

ATTENDANCE POLICY



SEPTEMBER 2024

INTRODUCTION

Gotham Primary is committed to promoting excellent attendance and punctuality to enable children to access their full curriculum entitlement. We promote equal opportunities for all and will provide an environment where all pupils feel valued and welcome.

For a child to gain the most out of school - academically, emotionally and socially - a high level of attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents the importance of regular and punctual attendance.

School attendance is subject to various education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education.

The school will review its systems for improving attendance at regular intervals, and this policy will contain within it the procedures that the school will use to meet its attendance targets.

ROLES AND RESPONSIBILITIES

- **PARENTS** Section 7 Education Act 1996 places a duty on parents to ensure that their child of compulsory school age receives a suitable education either by regular attendance at school or otherwise.
- **ATTENDANCE OFFICER** - Nadia Delfino will monitor SIMS daily, enter minutes late and supply regular reports to the Head Teacher showing data for the whole school and sub-groups.
- **HEAD TEACHER** and **ATTENDANCE CHAMPION**– Janette Allen will look for patterns of lateness and absence, respond to concerns, offer support and report back to the Governing Body.
- **SCHOOL BUSINESS MANAGER** – Rachel Hughes will manage admissions into school and ensure the SIMS registers are up to date.
- **TEACHERS** – will complete the register twice daily on SIMS

ATTENDANCE DOCUMENTS – See appendix 2

1. Loss of Learning Form (AB1) – A written or emailed application form requesting permission from the Head Teacher to take a child out of school during term time (*supporting documents eg. appointment cards, medical letters will be requested to be seen*).
2. Examples of correspondence from school (AB3) – Sample monitoring letters, messages, Parentmails for pupils. These messages will be personalised or adapted to meet the current need.
3. Leave of Absence Authorised (AB4) – Letter from Head Teacher granting authorised leave of absence.
4. Leave of Absence Unauthorised – Penalty Notice Warning (AB5) – Letter declining leave of absence.
5. Penalty Notice Referral (AB6) – Letter advising the Local Education Authority to issue a Penalty Notice Fine to parent(s).
6. Lateness Review (AB7) – Letter from Head Teacher inviting parent(s) to a meeting to discuss punctuality.
7. Unauthorised Lateness Penalty Notice notification (AB8) – Letter explaining that a request for a Fixed Penalty Notice is going to be sent to the Local Authority.

SCHOOL PROCEDURES – RECORDING ATTENDANCE AND LATENESS

- The school day start time is 8.55am, pupils are expected to arrive at this time.
- The school day end time is 3.30pm.
- Registers are recorded on SIMs twice a day.
- Morning registers should all be completed by 9.00am, pupils arriving between 9.00am and 9.25am will be marked as late (L) in the register.
- After 9.25am, pupils arrival will be unauthorised (U) unless an acceptable reason/evidence is provided.
- **U code sessions are an unauthorised absence and could result in a penalty notice.**
- Afternoon registers are completed by 1.05pm, children arriving in school after 1.05 will be recorded as late (L) in the register.
- After 1.15pm, pupils arrival will be unauthorised (U) unless an acceptable reason/evidence is provided.
- If children leave school prior to 3.00pm, the appropriate absence code will be marked in the register. An acceptable reason/evidence will be required. If this is not provided the absence will be recorded as unauthorised (O).

Any pupils arriving late need to report to reception and should be accompanied by a parent so that a reason for lateness can be given; the number of minutes late will also be recorded in order to measure the impact of lost education due to late arrival.

Absences should be reported to school via Parentmail, telephone call or email to ndelfino@gotham.notts.sch.uk or office@gotham.notts.sch.uk

If we are unaware of a reason for absence by the end of morning registration, the office team will contact families through Parentmail to obtain the reason for their child's absence. If there is no response, we will contact by email then phone. Where no contact can be made the Local Authority Child Missing from Education guidance will be followed.

All pupils have their attendance recorded on SIMS as being authorised or unauthorised. The SIMS code will also show the reason for any other absence, such as illness, medical.

If the absence is not for an acceptable reason, it will be recorded as unauthorised.

For any pupil taken out of school for routine medical appointments during the school day, you will need to report to the school office and sign out using the VPass system. Supporting documents need to be provided.

LEAVE OF ABSENCE (INCLUDING HOLIDAYS) DURING TERM TIME

For pre-planned leave of absence, including holidays, a written application for permission from the Head Teacher must be made at least two weeks prior to the absence. On occasions we understand that this won't be possible, e.g. for a funeral. This is done on the Loss of Learning form (Form AB1). Supporting documents need to be provided, where appropriate.

Gotham Primary School does not authorise absences (including holidays) during term time, unless there is an exceptional circumstance.

The Head Teacher will decide when circumstances are 'exceptional'. Written confirmation from the Head Teacher will be sent to the parent confirming if the child's leave will be authorised or unauthorised. Letters – AB4 (authorised) AB5 (unauthorised).

If your application is refused and you still take your child out of school, the absence will be treated as unauthorised. If you forget to inform the school of any absence (including holiday) this will also be recorded as unauthorised.

Unauthorised absences may lead to a Penalty Notice Fee or even being prosecuted in court.

If an absence is not authorised by the school, the pupil's attendance is deemed to be irregular. Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, his/her parent/carer (s) are guilty of an offence. Please also note that if you have more than one child, each child's irregular attendance is dealt with as a separate matter. The Local Authority may take formal action against you for failure to comply with the law. Penalty notices are issued as an alternative to prosecution, but may not be issued if prosecution is a more appropriate response to the attendance issues.

The threshold for penalty notices from 19th August 2024 is **10 sessions 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 (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

Two penalty notice limit and escalation in cases of repeat offences

A penalty notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution. If repeated penalty notices are being issued and they are not working to change behaviour they are unlikely to be most appropriate tool. Therefore, from the autumn term 2024, only 2 penalty notices can be issued to the same parent in respect of the same child within a 3-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 pupil 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 pupil 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 3 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 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.

Once 3 years has elapsed since the first penalty notice was issued, a further penalty notice can be issued.

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.

Further details can be found in the document [Working Together To Improve School Attendance Aug 2024](#)

In April 2017, the Supreme Court clarified the definition of regular attendance to be 'attendance in accordance with the rules prescribed by the school'.

Therefore, if an absence is not authorised by the school, the pupil's attendance is deemed to be irregular.

All letters regarding attendance irregularities will be sent to the legal parents of the child, irrespective of whether they are married or not, living together or not, or if they have contact with the child and/or parental responsibility.

Please note you may receive more than one penalty notice. Penalty notices are issued per child per parent by the Local Education Authority.

FREQUENT AND PERSISTENT ABSENCE

In cases where a pupil's attendance falls below 95% the graduated response to attendance will be followed. Regular monitoring of your child's attendance will take place and if insufficient improvements in attendance are made, further action will be taken and even result in a Penalty Notice Fee and/or prosecution. Please see the graduated response to attendance in appendix A.

LEGAL ACTION TO ENFORCE SCHOOL ATTENDANCE

The Local Education Authority can use various legal powers if a child is missing school without a good reason. If attendance remains a serious concern the school will consult with Nottinghamshire County Council and may consider issuing one of the following;-

- a Parenting Order
- an Education Supervision Order
- a School Attendance Order
- a Fine (sometimes known as a 'Penalty Notice')

REGISTERS

By law Registers must be kept until children transfer to secondary school.

ABSENCE NOTES

Letters, emails, Parentmails and forms received from parents in relation to any attendance matters will be scanned and records kept within personal files. If there are attendance concerns about the pupil, that may require further investigation, then the records may need to be retained for a longer period.

GDPR

Gotham Primary School fully complies with information legislation. For the full details on how we use your personal information please contact the school office - 0115 9149751 or office@gotham.notts.sch.uk.

Appendix 1 - Graduated Response.

Staged Approach	Descriptor	School actions - half termly	Threshold Attendance	Actual Attendance (days)	Whole days absent	Learning Hours Lost
<p>Celebrate and sustain Your child has high attendance. Well done! We recognise and celebrate learners who attend school every day on time. We thank parents for their support and commitment to ensuring high attendance for their child.</p>	Excellent	HT Parentmail praise 5 dojos	100%	190	0	0
		HT Parentmail praise 5 dojos	99%	188	2	10
	Very Good	HT Parentmail praise 5 dojos	98%	186	4	20
	Good	HT Parentmail praise 5 dojos	97%	184	6	30
		HT Parentmail praise 5 dojos	96% - school target	182	8	40
<p>Stage 1 – Pleasant Nudge Your child's attendance has fallen below our school target. We will let you know via text/letter that you have fallen below the school target. Ways to improve will be suggested and attendance will continue to be monitored.</p>	Needs to improve	HT Parentmail praise and encouragement to aim for 96%	95%	181	9	45
		HT Office check-ins for absence reasons	94%	179	11	55
			93%	177	13	65
<p>Stage 2 - Engage Your child is at risk of being persistently absent from school. This is when attendance falls below 90%. Actions need to be taken to improve attendance quickly. We will invite you to meet with the head teacher in school or have a phone meeting to discuss reasons for absence and set a target to improve. We can involve external agencies to support.</p>	Identified for action	Barriers identified - any support? Could be ELSA, SEND need	92%	175	15	75
			91%	173	17	85
<p>Stage 3- Attendance Plan 1 with 6 weeks of monitoring – 90% or below Your child is identified as persistently absent from school. You (and your child, where appropriate) will be invited to attend a meeting with the Head Teacher in school to discuss concerns. An attendance plan will be agreed to support improvements in attendance and monitored for 6 weeks. External agencies referrals to offer support will be discussed.</p> <p>If there is no improvement in attendance after 6-weeks, you will move to stage 4. If there is improvement but you remain 90% or below. This will be repeated.</p>	Cause for concern	Meeting with HT, 6-week plan drawn up. Options for referrals to external agencies explored. Extra support in school discussed.	90%	171	19	95
			89%	169	21	105
			88%	167	23	115
			87%	165	25	125
			86%	163	27	135
<p>Stage 4 – Attendance Plan 2 with 4-weeks monitoring and no authorised absences without evidence – 90% or below Where there is little/no improvement to your child's attendance over the 6-weeks of stage 3 (and no genuine reason for absence) you will be invited to attend an Attendance Meeting with the HT, class teacher and the SENDCo, if appropriate. As a group, we will try to understand why no improvement has been seen and how we can improve attendance moving forwards. Barriers to attendance will be discussed and support in school agreed. External referrals will be explored. A new 4-week plan will be set up. No absences will be authorised in the next 4-weeks without evidence of medical support - e.g. appointment card, prescription unless the HT authorises them personally.</p>	Serious cause for concern	Meeting with HT, Class teacher, SENDCo, new 4-week plan, absences no longer authorised without evidence. Extra support and referrals explored further.	85%	162	28	140
			84%	160	30	150
			83%	158	32	160
			82%	156	34	1701
			81%	154	36	180
<p>Stage 5 – Attendance Plan 3 with 2-week monitoring and no authorised absences – 90% or below Where there is little/no improvement in your child's attendance. You will be invited to meet with the HT, governors and external agencies, where appropriate, to discuss reasons for further absence. Attendance Plan 2 will be reviewed with you and your child (where appropriate). Future options will be discussed, where possible we want to support families to help their children attend. However, where necessary we will move onto options such as referral for fixed penalty notices or prosecution. 2-week monitoring and meetings will be put in place. If absences have been due to holidays, these most probably will already have been referred.</p>	Extreme cause for concern	Meeting with HT, governors and external agencies. Possible referral for fixed penalty notices or prosecution. If holidays have been involved these will most probably already have been referred.	80% and below	152	38	190



APPLICATION BY PARENT/CARER FOR CHILD'S LOSS OF LEARNING FROM SCHOOL DURING TERM TIME

NAME OF PUPIL/S:	
Year Group/s:	
I wish to apply for my child(ren) to be absent from school during the following date(s)	
First day of absence:	
Last day of absence:	
Total number of school days missed:	
Please explain the circumstances that make it necessary to take your child(ren) out of school during term time? <i>(You will need to attach supporting documents eg. appointment cards, medical letters, invitations, sporting/music examinations docs)</i>	

If you wish your child to be absent from school during term time, you must apply for permission to the Head Teacher using this form. Wherever possible, we require this form two weeks prior to the absence. **Gotham Primary School does not authorise absences unless there is an exceptional circumstance.** If your application is refused and you still take your child out of school, the absence will be treated as unauthorised. **If you forget to inform the school of any absence** this will also be recorded as unauthorised.

MEDICAL

If your child needs to see a medical practitioner e.g. doctor, dentist, optician or attend hospital appointment, we advise you try and book appointments prior to the start of the school day (before 8.55am) or at the end of the school day (after 3.30pm). School appreciates appointments are not always straight forward to book but it is in the child's best interest that they come to school. We can allow collection during the school day for emergency appointments. If an appointment is made in school time, we will ask for a copy of the appointment card, this can be an email or text. *(A parent/carer will need to sign out the child at the school office).*

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All letters regarding attendance irregularities will be sent to the legal parents of the child, irrespective of whether they are married or not, living together or not, or if they have contact with the child and/or parental responsibility.

Please note you may receive more than one penalty notice. Penalty notices are issued per child per parent by the Local Education Authority.

Children who are not of compulsory school age will not be fined. Children reach compulsory school age on either the 31st December, 31st March or 31st August following their fifth birthday – whichever comes first.

Name of Parent/Carer:	
Parental Address:	
*Email parent 1:	
*Email parent 2:	

*Email of any adults with parental responsibility:

The above application is for my child(ren) named above to have authorised absence from school for the reasons stated. I understand that if this is not approved by the Head Teacher then any absence will be treated as unauthorised and I will be at risk of receiving a Penalty Notice Fee or even being prosecuted in court.

SIGNED: _____ DATE: _____

Please return completed application form to the school office or via email giving at least two weeks notice, wherever possible. You will be informed in writing or via email confirming whether your request for leave will be authorised or unauthorised.

School use only

authorised **unauthorised**

Examples of possible correspondence regarding attendance.

Head Teacher Janette Allen
Kegworth Road
Gotham
Nottinghamshire
NG11 0JS
Telephone 0115 9149751
Email: janetteallen1@gotham.notts.sch.uk

Date

Dear _____,

School attendance is a priority for our school and we are constantly monitoring pupil attendance. We want to work together with parents to help ensure excellent attendance and punctuality for all pupils from an early age.

In the Autumn term, ___ attendance was _____% due to _____. This falls into the persistent absence category. I can see from _____ attendance records that last half term his health improved and since the _____, he has had 100% attendance. Thank you so much for your support with this.

If you would like any support with attendance or any other matters, please get in contact.

Yours sincerely,

Janette Allen
Head Teacher

Enc: Pupil Registration Certificate

Examples of possible correspondence regarding attendance.

Attendance Guide for Parents/Carers

Newsletter content to showcase attendance expectations

What YOU must do:

Try to contact the school before 8.30am each day of your child's absence either through Parentmail, phone or email. Tell the school in advance, of any medical appointments and bring or email in appointment cards/letters. If you are not sure whether your child is well enough to attend school, send them in anyway as they often perk up on arrival or contact us for guidance. If you and your child are experiencing difficulties with school attendance then talk to us as a first step so we can help!

What WE will do:

Check your child's attendance every day.
Contact you to discuss your child's attendance with you.
Invite you into school for attendance meetings if we are concerned.
If we cannot establish a reason for absence, then we may make a welfare home visit.

General messages about the importance of attendance

Dear Parent/Carer of {Pupil Name}

We need your help, please.

{Pupil Name} has been absent for {##} days of school, which is equal to {#} lessons missed so far this school year.

We know that sometimes our pupils cannot come to school because they are really unwell - and that's the right thing to do for them and other pupils. Medical advice is clear however that children with mild illness will often be well enough to attend - for example if they have a cough, or cold, without a temperature. The NHS guidance [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk/health-a-z/illnesses/when-to-go-to-the-hospital/when-to-go-to-the-hospital-when-to-go-to-the-hospital/) is designed to support parents in their decision making about mild illness.

We also know that pupils fall behind their friends and classmates when they miss school. At _____ school we want the amount of missed education to be reduced as much as possible. We believe that our community is stronger together, with all of our pupils in school, on time, every day. We are building life skills, life-long friendships and preparing your child for future success.

We also know that you can have a significant effect on {Pupil Name} absences this academic year and we would really appreciate your help and support ensuring that {Pupil Name} comes to school every day so that they can get the best possible outcomes. We want to work with you to achieve this – please call or come in and meet {Pupil Name}'s class teacher or tutor if there is anything we can do to support you or your child. We appreciate that every family's situation is unique.

We will be in touch again to request a meeting with you if we have ongoing concerns about your child's attendance.

Kind regards

Examples of possible correspondence regarding attendance.

Absence due to lateness – parentmail or email

Dear Parent/Carer of {Pupil Name}

We have noticed that {Pupil Name} is often absent in the mornings.

We know that mornings can be difficult for some pupils, and we are keen to help to improve {Pupil Name}'s attendance.

We would love to talk to you to discuss avenues for support to help {Pupil Name} attend school well. Please contact [insert staff member name and contact information] to make an appointment or arrange a phone call.

Kind regards

Absence due to test/friendship/work worries

Dear Parent/Carer of {Pupil Name}

{Pupil Name} was absent for {#} lessons due to _____ worries so far this school year.

We know that parents worry about their children's mental health. Parents and carers must remember that mild anxiety, whilst sometimes a difficult emotion, is normal. In many instances, attendance at school may serve to help with the underlying issue more than being away from school, which might exacerbate it. Rather than keeping {Pupil Name} away from school during this time we would much rather you encourage your child to attend school and you let us know about your worries so that we can work together on supporting your child.

It is important to us that all children feel safe and supported when attending school and we are keen to work with you to ensure that {Pupil Name} feels this way when attending school.

We would love to meet with you to discuss avenues for support. Please contact [insert staff member name and contact information] to make an appointment or arrange a phone call.

Kind regards



Date

Dear

LEAVE OF ABSENCE – AUTHORISED

Child X – dob xx/xx/xxxx

I note your application to take out of education from to for a total of days to take leave of absence for the reason of

I have considered your application and do feel it meets the exceptional circumstances criteria and therefore your request has been **granted.**

For the purpose of recording and in line with the Local Education Authority attendance monitoring your child be marked on the register as having an authorised leave of absence for a total of

Please note all applications for leave of absence are considered on an individual basis. Each application will be considered in line with our Policy including a review of any previous absences.

Yours sincerely

Janette Allen
Head Teacher



Date

Dear

LEAVE OF ABSENCE UNAUTHORISED - PENALTY NOTICE WARNING

Child X – dob xx/xx/xxxx

I note your application to take out of education from to for a total of days to go on holiday. School are only allowed to agree a leave of absence during term time in exceptional circumstances.

I have considered your application and do not feel it meets the exceptional circumstances criteria and therefore your request has been **declined**. Should you decide to remove your child from school on the dates indicated in your application then their absence will be marked in the register as unauthorised.

As stated in our Attendance Policy

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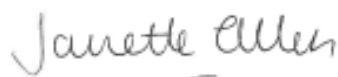
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Please note you may receive more than one penalty notice. Penalty notices are issued per child per parent by the Local Education Authority.

If you do remove from school for the period stated in your application this may lead to the Local Education Authority issuing a penalty notice.

Yours sincerely



Janette Allen
Head Teacher



Date

Dear

PENALTY NOTICE REFERRAL

Child X – dob xx/xx/xxxx

On (x date) we wrote to you to inform you that Gotham Primary School would not authorise (child's name) absence from school for x days (reason). We also informed you that this could lead to a Penalty Notice being issued to you. The wording of our explanation is below and can also be found in our Attendance Policy.

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A penalty notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution. If repeated penalty notices are being issued and they are not working to change behaviour they are unlikely to be most appropriate tool. Therefore, from autumn term 2024, only 2 penalty notices can be issued to the same parent in respect of the same child within a 3-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 pupil 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 pupil 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 3 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 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.

Once 3 years has elapsed since the first penalty notice was issued a further penalty notice can be issued.

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.

Further details can be found in the document [Working Together To Improve School Attendance Aug 2024](#)

The Supreme Court in April 2017 clarified the definition of regular attendance to be 'attendance in accordance with the rules prescribed by the school'.

Therefore, if an absence is not authorised by the school, the pupil's attendance is deemed to be irregular.

All letters regarding attendance irregularities will be sent to the legal parents of the child, irrespective of whether they are married or not, living together or not, or if they have contact with the child and/or parental responsibility.

Please note you may receive more than one penalty notice. Penalty notices are issued per child per parent by the Local Education Authority.

I am now writing to advise you that a request has been made to the Local Education Authority to issue a Penalty Notice for failing to ensure that your child attends school regularly.

Should you wish to discuss any of the above, please do not hesitate to contact me.

Yours sincerely



Janette Allen
Head Teacher
Enc. Pupil Registration Certificate



Head Teacher Miss Janette Allen
 Kegworth Road
 Gotham
 Nottinghamshire
 NG11 0JS
 Telephone 0115 9149751
 Email: office@gotham.notts.sch.uk

Date

Dear

Lateness Review

School attendance is a priority for our school and we are constantly monitoring pupil attendance and punctuality. We want to work together with parents to help ensure excellent attendance and punctuality for all pupils from an early age.

I have noticed that _____ has _____ U/L codes in the register.

As a school, we would like to support you with punctuality. Please can we meet to discuss ways forward. I have availability on _____

The school Attendance Policy explains appropriate timings for the school day and the consequences of repeated lateness. Here is an extract

- The school day start time is 8.55am, pupils are expected to arrive at this time.
- The school day end time is 3.30pm.
- Registers are recorded on SIMs twice a day.
- Morning registers should all be completed by 9.00am, pupils arriving between 9.00am and 9.15am will be marked as late (L) in the register.
- After 9.15am, pupils' arrival will be unauthorised (U) unless an acceptable reason/evidence is provided.

Unauthorised absences may lead to a Penalty Notice Fee or even being prosecuted in court.

If an absence is not authorised by the school, the pupil's attendance is deemed to be irregular. Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, his/her parent/carer (s) are guilty of an offence. Please also note that if you have more than one child, each child's irregular attendance is dealt with as a separate matter.

The Local Authority may take formal action against you for failure to comply with the law. Penalty notices are issued as an alternative to prosecution, but may not be issued if prosecution is a more appropriate response to the attendance issues.

The threshold for penalty notices from 19th August 2024 is **10 sessions 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 (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

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Please note you may receive more than one penalty notice. Penalty notices are issued per child per parent by the Local Education Authority.

We look forward to hearing from you so that we can work together to improve _____’s punctuality.

Yours sincerely



Janette Allen
Head Teacher



Date

Dear

UNAUTHORISED LATENESS - PENALTY NOTICE WARNING

Child X – dob xx/xx/xxxx

I note that ____ has had 10 U codes marked in the register within a 10-week period. This meets the threshold for a Fixed Penalty Notice. On _____, I wrote to you advising that your child already had ____ U marks in the register and explained that 10 U codes in a 10-week period could incur a Fixed Penalty Notice. We also met to discuss ways that we could support with ____'s punctuality. We will now be requesting that a penalty notice be issued by the Local Authority. In our Attendance Policy, it states that

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- The school day end time is 3.30pm.
- Registers are recorded on SIMs twice a day.
- Morning registers should all be completed by 9.00am, pupils arriving between 9.00am and 9.15am will be marked as late (L) in the register.
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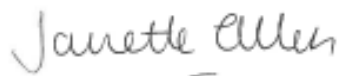
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Janette Allen
Head Teacher