TONBRIDGE GRAMMAR SCHOOL
ATTENDANCE POLICY

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 student 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 students have the support in place to attend school
- We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024 updated July 26) and school attendance parental responsibility measures. It also meets the requirements of the Kenty County Council's (KCC) Kent, PRU, & Attendance Service (KPAS) Attendance Policy Checklist

The guidance is based on the following pieces of legislation, which set 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, and 2016 amendments)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England)(Amendment) Regulations 2013 and the 2024 amendment

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupils 's attendance: guidance for schools (2023)
- Equality Act 2010
- United Nation Convention on the Rights of the Child

3. Roles and responsibilities

Full details of the DfE's guidance on roles and responsibilities are available here:
Summary table of responsibilities for school attendance (publishing.service.gov.uk)

3.0 Kent County Council

The local authority is responsible for:

- Having a strategic approach to improving attendance for the whole area and making it a key focus of all frontline council services.
- Having a School Attendance Support Team (KPAS) that works with all schools in their area to remove area-wide barriers to attendance.
- Providing each school with a named point of contact in the School Attendance Support Team who can support with queries and advice.
- Offering opportunities for all schools in the area to share effective practice.

3.1 The Board of Trustees

The Board of Trustees 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
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school (through the Curriculum and Staffing committee).
- Making sure staff receive adequate training on attendance
- Holding the Head Teacher to account for the implementation of this policy

3.2 The Head Teacher

The Head Teacher is responsible for:

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

3.3 Senior Attendance Champion (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
- Ensuring the Attendance Officer, Curriculum Directors and Wellbeing Teams are able to:
    - arrange calls and meetings with parent/carers to discuss attendance issues

- deliver targeted intervention and support to students and families.

3.4 The Attendance Officer

The School Attendance Officer is responsible for:

- Monitoring and analysing attendance data
- 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 Head Teacher
- Working with KCC School Liaison Officer to tackle persistent absence
- Advising the Head Teacher when to issue fixed-penalty notices

The Attendance Officer can be contacted by:

- emailing attendance@tgs.kent.sch.uk
- telephoning the School.

3.5 Form Tutor

Form Tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the School Office through Ed:Gen at each registration session. Where a reason has not been entered, Form Tutors should follow-up with the student in the first instance at the next registration session. Form Tutors will focus on attendance in tutor reviews.

3.6 Subject Teacher

Subject Teachers have a responsibility to complete an electronic register at the beginning of each lesson and to alert the Student Support Co-ordinator if a vulnerable student is absent or they are concerned about a particular pattern of absence. When writing reports home to parents/carers, Subject Teachers will comment on the impact of poor attendance on learning where appropriate.

3.7 Office staff

School office staff will:

- Direct calls to the attendance office or take calls from parents/carers about absence if the attendance officer is not available
- Transfer calls from parents/carers to the Wellbeing Teams in order to provide them with more detailed support on attendance

3.8 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day and timetabled session on time
- Contact the School to report their child's absence as early as possible 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

- Seek support, where necessary, for maintaining good attendance, by contacting Student Support initially

Appendix 2 outlines how to contact relevant members of staff.
Appendix 4 provides further information and guidance for parents and carers.

3.9 Students

Students are expected to:

- Attend am and pm registration on time
- Attend every timetabled session on time
- Sign in and out at reception if outside of am/pm registration times
- Inform Form Tutors and classroom teachers in advance if there is a known absence e.g. trips, music and drama lessons

4. Recording attendance

4.1 Attendance register

We will keep an attendance register and place all students onto this register.

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

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

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

We will also record:

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

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Students must arrive in school by 8.40 on each school day.

The register for the first session will be taken at 8.40 and will be kept open until 9.10am.The register for the second session will be taken at 2.10 and will be kept open until 2.40.

4.2 Unplanned absence

The student's parent/carer must notify the School of the reason for the absence on the first day of an unplanned absence as soon as practically possible by contacting the School giving a full explanation of illness (see also Appendix 2).

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

If the authenticity of the illness is in doubt, the School may ask the student'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 student's parent/carer notifies the School in advance of the appointment.

Parents/carers should request a leave of absence by emailing a competed absence request form to the Head Teacher.

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

The student'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 student 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
- Ongoing punctuality issues will be followed up by Form Tutors, Curriculum Directors or Student Support Co-ordinator
- A student may be given a Punctuality Agreement if there is no improvement following initial support.

4.5 Following up unexplained absence

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

- Call the student'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 student's emergency contacts, the School may contact the police
- 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/carers about their child's attendance and absence levels through written reports and letters at 95% or lower.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

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

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 two weeks before the absence. The Head Teacher 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 student's parents/carers belong. If necessary, the School will seek advice from the parent/carers' religious body to confirm whether the day is set apart
- Other possible 'exceptional circumstances' where the Head Teacher may grant term-time holiday
- Study leave
- Reduced timetable arrangements as part of an agreed intervention for reintegration.

5.2 Penalty Notices

Full details of the types of penalty notices and related procedures are available in Appendix 3.

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.

Penalty Notices are issued to parents as an alternative to prosecution where they have failed to ensure that their child of compulsory school age regularly attends the School where they are registered or, in certain cases, at a place where alternative provision is provided.

Notices may be issued when support from the School:

- Is not appropriate for the situation, such as an unauthorised holiday in term time
- Is not successful
- Is not engaged with

A new National framework for Penalty Notices was introduced across England on 19 August 2024 and details can be found in chapter 6 of Working together to improve school attendance statutory guidance published by the Department for Education in August 2024.

The first Penalty Notice issued to a parent in respect of a particular student will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

A second Penalty Notice issued to the same parent in respect of the same student is charged at a flat rate of £160 if paid within 28 days.

A third Penalty Notice cannot be issued to the same parent in respect of the same child within three years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those three years, and KCC will take alternative action instead which may include prosecution in the Magistrates Courts under section 444 of the Education Act 1996.

6. Supporting specific needs of certain individuals and sub-groups cohorts

The School will apply this policy fairly and consistently. The individual needs of students and their families who have specific barriers to attendance will be considered, along with the School's obligations under the Equality Act 2010 guidance and the UN Convention on the Rights of the Child.

7. Strategies for promoting attendance

We will ensure that students are made aware that regular attendance at school is essential to their progress so that they perform successfully in all areas of school life.

The School will promote outstanding attendance through the following rewards:

- Certificates for students with 100% attendance at end of Terms 2, 4 and 6 and names celebrated at rewards and celebration assemblies.
- Running totals of learning communities and house attendance will be displayed on plasma screens.
- Assemblies focusing on punctuality and attendance.
- Reports include attendance and punctuality data.
- Letters to congratulate students.

8. Attendance monitoring

The School monitors and analyses attendance and absence data to identify students or cohorts that require support with their attendance. Attendance data reports are produced and analysed by the Attendance Officer, Wellbeing Team and Curriculum Directors to identify further interventions.

8.1 Monitoring attendance

The School will:

- monitor attendance and absence data 6 times a year termly and yearly across the School and at an individual student level
- identify whether or not there are particular groups of children whose absences may be a cause for concern including FSM, SEN, PP, LAC and EAL

- use analysis of data to provide targeted support to these students and their families
- make comparisons with national data using the DfE's 'View your education data' (VYED) service. The interactive dashboard is used to compare attendance locally and nationally. Relevant attendance reports are shared with key staff to aid discussions with families. The data is also used to understand the impact of interventions.
- look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.2 Reducing persistent and severe absence

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school. With a supportive stance which looks at individual cases.

The School will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Letters informing parents/carers at 95%, 90% and then lower.
- Report to the KCC when a student has missed 15 days school (in total not consecutively)
- Hold regular meetings with the parents/carers of students who the School (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Pastoral support given e.g. Mental Health Co-ordinator, Student Support Co-ordinators and SEN Team. This can include referral to outside agencies for support such as Kent Resilience Hub or Early Help.
- Attendance Agreement to consider barriers and action points and to gather student's voice.
- Individual Health Care Plan (IHCP) for medical related absence (with input from School Health Team, School Nurse and GP where available)
- Provide access to wider support services including KCC's Kent, PRU, & Attendance Service (KPAS) to remove the barriers to attendance.
- Communicate with parents/carers where there are improvements following initial interventions.

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually.

10.Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

We have carefully considered and analysed the impact of this policy on equality and the possible implications for students with protected characteristics. This forms part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Appendix 1 – Attendance and Absence Codes

For more detail about absence and attendance codes from the DfE (see Chapter 8 of the Working together to improve school attendance (applies from 19 August 2024) (publishing.service.gov.uk))

Code	Definition
/	Present (am)
\	Present (pm)
L	Late arrival before the register is closed
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity (not remote learning)
D	Dual registered at another school

Absence Codes (authorised and unauthorised)

Code	Definition
Authorised absence	
C	Leave of absence for exceptional circumstance
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
C2	Leave of absence for a compulsory school age student subject to a part-time timetable
E	Suspended or permanently excluded and no alternative provision made
I	Illness (not medical or dental appointment)
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
M	Leave of absence for the purpose of attending a medical or dental appointment
R	Religious observance
S	Leave of absence for the purpose of studying for a public examination
T	Parent travelling for occupational purposes
X	Non-compulsory school age student not required to attend school

Unauthorised absence	
G	Holiday not granted by the School
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed

Absent - unable to attend school because of unavoidable cause

Code	**Definition**
Q	Unable to attend the School because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the School premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as student is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause

Administrative codes

Code	**Definition**
Z	Prospective student not on admission register
#	Planned whole school closure

Appendix 2 - Contacts for Parents and Carers

If you need to contact the School for any matters relating to attendance, please provide your child's full name, and form e.g 7A

Main School Contact	01732 365 125 office@tgs.kent.sch.uk	
Day to day attendance	Attendance Officer: Mrs Mack Absence due to ill health with complete explanation or leaving school early for a medical appointment.	attendance@tgs.kent.sch.uk
General Enquires about a student's attendance	Please add a message subject: For the Form Tutor of…	office@tgs.kent.sch.uk
Wellbeing	Years 7 – 9 Student Support Coordinators: Miss Hart (Y7) Mrs Dann (Y8) and Mrs Allison (Y9)	studentsupport7-9@tgs.kent.sch.uk
	Years 10 – 11 Student Support Coordinators: Miss Madgwick (Y10) and Mrs Theoharis (Y11)	studentsupport10-11@tgs.kent.sch.uk
	Years 12 – 13 Student Support Coordinators Mrs Twinam	sixthform@tgs.kent.sch.uk
School Nurse	To contact the School Nurse	schoolnurse@tgs.kent.sch.uk
Safeguarding	To contact the safeguarding team	safeguarding@tgs.kent.sch.uk
Academic Matters	Please add a message subject: e.g. For the Year 7 Curriculum Team For the Subject Leader of … For the Form Tutor of …	office@tgs.kent.sch.uk
SEN	To contact the SEN team	senco@tgs.kent.sch.uk
Senior Attendance Champion	Deputy Head Teacher: Miss Bishop Designated Senior Leader responsible for attendance.	office@tgs.kent.sch.uk
Co- Head Teachers	Mr Jardine-Viner & Mr Fitt	office@tgs.kent.sch.uk

Please note staff may not be able to reply to emails immediately due to teaching or other commitments. Staff are not expected to check or reply to emails in the evenings, at weekends or during the school holidays.

Appendix 3 -Penalty Notices

There are three scenarios where a Penalty Notice can be requested by a school for the local authority to issue:

1. The student is absent on leave which is unauthorised by the Headteacher (recorded by school as code G on the student's registration certificate) for 10 or more sessions within 10 school weeks.
2. The student is absent from school, with 10 or more sessions recorded on their registration certificate by the School as unauthorised using:
    - Code O (absent in other or unknown circumstances)
    - Code U (arrived in school after registration closed).
    - Any combination of code O, U and G triggering the School to set a 20 school day notice to improve period for the student, which was unsuccessful.
3. The student is present in a public place during school hours without reasonable justification during the first 5 school days of a suspension or permanent exclusion (recorded as code E on the student's registration certificate).

Penalty Notice charges and escalation process

Only two Penalty Notices can be issued to the same parent in respect of the same child within a three year rolling period, and any second notice within that period is charged at a higher rate:

- The first Penalty Notice issued to a parent in respect of a particular student will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second Penalty Notice issued to the same parent in respect of the same student is charged at a flat rate of £160 if paid within 28 days.
- A third Penalty Notice cannot be issued to the same parent in respect of the same child within three years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those three years, and KCC will take alternative action instead which may include prosecution in the Magistrates Courts under section 444 of the Education Act 1996

The third type of Penalty Notice detailed above is not included in the National Framework and therefore not subject to the same considerations about support being provided or count towards the limit as part of the escalation process in the case of repeat offences for non-attendance. These Penalty Notices are charged at £120 if paid within 28 days, reduced to £60 if paid within 21 days.

Conditions when a Penalty Notice will be issued by Kent County Council (KCC)

A Penalty Notice will only be issued by KCC where:

- The School is state funded (independent schools cannot request Penalty Notices).
- The headteacher has authorised the request.
- The student has a minimum of 10 school sessions of unauthorised absence in a rolling 10 school week period (this is the national threshold).
- The student is compulsory school age and a minimum of 10 sessions of absence are recorded as unauthorised when the student was compulsory school age.
- In cases of unauthorised absence, the School has sent a notice to improve and included all the information set out in paragraph 188 of the working together to improve school attendance guidance, August 2024.
- In circumstances where a 20 school day notice to improve period was set, the whole period has concluded and unauthorised absences have been recorded.

- In line with the escalation process, there have not been two previous Penalty Notices issued already at the School or other schools in England within three schools years of the issue of the first Penalty Notice. (For the purpose of the escalation process, previous Penalty Notices include those not paid (including where prosecution was taken forward and the parent pleaded or was found guilty) but not those which were withdrawn.
- The School is confident there are no safeguarding concerns about the student (for example, the student has been continuously absent and they have not been seen by a professional or there is uncertainty about their whereabouts).
- The student's attendance is lower than the expected target in the School's attendance policy. The policy must explain the national framework for Penalty Notices.
- The student is expected to attend on a full time basis during the 10 school week period and any subsequent notice to improve period where applicable.
- In the event the student is actively known to Early Help or Children's Social Care, there is written confirmation the family practitioner has no concern that a Penalty Notice will cause a conflict of interest in any work they are undertaking to improve attendance.
- The student is not in the care of KCC or another local authority.

The School should only request a Penalty Notice (not including cases where support is not appropriate such as a holiday in term time) if:

- All available support has been provided and been unsuccessful or not engaged with.
- It is believed to be the best available tool to improve attendance and change parental behaviour, and one of the other legal interventions (i.e. a request for attendance legal intervention through the Digital Front Door) would not be more appropriate.
- Any obligations under the Equality Act 2010 (such as where a student has a disability) have been fully considered and met first.

Penalty Notice Code of Conduct

All Penalty Notices must be issued in line with The Education (Penalty Notices) (England) (Amendment) Regulations 2024 and Kent County Council's Education Penalty Notice code of conduct (PDF, 184.8 KB) (19 August 2024).

How parents can pay a Penalty Notice

Details for parents on how to pay a Penalty Notice are provided in writing when the penalty is sent out by letter from Kent County Council. This information, including the link to pay online can be found on the pay a school Penalty Notice page on the KCC website. Parents can find information on Penalty Notices and school attendance by visiting the Government's Education website

Penalty notice appeals

There is no right of appeal by parents against a penalty notice. The decision to authorise or unauthorise a student's absence rests with the Headteacher of the School at which the student is registered.

Appendix 4 -Attendance Responsibilities for Parents and Carers

Parents and carers can contact the School as follows:

Absence due to ill health or leaving school early for a medical appointment.	attendance@tgs.kent.sch.uk
To discuss the current attendance record	office@tgs.kent.sch.uk Please add a message subject: For the Form Tutor of…
Requesting absence in advance	Student Request for Absence Form

This table below summarises attendance responsibilities for parents/carers. It is taken from statutory guidance from the Department for Education (DfE). It sets out the expectations of how parents/carers and schools should work together.

All students
• Ensure their child attends every day the School is open except when a statutory reason applies. • Notify the School as soon as possible when their child has to be unexpectedly absent (e.g. Sickness giving full details). • Only request leave of absence in exceptional circumstances and do so in advance. • Book any medical appointments around the school day where possible.
Students at risk of becoming persistently absent (Absence greater than 10%)
• Work with the School and local authority to help them understand their child's barriers to attendance. • Proactively engage with the support offered to prevent the need for more formal support.
Students at risk of becoming severely absent students (Absence greater than 50%)
• Work with the School and local authority to help them understand their child's barriers to attendance. • Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.
Students with medical conditions or SEND with poor attendance
• Work with the School and local authority to help them understand their child's barriers to attendance. • Proactively engage with the support offered.

Further Support and FAQs

The government's Children's Commissioner has produced a useful set of FAQs for parents/carers to help understand how they can work with their school and local authority to support their children to attend school and get the right support.

Information for Parents/Carers provided by Kent County Council

Kent County Council works closely with schools and other services to promote the regular attendance of children at school.

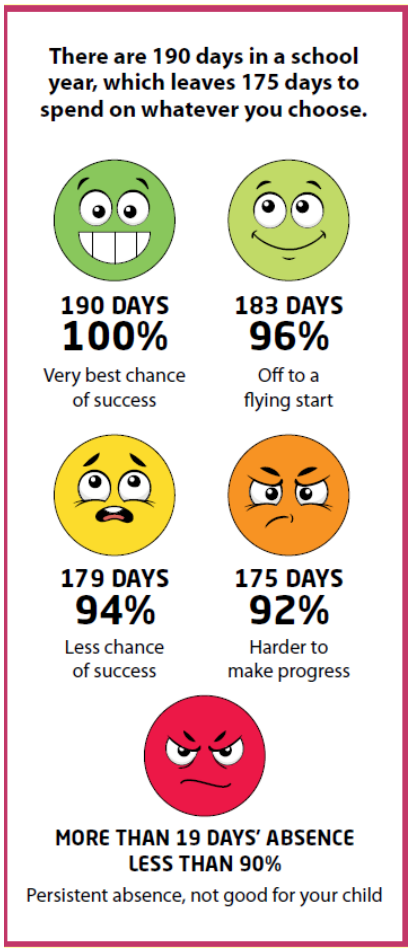
Persistent and severe absence

Any child with attendance of 90% or below (regardless of the reason for any absences) is considered to be a persistent absentee by the government. This equates to missing ½ a day of school every week.

A child with attendance of 50% or below is considered a severe absentee.

If your child is persistently or severely absent, the School might organise a meeting to find out what could be causing the absences and what is needed to help make things better. This may result in the creation of an attendance contract or referrals to services such as Early Help and Preventative Services, who may be able to provide your family with additional support.

The School might also contact the Kent PRU and Attendance Service at Kent County Council for advice and in cases of severe or persistent absence. Further information is available at https://www.kent.gov.uk/education-and-children/schools/school-attendance/school-absences/pay-a-school-penalty-notice.



Your Responsibility

You have a legal duty to ensure your child receives a regular education at school which will help give them the best possible chance of success in life. If your child is of compulsory school age and registered at a school, but absent without good reason, the School may choose not to authorise any of those days. This could result in the council taking action against you for each child absent, including:

- A fine (penalty notice)*
- Attendance Prosecution through the Magistrates' Courts which could lead to a fine of up to £1,000 or a parenting order being issued.
- An Education Supervision Order (ESO) through the Family Courts.

Your child's school may apply for the council to issue a penalty notice to you if:

- Your child goes on holiday without the headteacher's permission.
- Your child is absent or late without a suitable explanation, or none is provided.

You may receive a penalty of £160 for each child's absence if paid within 28 days, reduced to £80 if paid within 21 days. If a second penalty is issued in a 3 year rolling period the fine is £160 with no option to pay the reduced rate.

A third penalty cannot be issued in a rolling 3 year period and therefore you may face prosecution in the Magistrates' Court which could result in a maximum fine of £1,000.

More information is available at https://www.gov.uk/school-attendance-absence

Attendance matters

Too ill to attend school?

Children can attend school with minor ailments (toothache, headache, stomach ache, cold, sore throat). If you are unsure how long your child should be absent with an illness, ask your child's school, GP or pharmacist for advice.

Medical appointments

All routine appointments should be booked outside school hours. If your child is absent for medical reasons, your child's school may ask to see 'medical evidence' (e.g. copy of a prescription, medicine packaging with a label or appointment card). If you are unable to provide this, the School might not authorise the absence.

Absence during term time

Your child must not be absent from school:

- For day trips / birthdays / holidays
- If weather is bad or you are running late
- To care for other family members
- Due to the illness of a parent or sibling.

The School will only authorise an absence in very exceptional circumstances, such as in the event of a family emergency.

Reporting absences

It is a parent/carer's responsibility to notify school with the reason if their child will be absent.

Punctuality

Arriving late to school is unsettling for your child and can be disruptive for their teacher and other children in the class. It is important your child arrives on time.

If your child arrives late, this will be marked in the register. If your child arrives very late, this may be recorded as unauthorised absence for the whole morning.
Lateness can have a significant difference to attainment.

Minutes late per day	Equals days-worth of teaching lost per year
5 minutes	3.4 days
10 minutes	6.9 days
15 minutes	10.3 days
20 minutes	13.8 days