this is not a valid reason for such requests to be authorised

You should consider the following:

- Arrange family holidays and extended trips to coincide with school holidays
- Try to include a school holiday within the requested time
- Don't take time out in September when the children are getting used to a new teacher and have just had a 6 week break
- Avoid time prior to or when there are important examinations or assessments (check with school first)
- Always ask the school well in advance for permission
- Do not book your holiday in term time.
- Prior notification helps your teacher plan carefully for the absence

APPENDIX 4

LETHBRIDGE PRIMARY SCHOOL ATTENDANCE INTERVENTION PROCEDURES FOR PARENTS

- Absence must be notified to the school office before 8.40am, a voicemail can be left on the absence line. 01793 535033 option 1. If we have not heard from you by 8.40am, we will contact you to find out why your child is absent and to ensure that they are safe. ☐ Please call on **each** day of illness.
- Please provide a letter with reason for absence on 1st day back into school.
- An Absence request form must be completed for all holidays; they are available in the school office. NB: holidays taken without authorisation will be unauthorised on the register, and may result in a fixed penalty fine being issued if your child's attendance is below 95%.
- Please try to arrange medical appointments either out of school hours or after registrations 8.40am and 1pm. Please note medical evidence may be required.

Our overall Aims

100% Attendance:

- communicate our policy to all stakeholders
- monitor, record and use robust data analysis to identify poor attendance and punctuality
- work with families to identify barriers, cause of poor attendance and agree solutions

- liaise with external agencies to support families
- raise standards and ensure that every child reaches their full potential
- ensure that every child is safe and their right to an education is protected

Good attendance – 95% or above
 Attendance concern - 94.9% and below
 Chronic Absence – 80-89.9%
 Unacceptable absence – 80% or less

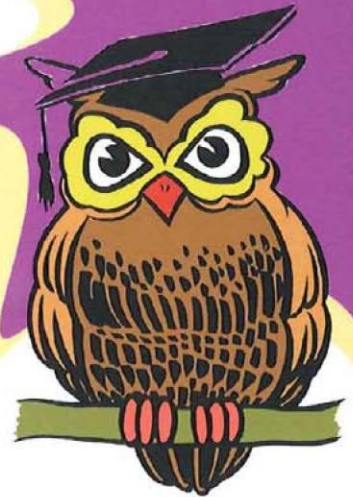
Family holidays, medical appointments in the school day also contribute to poor attendance.

Intervention procedures when attendance is below 95% - what to expect:

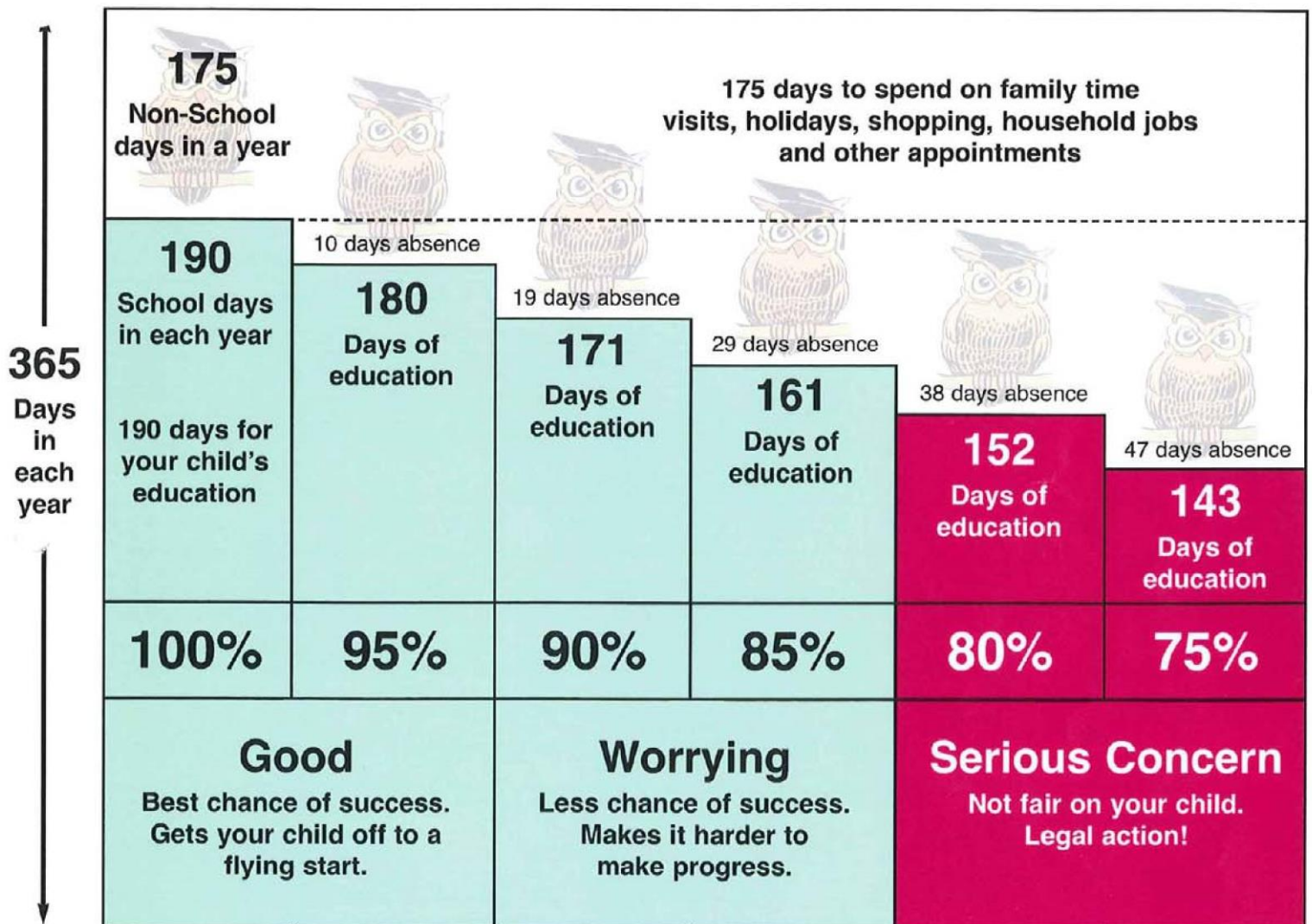
Potential trigger	Action
Absence about to/falls below 95% - joint or separate including holidays, illness and medical appointments	Attendance officer to send Absence letter 1
Absence continuing to decline despite letter home – below 95% attendance .	Absence letter 2
Further decline of attendance and or/lack of support from home.	phone call from Attendance Officer and attendance target to be set in writing
No further improvement (non-attendance) and target not met	Meeting with Head/Class teacher/Attendance Officer & Absence letter 3/4
Prior safeguarding concerns and/or nonattendance and continuing decline or no improvement.	Home visit
Where there are wider issues that will affect progress in regards to attendance	Early help support meeting with class teacher
No improvements to attendance despite interventions and support mechanisms and attendance below 80%	Referral to Education Welfare services and caution issued
Attendance continues to be of concern despite interventions and support mechanisms	Fixed Penalty notice 1
Persistent late marks of 3 or more in a term will be sent a letter with an aim to improve punctuality	Persistent late letter 1

APPENDIX 5

EVERY SCHOOL DAY COUNTS!



- Days off school add up to lost learning.
- Please don't let your children miss out on the education they deserve.
- Every school day counts.



If you are worried about your child's attendance please talk to your school about it or contact The Education Welfare Service on 01793 463095

