

Forest Glade Primary School



Attendance Policy 2024-2026



Introduction

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority. Parents/carers have the legal responsibility for ensuring their child's regular attendance and failure to do so is a criminal offence under Section 444 of the Education Act 1996.

'Research proves that great attendance ensures great progress and success!'

We believe that:

- children need to attend school regularly so they can take full advantage of the educational opportunities available;
- poor attendance rates and persistent lateness undermines the educational process and leads to educational disadvantage.

Aims and Objectives

This attendance policy ensures that all staff, governors and parents in our school are fully aware of and clear about the actions necessary to promote good attendance.

Through this policy we aim to:

- ensure all children in our school have excellent attendance;
- take all reasonable steps to maximise attendance rates;
- actively discourage late arrival;
- be consistent in the application of the school's registration and attendance procedures;
- ensure all stakeholders have a clear understanding of Forest Glade Primary School's tiered approach to achieving excellent attendance;
- support for families where a child is at risk of persistent absence and the targeted support in place for families where attendance is causing concern.

The Law

By law, all children become compulsory school age at the beginning of the first term following their 5th birthday. Once a child is of compulsory school age, children must receive a suitable full-time education. For most parents, this means registering their child at a school. However, some choose to make other arrangements to provide a suitable, full-time education.

Once your child is registered at a school, you are legally responsible for making sure they attend regularly. If your child fails to do so, you risk getting a penalty notice or being prosecuted in court.

It is important to know that a child with 90% attendance loses nearly four weeks of school every year and 24 weeks by year 6 SATs. This increases to one whole year lost by year 11 GCSEs.

Details of attendance expectations from the government can be found by following the link below: https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working_together_to_improve_school_attendance_applies_from_19_August_2024.pdf

Responsibilities

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

Class teacher

Class teachers are responsible for:

- Promoting the importance of attendance and celebrating excellent attendance
- Building positive relationships with families and having a good understanding of each family's individual needs
- Recording attendance on registers accurately and on time
- Report attendance to parents at parents evening and end of year reports
- Provide support for families where needed

Headteacher

The Headteacher is responsible for:

- Leading the Attendance Team
- Monitoring attendance alongside the Attendance Champion (Karen Swanborough)
- Providing strategic guidance to the Attendance Champion
- Making decisions regarding authorising absence
- Communicating with families
- Ensuring support is in place for those families struggling with attendance or punctuality
- Ensuring all stakeholders have a good understanding of the school's approach to achieving excellent attendance
- Ensuring letters are sent to parents to keep them updated on children's attendance

Administration staff

Administration staff are responsible for:

- Maintain the School Roll in accordance with 'School Attendance (Pupil Registration) (England) Regulations 2024'
- Ensure contact is made on the first day of absence
- Record lateness accurately
- Record reasons for absence accurately on Scholar Pack
- Build relationships with families
- Provide support and guidance for families
- Monitor the accuracy of class register completion
- Communicate concerns with the Headteacher, DSLs and Attendance Champion promptly

Attendance Champion

The Attendance Champion is responsible for:

- Monitoring attendance alongside the Headteacher
- Ensuring early identification of attendance patterns
- Ensuring that all statutory procedures are implemented effectively
- Building positive relationships with families
- Communicating concerns with class teachers and the Headteacher
- Being innovative in the approach to ensuring children achieve excellent attendance

Governors

Governors are responsible for:

- Having a clear understanding of the schools tiered approach to ensuring all children have excellent attendance
- Ensuring that the Headteacher is following all national guidance
- Monitor the effectiveness of measures put in place to ensure children at Forest Glade have excellent attendance.

Parents

Parents are required to ensure that their children receive efficient, full-time education and are therefore primarily responsible for ensuring that children attend and stay at school.

Thus, parents are responsible for ensuring that their children:

- attend school regularly;
- arrive at school on time, in uniform and in a condition to learn;
- are absent only for reasons that can be authorised.

Parents are required to inform the school of the reason for any absence and the likely return date, as soon as possible.

If a child is a persistent absentee (attendance less than 90%), the family may be fined. This would be implemented after discussions with the family and after giving a reasonable period of time to improve. The Headteacher will take into account individual circumstances of each case before making a decision to fine.

Registration

The school gates open at 8:30, doors open at 8:40 and children are expected to be in school by 8:45 this gives plenty of time for all pupils to come into their classroom and be ready to learn when lessons start.

Each class teacher has the responsibility for marking the attendance register at the beginning of the morning and afternoon session.

All attendance records are documented using Scholar Pack. Attendance registers are legal documents and these must be kept secure and preserved in line with the relevant retention schedule.

Lateness

Children who are persistently late after close of register soon fall behind with their learning.

Any pupil who comes into school after 8:45 will be marked as late. Records are kept of those pupils who are late; this is documented on the electronic register for each pupil (Attendance code L).

Any child who arrives for school later than 9:10 will be marked as late after close of register (Attendance code U). **This is an unauthorised absence for the whole session and will affect your child's overall attendance percentage and can be used to calculate absence thresholds for legal decision making.**

Reporting Absence

- Parents are asked to make contact on the first day of absence, where possible - by note, personal contact, telephone call or e-mail - informing the school of the reason for the absence and/or nature of any illness. They are also asked to inform the school if there is a likely return date;
- If the school has not heard from the family by 9:00am, a member of staff will attempt to contact home to ascertain the reason for absence;
- If contact cannot be made, we follow a flow chart of procedures to ensure that children are safe and well, the flow chart can be seen at the end of this policy;
- Notes received by teachers are dated and initialled and sent to the office to be retained until the end of the academic year. The absence is logged as either Authorised Absence or Unauthorised Absence on the Scholar Pack system;
- Telephone messages and personal contacts made to the school office are noted on the Scholar Pack system and subsequently logged as either Authorised Absence or Unauthorised Absence. Personal contacts made with class teachers should subsequently be logged on the Scholar Pack register within the notes section;
- Any absence that may be considered Unauthorised Absence should only be recorded after discussion with the Headteacher;
- Any queries as to whether to Authorise an absence or not should be referred to the Headteacher.

Medical Absence

- Every effort should be made to arrange medical appointments outside school hours. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.
- For all appointments, a letter/appointment card or documentation should be provided to the school office of the appointment prior or straight after to ensure that it is marked as a medical absence.

Long Term Absence

- Parents/carers should inform school staff of any such absence and the school will support them as much as possible.
- If the absence is likely to continue for an extended period, or be a repetitive absence, the school may contact the targeted support services where appropriate.

Refusal to Attend

- Where a child refuses to attend school, parents must contact the school office to inform them on the first day of absence.
- Parents should explain that their child is refusing to attend; school will aim to work with parents to support their child in returning to school.
- In the first instance an appointment should be made with the Head Teacher, Deputy Head Teacher or a member of our pastoral team to see if reasons for the refusal to attend can be identified and addressed.
- School will then work with parents to offer to support. This may include:
 - Referral to the schools Family Support Worker Home visits
 - Nurture support
 - Referral to outside agencies

First Day Contact

Where a child is absent from school and we have not received any contact from the parent, then we initiate a first day contact process. Office staff check all of the registers each morning to identify those pupils who are absent without explanation and, as a safeguarding requirement, make contact with the parents of these children by telephone.

Authorising Absence

Definitions

Authorised absence

An absence is classified as authorised when a child has been away from school for a legitimate, unavoidable reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence.

Only the Headteacher can decide on whether an absence is authorised or not. Sometimes, even if absence is supported by the parent, an absence will be unauthorised.

Unauthorised absence

An absence is classified as unauthorised when a child is away from school without the permission of the school even if the absence is supported by the parent.

Headteachers are not permitted to authorise holiday absences. A penalty notice will be issued if a child is taken out of school for an unauthorised absence. The new national threshold for issuing a penalty notice, which is detailed in the penalty notice section of this policy, is 10 or more unauthorised sessions. 10 sessions is 5 school days.

Absence will be authorised immediately or retrospectively if:

- the pupil was absent due to illness;
- the pupil had leave of absence granted by the Headteacher;
- the absence occurred on a day exclusively set aside for religious observance by the religious body to which the pupil's parents belong;
- the absence was due to a medical or dental appointment.

In addition, the school will consider authorising absence in the following cases where evidence is provided:

- family bereavement;
- attending a wedding of a relative (1 day only);
- moving house;
- external music examination;
- special tuition/events.

The school will not authorise absence in the following cases:

- shopping during school hours;
- children looking after brothers and sisters;
- children minding the house during school hours;
- children avoiding aspects of the curriculum (games, swimming, visits, etc) whether condoned by parents or not;
- all holiday leave in term time.

Parents wishing to request a leave of absence for exceptional circumstances, should complete an application form which can be obtained from the school office. In each case the Headteacher will consider the request, writing to the family explaining that the exceptional absence days will be recorded as either authorised or unauthorised and explaining the reasons.

Known Pupil Absence – Day 5 Procedure

- Where there has been contact with the parent/carer but a child has been absent for 5 days, a home visit will be undertaken on the 5th day to check on the wellbeing of the child and to see whether there is anything school needs to be aware of.
- If the child is not seen, the HT/SLT will undertake a risk assessment to decide on level of concern.
- School will contact social services or police for advice and to request a safe and wellbeing check. Professional advice to be followed.

Applications for Leave of Absence in Term Time

In September 2013 the government introduced new regulations making it clear that Headteachers **must not** give approval for any leave of absence during term time, including holidays, unless there are exceptional circumstances.

Any requests for term time leave should be made on a Term Time Leave Request Form available from the school office and handed in at least 2 school weeks before the first date of the requested absence whenever possible. You must have received written authorisation before your child can be absent from school.

Parent/carers may be issued with a penalty notice fine or prosecution should leave of 5 days or more be taken which is not authorised by the Headteacher, or where repeated incidents of leave in term time for less than 5 days occur or where the unauthorised absence contributes to wider poor attendance that meets the legal threshold. (Attendance code G).

National framework for penalty notices

The new national threshold for consideration of legal action is 10 sessions (5days) of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence, including lates after close of register (Attendance code U) and unauthorised leave in term time (Attendance code G).

If your child's absence falls into this category the school will decide if further offers of support is likely to improve the situation or if a request for legal action should be submitted to the Local Authority.

The new costs and process is outlined below:

- First Offence - The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.
- Second Offence (within 3 years) - The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days.
- Third Offence and Any Further Offences (within 3 years) - The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court.

Term time holidays

Pupils should not be taken out of school during term time unless it is unavoidable.

- Schools are required to consider requests for leave of absence in term time and should only approve the leave if there are exceptional circumstances.
- If a request for leave is denied and the pupil is absent for 5 days or more then the school is expected to refer the case to the LA.
- The LA will issue a penalty notice with no requirement for a formal warning to be issued.
- Penalty notices can also be issued where a pupil is absent for repeated incidents of unauthorised leave in term time that fall below the 5-day threshold.
- In every case, the request for the Penalty Notice comes in from the school to the LA for the process to be completed.

Addressing Attendance Concerns

Forest Glade aims for all children in school to have an attendance of at least 97%.

It is important for children to establish good attendance habits early on in their school career. It is the responsibility of the Headteacher and the governors to support good attendance and to identify and address attendance concerns promptly. We rely upon parents to ensure their child attends school regularly and punctually and therefore where there are concerns regarding attendance parents are always informed of our concerns.

Rewarding Good Attendance

Although we acknowledge that absence is rarely the fault of a child, we believe it is important to celebrate those who have been a good attender:

- Any pupil achieving 100% for a term will receive a certificate;
- The class with the best weekly attendance is celebrated in our celebration assembly;
- Our attendance display in the hall will promote and raise awareness of attendance to raise aspiration.

Supporting Families

Our Attendance team supports pupils and families with attendance. This includes:

- meeting with families needing support with attendance/dropping below 90%;
- creating Attendance Action Plans;
- liaising with Early Help;
- home visits;
- supporting the school office with the attendance process;
- supporting vulnerable pupils with attendance;
- making referrals to HRET
- Seeking support from the EWO

If a child's attendance does not improve and absences are unauthorised this may lead to consideration of parental responsibility measures which include the issue of penalty notice fines or other statutory action.

Persistent Absentees

Persistent absence rates are counted as anything below 90%. The school may contact any family where the child has more than 4 days consecutive absence without a medical note in any 6 week period. Or, whose attendance over a 6 week period is less than the 90%.

- In the first instance, the Headteacher may write or make a telephone call to the parents and invite the parents into school to discuss the absence, discussing the barriers and any support the school could offer, this could include creating an Attendance Management Plan for the family to support improvement;
- Following this, if no improvements are made, the Headteacher may write to the parents to inform them that no further absences will be authorised without medical evidence and a fine may be issued at this point;
- The Headteacher may involve the Education Welfare Officer if the child's attendance does not improve;
- The Education Welfare Officer may issue a fine on the schools behalf;
- Every effort will be made between the school and the family to ensure the child's attendance improves. The Headteacher will take into account individual circumstances of each case before making a decision to fine.

Lateness

We recognise that persistent lateness is:

- detrimental to the child's education
- administratively disruptive to poor preparation for future schooling and adult life.

Morning school starts at 8.45am:

- If pupils arrive after 8.45am and before 9.10am they receive a late mark L and need to be signed in late via the school office.
- Pupils arriving after 9.10am will sign in late at the office and receive a mark which denotes 'Late after the register is closed' U which counts as an unauthorised absence.
- Afternoon registration starts at 1.00pm for KS1 and 1.30pm for KS2. The registers are closed immediately after registration.
- Pupils arriving after afternoon registration sign in late at the office and receive a mark which denotes 'Late after the register is closed' U which counts as an unauthorised absence.
- Parents whose children regularly arrive late will receive a warning letter from school. Cases may be referred to the Education Welfare Officer.

Mid-Session Arrivals/Departures

It is recognised that children may arrive or depart mid-session for a variety of reasons which may be authorised:

- illness or accident in school resulting in a child going home;
- medical or dental appointments;
- unavoidable delays or reasons to leave early.
- Pupils present for registration who leave early, or for part of a session, should be noted on the Mid-Session Arrivals/Departure Log in the school office for purposes of emergency evacuation. The register itself is not altered.
- Pupils not present for registration who return later from an appointment should be noted on the Mid-Session Arrivals/Departure Log in the school office for purposes of emergency evacuation. The register is subsequently amended to authorise the absence or record an unauthorised absence.

Procedures

Our school will undertake to follow the following procedures to support good attendance:

Universal –

- Weekly attendance figures shared in assemblies with rewards for classes who achieve above 96%
- A member of SLT will be available on the playground at the start and end of the school day to ensure that parents can address issues directly with us immediately
- Rewards and incentives that promote recognition of attendance are in place, rewarding the class or classes that achieve above 96% weekly attendance. Recognition of improved attendance letters are also sent out to parents. Termly certificates are handed out to children who achieve 100% attendance and end of year awards are handed out for children who achieve 100% attendance for the entire school year.
- Our relational approach linked to our behaviour policy ensures positive relationships with children and families
- We follow a first day absence procedures ensuring that parents understand our commitment to promoting excellent attendance
- Home visits are conducted where no contact has been made or where a child has not attended school for a period of time detailed in our flow chart

Targeted (At risk of persistent absence) –

- When it becomes evident that a child is at risk of falling into the persistent absence category, a letter will be sent to parents to notify them of this. The letter will indicate the child's current attendance and inform the parents that we will be monitoring their child's attendance for a period of time. Support available will be highlighted to the parents. Parents will be notified that should their child's attendance not show signs of improving they will be invited in for a meeting to discuss strategies and support to help the improvement.
- Following the notification letter, should the child's attendance show improvement, a letter of recognition of this improvement will be sent.
- Should the child's attendance not show signs of improvement, the parents will be invited in for a meeting.
- To support parents in being aware of their child's absence patterns, we will follow our first day absence procedure in which parents will be informed of attendance patterns that have been identified.
- Home visits will be conducted to ensure that school has a good understanding of the reasons for absence and to ensure safeguarding.
- Attendance warning letters will be sent out once a child's attendance drops below 92%.
- The Attendance Leadership team will work closely with the families who are at risk of persistent absence to support them by providing regular updates, signposting them to external agencies.
- Should a child's attendance continue to decline despite support, penalty notices will be issued in line with the governments published thresholds for persistent absence - 10 sessions of unauthorised absence in a 10-week period: From September, schools will have to consider a fine if a pupil misses 10 sessions (half days) of unauthorised absence in a rolling period of 10 school weeks.

Specialist (Persistent Absence) –

- When a child falls into the persistent absentee category, formal approaches that support and challenge in line with the National Framework for penalty notices will be implemented.
- Formal Attendance Support plans will be put in place with families,
- We will follow a Team Around the Family approach,
- We will seek external agency support,
- Interventions to support the children and the family will be put in place, these could include support from the SENDCo and/or ELSA in school

Monitoring Attendance and Punctuality

Attendance is monitored at the end of each half term to look for:

- patterns of unexplained absences;
- any persistent lateness;
- any prolonged absence;
- any unexplained patterns of authorised absence;
- any pupil in the threshold of 95-91%, will be offered support and action planning alongside the pupil and family to improve attendance;
- attendance below 90% (including late after registration is closed could lead to prosecution).

Summaries of attendance rates are prepared termly and annually for all children showing:

- the total number of pupils on roll at any time during the period;
- the total number of possible pupils sessions;
- the number of authorised absences and the number of children affected;
- the number of unauthorised absences and the number of children affected;
- the percentage of pupils sessions lost by authorised and unauthorised absences.

Year on Year summaries are retained for comparison and class registers are retained for a minimum of seven years.

Attendance and Punctuality Reports are given termly to governors, outlining the attendance and punctuality rates.

Individual Attendance and Punctuality Reports are sent home with a child's end of year report praising those with high levels of attendance and punctuality and commenting on those with unsatisfactory levels. Copies of pupil attendance overviews are also given to parents during parents evening if there is a need to discuss the pupil's current attendance and to support the family if necessary.

Changing Schools

It is important that if families decide to send their child to a different school that they inform Forest Glade as soon as possible.

A pupil will not be removed from the school roll until the following information has been received and investigated:

- The date the pupil will be leaving the school and starting the next.
- The address of the new school.
- A new home address if appropriate.

The pupil's school records will then be sent to the new school.

In the event that the school has not been informed of the above information, the family will be referred to the local authority.

Children Missing Education

Anyone concerned that a child is missing education (CME) must make a referral to: Children Missing Officer (CMO) Glen Scruby 01623 433170 glen.scruby@nottscc.gov.uk

Children Missing Education (CME) refers to 'any child of compulsory school age who is not registered at any formally approved education activity, e.g. school, alternative provision, elective home education, and has been out of education provision for at least 4 weeks'.

CME also includes those children who are missing (family whereabouts unknown) and are usually children who are registered on a school roll/alternative provision. This might be a child who is not at their last known address and either has not taken up an allocated school place as expected, or has 10 or more days of continuous absence from school without explanation, or left school suddenly and the destination is unknown.

<https://www.gov.uk/government/publications/school-attendance>

Day 1 Absence Procedure

Parents/carers must inform the school by 8:45am if their child is going to be absent.

Absence is coded in the register.

Parents contact the school office with the reason for absence.

1) If no contact is made by the time registers close at 9.10am, then a phone call is made to parents/carers to ascertain the reason for absence

If not contact has been made by 10.00am, the police will be called.

For pupils who are registered to walk alone, the school will call all available contacts.

Pupil who are registered to walk are prioritised.

2) If no contact has been made by 10.30am, following an initial phone call, the school will send a first text message.

3) If contact cannot be made to the parent/carer, school will call all available contacts of the pupil.

4) If there has still been no contact, a second text message will be sent out to inform parents/carers that if contact is not made by 1:30pm, this will trigger a safe and well home visit.

5) If contact has still not been made by 1:30pm, the office will inform all DSL's and SLT. A home visit will be conducted.

6) If no contact can be made from a home visit, a home visit letter will be left at the house requesting contact as soon as possible and no later than the following day.

On day 5 of not seeing a child, school will conduct a safe and well check irrespective of reason for absence.

If the child has not returned to school on day 2 and no contact has been made, Children's Services will be contacted for advice and to request a safe and wellbeing check. The police will also be contacted if required. **Professional advice to be followed.** School will repeat steps 2 – 6 over the next 9 days and **continue to follow professional advice.**

On day 10 of no contact, school will contact CME.

Attendance Procedure

Attendance improves - no further actions is taken.

Attendance Falls below 95%

Letter sent to parent/carer informing that attendance is a cause for concern and outlining action for if attendance falls below 90%

Attendance Falls below 90%

1) A wellbeing call will be made to the parent/carer by a member of the Inclusion Team. The aim of the call is:

- To make them aware of their child's low attendance
- Find out if any support is required in improving their child's attendance.
- Inform them that their child's attendance will be monitored.

2) If there is no improvement in the pupil's attendance, this will trigger a letter (*Letter 1*) to parents to:

- Inform them that their child's attendance has not improved and that it will be monitored over the next 10 days.
- Offer a meeting with a member of the Inclusion Team to discuss the pupil's attendance.
- Inform them that any further illnesses will not be authorised without a medical note (*this will be on a case by case basis*).
- Inform them that 5 days unauthorised absence within a 10-week period will result in a fixed penalty notice.
- Inform them of any other further action that may be taken if there is no improvement in attendance.

3) If there is no improvement, and parents/carers do not arrange a meeting to see how school can support with the child's attendance, a further letter (*Letter 2*) will be sent informing them:

- Of a given time and date to attend a meeting with a member of the Inclusion Team to discuss the pupil's attendance.
- That failing to attend, and if there is no improvement in attendance, a referral will be made to the Early Help Unit.
- That a referral will be made to the Local Authority to issue a fixed penalty notice (*if the pupil has had 5 days unauthorised absence within a 10-week period*).

4) If parents/carers fail to attend the meeting and there is no further improvement in attendance:

A fixed penalty notice warning letter (*Letter 3*) will be sent informing them:

- Of their child's current attendance.
- That their child's attendance is being monitored over the next 6 weeks and that if they have 5 or more days off during that time, a fixed penalty notice from the Local Authority will be issued.

If the pupil is absent for 5 or more days, a fixed penalty notice letter (*Letter 4*) will be sent informing parents/carers:

- Of their child's current attendance.
- That a referral to the Local Authority to issue a fixed penalty notice has been made.

5) The Inclusion Team will make regular contact via phone and text to offer help and support and to keep communications open. This will be logged via CPOMS.

Term Time Absence

Requests for term time absence in 'exceptional circumstances' must be made in writing to the Head Teacher at least 2 weeks prior to the event (please complete a 'leave of absence form'). The application will be considered by the Head Teacher and a response given within 5 working days. Holidays without exceptional circumstances cannot be authorised by the school.

If the time off is deemed 'exceptional circumstances' by the Head Teacher and is agreed, your child will be given authorised leave and no further action is required

If your requested is not deemed 'exceptional circumstances' by the Head Teacher and you wish to appeal against the decision you should put your case in writing within 10 working days to be addressed to the Chair of Governors. A final response will be issued within 10 working days.

Repeated individual sessions of unauthorised absences eg. arriving late after registers close at 9.10am resulting in a 'U' register mark. Repeated unauthorised days of absence eg. missing the start or end of the week to have a long weekend break.

Absences will be recorded on your child's on-going record and must be shared with local authority as well as being passed on to their next school.

Unauthorised absences of less than 5 days or 10 sessions in a 10 week period

If your child's unauthorised absence is less than 5 days (or 10 sessions) your child will be given unauthorised absence marks but no fine will be incurred. This is reviewed weekly so future unauthorised absences could still result in a penalty notice being issued where a child has 5 days or more unauthorised absence in any 10 week period.

Unauthorised absences of more than 4 days (or 8 sessions) in any 10 week period

Where a child has 5 days (10 sessions) or more unauthorised absence in any 10 week period Nottinghamshire County Council will issue a Fixed Penalty Notice on behalf of the school. Absences can be for unauthorised holiday, 'G' register mark or late after registers have closed 'U' register mark or a combination.

Penalty Notices

First Offence – The first time a Penalty Notice is issued for term time leave or irregular attendance the amount will be £160 per parent, per child, reduced to £80 per parent, per child if paid within 21 days

Second Office – (within 3 years) the amount will be £160 per parent, per child.

A 10 week rolling period is defined as a 10 week period of time from any given date.

Unauthorised absences are absences not agreed by the Head Teacher. Illness/medical absences are usually agreed absences, but we may require a doctor's note or appointment card as proof.