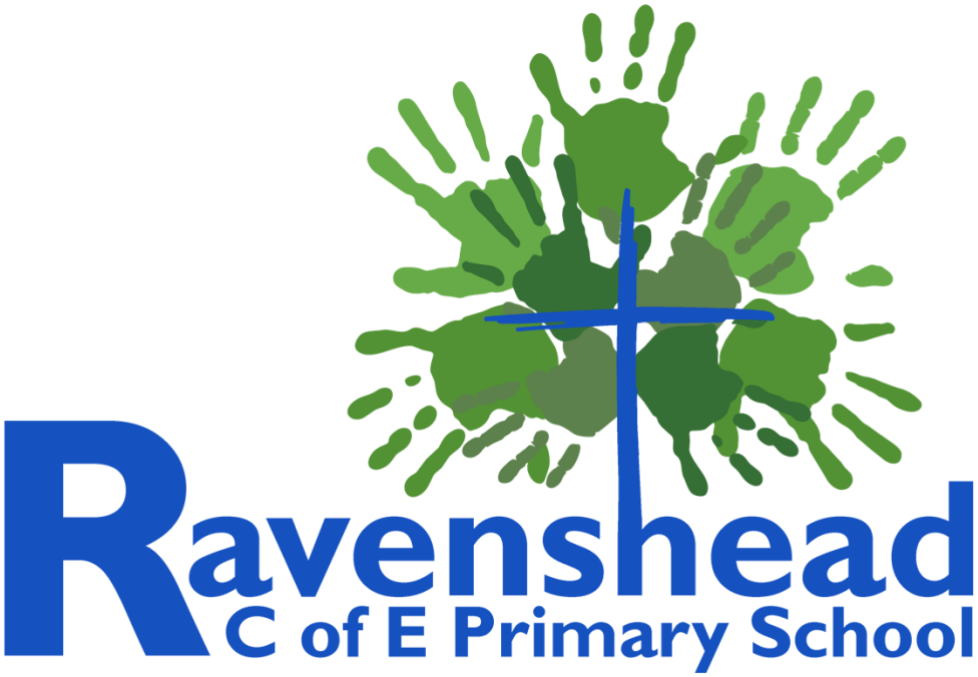

ABSENCE AND ATTENDANCE POLICY

This policy was last reviewed: October 2026

This policy will be reviewed: October 2027

Table of Contents

Our School Vision 3
Implementation and Review 3
The Law on School Attendance 3
Aims 4
How the School is Promoting and Incentivising Good Attendance 5
Registration and Reporting of Absence 5
Absence 6
Holidays During School Term Time 6
Persistent Unauthorised Absences 7
Resolving Disagreements 8
Approved Educational Activity 8
Persistent Lateness 8
Absence for Medical Reasons 8
Excluded/Suspended Pupils 9
National Pupil Absence Data 9
The School's Attendance Data 10
Appendix 1 - Attendance notices sent out weekly in the Friday newsletter 11
Appendix 2 – Guidance on Infection Control 12
Appendix 3 - Sample letters taken from Nottinghamshire Improving School Attendance Toolkit August 2024 14

Our School Vision

Our school vision is based on the theme of '***Taking Care'***. We strive to encourage our children, staff and wider community to 'take care' of one another through the core Christian Values of:

Kindness, ***Hope***, ***Courage*** and ***Respect***.

Our vision is inspired by the words in Corinthians:

> **"Let love and kindness be the motivation behind all that you do."**
> (1 Corinthians 16.14)

Ravenshead C of E Primary School is committed to valuing diversity and to equality of opportunity.

In biblical tradition, children in particular are seen to hold a special place in the priorities of God. Furthermore, we hold to the foundational belief that all people are created in God's image and are intrinsically valuable. Everyone should be treated as fundamentally precious, irrespective of behaviour, achievements or potential.

Therefore, we aim to create and promote an environment in which pupils, parents/carers and staff are treated fairly and with respect and feel able to contribute to the best of their abilities. The school's biblical foundation provides a model of Christian community described as the 'body of Christ', in which everyone has a part to play, and everyone without exception has God-given gifts which are to be used for the benefit of others.

Implementation and Review

This policy is reviewed every year or earlier if required. Please note this policy considers the following government documents:

Working together to improve school attendance – July 2026
https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working_together_to_improve_sc hool_attendance__applies_from_19_August_2024_.pdf

Summary table of responsibilities for school attendance - February 2024, Applies from 19 August 2024
https://assets.publishing.service.gov.uk/media/65e8ae343649a2001aed63aa/Summary_table_of_responsibiliti es_for_school_attendance__applies_from_19_August_2024_.pdf

The Law on School Attendance

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open.

If a child of compulsory school age fails to attend regularly at a school at which they are registered, or at a place where alternative provision is provided for them, their parents may be guilty of an offence and can be prosecuted by the local authority.

Aims

The aim of the Absence and Attendance Policy at Ravenshead C of E Primary School is to minimise the amount of time lost to absence in term time in order to maximise the education potential of every child. This can be achieved with the support of parents/carers by ensuring that absence is not taken in school term time unless there are exceptional circumstances. Absence for any reason during term time interrupts a child's education and disrupts educational progress. This is important for all children in all years.

Nationally, good attendance is defined as school attendance above 95% and children whose attendance falls below this level will not be able to fulfil their educational potential. Poor attendance is defined as below 90%. It is our mission to ensure that every student has access to a high-quality education and the opportunity to engage positively with the school. It is important to us that all children are able to enjoy a feeling of belonging to their class and school community and good attendance promotes this.

Where a child's attendance is a concern, whether authorised or unauthorised, (below 90%) parents may be sent a letter (see Appendix 3) outlining this concern and an invite to discuss any barriers they may face (Attend Framework meeting). The purpose of this meeting is for families and school to work collaboratively to explore the reasons behind a child's absence and to identify any barriers that may be affecting attendance. The process is supportive rather than punitive; it allows school and families to plan together, agree appropriate actions, and ensure that children are able to attend school regularly and benefit fully from their education. Additionally, further support may be sought from the Early Help Team who can work with families in their homes to offer advice and support to improve school attendance.

Where all other avenues have been exhausted and support is not working or not being engaged with, or is due to an unauthorised holiday, we may enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.

In line with our statutory duties in Keeping Children Safe in Education (2026), we will always act to safeguard children. Any unexplained or unexpected absences will be followed up in line with our safeguarding policies and procedures. Requests for extended absences during term time, and always when this involves travel overseas, will require a discussion with the Headteacher or Designated Safeguarding Lead. We are mindful that travel to some countries may put some children at risk of particular types of abuse, including Female Genital Mutilation. In order to ensure that we are able to fulfil our obligations to keep children safe, we will require certain information and assurances before granting any such requests for extended holidays. Parents and caregivers are asked to fully support the school by attending such meetings and cooperating with any requests made by the Headteacher/ Designated Safeguarding Lead with regards to safeguarding children while abroad.

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively in partnership with, not against families. All partners should work together to:

Expect
Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

Monitor
Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

Listen and understand
When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

Facilitate support
Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

Formalise support
Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

Enforce
Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

(Taken from **DfE guidance Working Together to Improve School Attendance – July 2026)**

How the School is Promoting and Incentivising Good Attendance

- An engaging and wide-ranging curriculum.
- A range of extra-curricular activities
- Regular reminders about the importance of good attendance in weekly newsletter for parents/carers
- 'Attend' framework meetings with parents/carers to listen to the views of parents/carers and when possible, the child, to support parents/carers and address barriers to attendance.
- Extensive nurture support in school to address children's mental health/school anxiety

Under Section 36 of the Education Act 1944 parent/carers of children of compulsory school age are required to ensure that they receive sufficient full-time education whether by regular school attendance or otherwise. Whilst parent/carers are primarily responsible, the school has the responsibility to support attendance and to investigate unexplained absence properly. Irregular attendance (including lateness) does not constitute grounds for exclusion.

Registration and Reporting of Absence

The school will keep an attendance register on which at the beginning of each morning and afternoon session, pupils will be marked present or absent. The register will also show whether an absence is authorised or unauthorised by using the appropriate code. An

electronic register is kept and any corrections will be noted on the system and are clearly distinguishable. Registration begins at 8:50 (KS2) and 8:55 (Early Years and KS1)

Children arriving after **9:00 am but before 9.30am** will be given an 'L' late mark (denoting that the child arrived before the registers closed). **After 9.30am, children will be given a 'U' late mark** (denoting that the child arrived after the registers closed) and meaning unauthorised absence.

Parent/carers must notify the school of all absences and absence may be authorised retrospectively where the school is satisfied as to the explanation offered. This policy will be referenced in information given to new parent/carers and may also be downloaded from the school's website.

Absence

Only the school within the context of the law (Section 199 of the Education Act 1993) can approve absence, not parent/carers. If the school does not accept the explanation offered as a valid reason for absence (having conducted further investigation) or where no explanation is forthcoming at all, the absence will be treated as unauthorised. In the event of any unauthorised absence, the school will contact parent/carers by phone or by Class Dojo enquiring as to the reason/s for the absence.

Absence will usually be authorised in the case of illness, leave for medical or dental appointments, family bereavement and days of religious observance. The school may request evidence of medical and dental appointments and may ask for evidence to be provided for sustained periods of illness.
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Holidays During School Term Time

In order to comply with DfE regulations, Ravenshead C of E Primary School will not authorise a request for absence in term time for the purpose of taking a holiday. This includes:

- Holidays during term time.
- Day trips or long weekends.
- Children accompanying parent/carers on business trips.

(This is not an exhaustive list.)

Parents/carers may still request a withdrawal from learning in term time by completing a withdrawal from learning form (either available from the school office or from the school webslite) https://www.ravensheadcofeprimary.co.uk/policies

Requests should be made as soon as possible, giving at least 4 weeks' notice in writing. Parents/carers will be notified of the decision in term time by writing within 10 school days of the application.

Should you choose to withdraw your child from school for an unauthorised holiday a penalty notice may be issued.

If the school has evidence that a parent/carer has removed a child from school for the purposes of a holiday during term time without submitting a withdrawal from learning request, this will be marked as unauthorised in the register. Your child's attendance will be reviewed and a penalty notice may be issued.

No parent/carer can demand leave of absence as of right. The school will have discretion to authorise exceptional absences for off-site activities and special circumstances (each case will be assessed on an individual basis) and the special position of 'Traveller Families' recognised by Section 199 of the Education Act 1993 will be observed.

As a general principle, the Headteacher will consider each request for a withdrawal from learning individually, taking into account the circumstances, such as:

- The nature of the event for which leave is sought.
- Whether the parent gave advance notice (a minimum of four weeks).
- The child's current attendance levels.

However, the reason would still need to be exceptional.

If an absence is unauthorised there is no appeals process.

Persistent Unauthorised Absences

Ravenshead C of E Primary School has adopted the Nottinghamshire Code of Conduct 2015 which has been implemented to ensure that Penalty Notices are applied consistently and fairly across the local authority area.

PENALTY NOTICE FINES

10 sessions of unauthorised absence in any 10-week period
Penalty Notice fines may be issued for any term-time absences that are unauthorised (for example, a 5-day termtime holiday) - whether these absences are taken consecutively or cumulatively over a rolling period of 10 school weeks. A school day has 2 sessions: 1 morning and 1 afternoon session per day.

A school week means any week in which there is at least one school session. The threshold can be met with any combination of unauthorised absence (e.g. 6 sessions of holiday plus 4 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).

What is a Penalty Notice?
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 the most appropriate tool. Therefore, from August 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. Any further offences will result in criminal prosecution.

The law will be clear that where a Penalty Notice threshold is met – in each individual case, the school must consider if a Penalty Notice is appropriate.

Penalty Notice fines are issued Per Parent, Per child. This means that fines are issued to each parent, for each child who is absent. For example: If 2 siblings are absent for a term-time holiday this will result in each parent receiving 2 separate fines.

First Offence
The first time a Penalty Notice is issued for a Term-Time Leave of Absence or irregular attendance, the amount will be: £160 per parent, per child (if paid within 28 days). Reduced to: £80 per parent, per child if paid within 21 days.

Second Offence (in a 3-year rolling period)
The second time a Penalty Notice is issued for a Term-Time Leave of Absence or irregular attendance to the same parent for the same child the amount will be: £160 per parent, per child (if paid within 28 days) There is no reduction in the amount.

Third Offence or Any Further Offences (in a 3-year rolling period)
The third time an offence is committed for a Term-Time Leave of Absence or irregular attendance by the same parent for the same child (including those by other Local Authorities) a Penalty Notice will NOT be issued but will be referred to Nottinghamshire Local Authority for Prosecution which may result in fines of up to £2,500 per parent, per child. Cases found guilty in a Magistrate's Court can show on a parent's future DBS certificate.

In cases of persistent absence, the Local Authority may also consider what services or measures may be provided to prevent or reduce further unauthorised absence including support and interventions through the Family Service or the Early Help Team.

Please refer to the Government website for details of these notices at www.gov.uk/school-attendanceabsence/legal-action-to-ensore-school- attendance.

Resolving Disagreements

Where there is a lack of agreement between the School and the Local Education Authority (LEA) as to the appropriateness of issuing a penalty warning letter or a penalty notice, the matter will be referred to the County Legal Proceedings Panel whose decision shall be final.

Approved Educational Activity

Where pupils are away from school but are undertaking an approved educational activity, this should be marked in the usual way, but the children are counted as present. To avoid confusion in emergency situations, pupils who are off-site for field trips and educational visits both in this country and overseas should not be marked as present. Unusual circumstances may arise that lead to a young person being absent from school. It is for the Head Teacher to decide whether the explanation offered is reasonable. In such situations, the individual circumstances, previous attendance pattern and frequency of such incidents should be considered. Further advice is available in DfES Circular No. 10/99.

Persistent Lateness

Your child will be considered late for school if they are registered after 9.00am but before 9.30am. In this instance, a 'L' code will be used this to note this in the attendance register. If your child should arrive after 9.30am then this will be classed as unauthorised absence and will be marked with a 'U' in the attendance register. This could also result in a penalty notice.

Absence for Medical Reasons

Children are not expected to attend school when they are not well enough to do so whether as a result of short term, long term or recurring illnesses. But children should not be kept away from school when they are well enough to go to lessons or when they have minor ailments which do not prevent them from taking part in their education. A useful rule of thumb is whether the ailment would keep parent/carers and teachers away from work.

The school asks that parents/carers adhere to the Public Health Agency Guidance on Infection Control in Schools when considering their child's return to school following an illness. Please refer to Appendix 2.
Parents/carers will be contacted and asked to collect their child if they have returned to school earlier than the Public Health recommendations.

Ravenshead C of E Primary School has an established system in place to enable parents/carers to report their child's absence because of illness. They should send a Class Dojo message/ phone the school on the morning of their child's absence, leaving a message on the school answerphone if they are unable to speak to a member of staff, giving details of their child's name, class and reason for absence.

It is reasonable for the school to ask the nature of the illness, ask the parent/carer the expected length of absence and make arrangements for the parent/carer to contact school again if the situation changes. Should you fail to report your child's absence, you will be contacted by phone by a member of staff to establish the reason for your child's absence. ***Absences should not be reported to a child's class teacher, only to the school office.***

Ravenshead C of E Primary has a right to consider whether to accept the parent/carer's position with regard to medical absence as there are occasions when parents falsely report absences to the school as medical absence. If the school has concerns that the illness may not either be genuine or warrant the amount of absence accruing, the school may ask the parent to substantiate the illness by asking to see additional evidence such as an appointment card or medical certificate. It is at the discretion of the Headteacher whether to authorise absence and they can refuse to authorise absence if, after considering all the available information, they believe that the pupil's absence does not appear to be caused by genuine illness. If the school chooses not to authorise the absence it will notify the parent or carer of this in writing.

Unfortunately, there are occasions when a child can suffer from more sustained health problems. If this is the case, the school will contact the medical professionals involved with the child in order to be able to support the child in the most appropriate manner. The school would like the parent/carer to give permission for the medical professionals to be able to speak to the school about the best way to support the child. In these circumstances it is not appropriate for the parent/carer to contact the school every day and a more appropriate frequency of communication will be established with the parent/carer. This bespoke arrangement will be put into place by the Headteacher or Deputy Headteacher. It will be monitored on a four weekly basis and reviewed to see if this response is still appropriate.

Excluded/Suspended Pupils

Where a pupil has been suspended he/she will remain on the school roll. The absence will be treated as authorised. Where a pupil has been permanently excluded, his/her absence will be treated as authorised while any review or appeal is in progress but, on conclusion of that process, if the permanent exclusion is confirmed, he/she will be struck from the school roll. While the pupil remains on the school roll, the school will recognise the responsibility towards the pupil out of school by setting work.

For further information about exclusions, please refer to the Behaviour Policy which can be found on the school website.

National Pupil Absence Data

As from August 2024, schools are required to submit attendance data to the Secretary of State for Education.

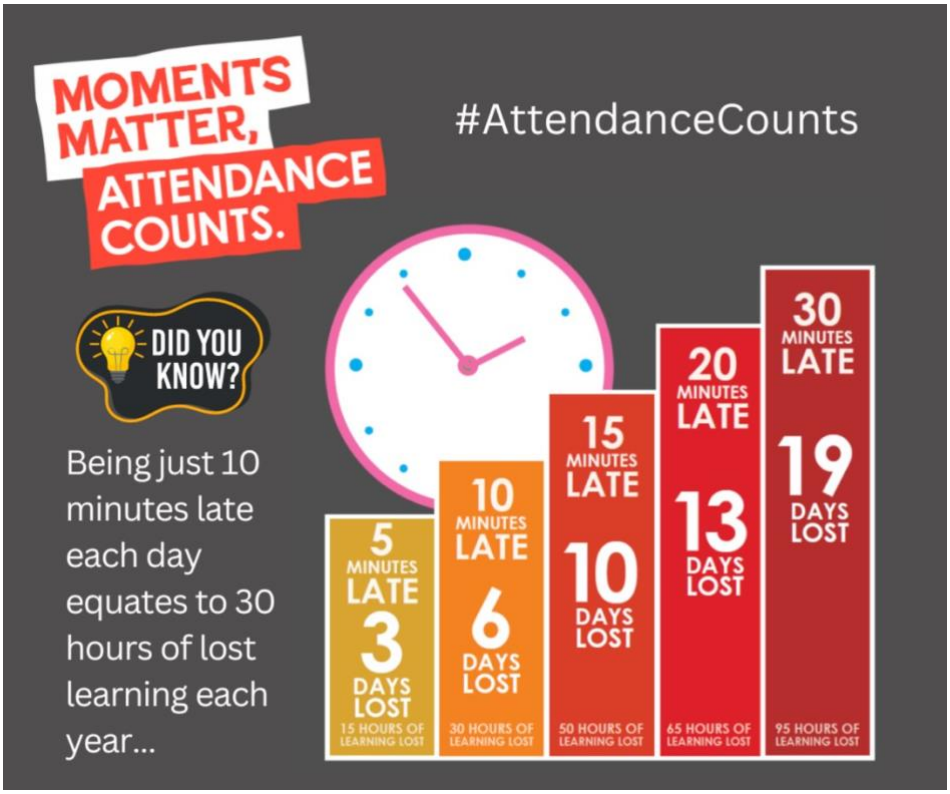
The school follows the protocol established for maintaining the confidentiality of data under the Data Protection Act which places obligations on all agencies that process, store and share information on any individual. It is important to have full regard for the requirements of the Act. See the School's Data Protection Policy for further details.

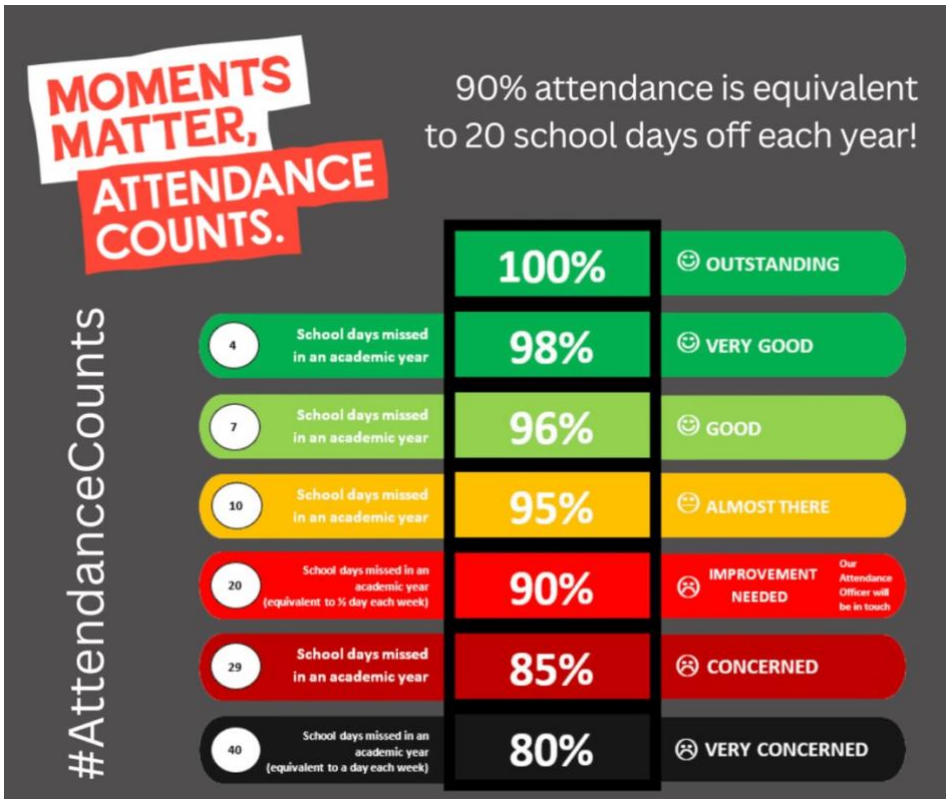
The School's Attendance Data

The school is set an absence target by the Local Authority and one of the ways we aim to achieve this is by reducing the number of holidays taken in term time.

The senior leadership team analyses and tracks attendance data half-termly.

Appendix 1 – Attendance notices sent out weekly in the Friday newsletter





Appendix 2 – Guidance on Infection Control

Guidance on infection control in schools and other childcare settings

HSC Public Health Agency

March 2017

Prevent the spread of infections by ensuring: routine immunisation, high standards of personal hygiene and practice, particularly handwashing, and maintaining a clean environment. Please contact the Public Health Agency **Health Protection Duty Room (Duty Room) on 0300 555 0119** or visit www.publichealth.hscni.net or www.gov.uk/government/organisations/Public-health-england if you would like any further advice or information, including the latest guidance. Children with rashes should be considered infectious and assessed by their doctor.

Rashes and skin infections	Recommended period to be kept away from school, nursery or childminders	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended
Chickenpox*	Until all vesicles have crusted over	See: Vulnerable children and female staff – pregnancy
Cold sores, (Herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting
German measles (rubella)*	Four days from onset of rash (as per "Green Book")	Preventable by immunisation (MMR x 2 doses). See: Female staff – pregnancy
Hand, foot and mouth	None	Contact the Duty Room if a large number of children are affected. Exclusion may be considered in some circumstances
Impetigo	Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period
Measles*	Four days from onset of rash	Preventable by vaccination (MMR x 2). See: Vulnerable children and female staff – pregnancy
Molluscum contagiosum	None	A self-limiting condition
Ringworm	Exclusion not usually required	Treatment is required
Roseola (infantum)	None	None
Scabies	Child can return after first treatment	Household and close contacts require treatment
Scarlet fever*	Child can return 24 hours after commencing appropriate antibiotic treatment	Antibiotic treatment recommended for the affected child. If more than one child has scarlet fever contact PHA Duty Room for further advice
Slapped cheek (fifth disease or parvovirus B19)	None once rash has developed	See: Vulnerable children and female staff – pregnancy
Shingles	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune i.e. have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact the Duty Room. SEE: Vulnerable Children and Female Staff – Pregnancy

Diarrhoea and vomiting illness	Recommended period to be kept away from school, nursery or childminders	Comments
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting	
E. coli O157 VTEC*	Should be excluded for 48 hours from the last episode of diarrhoea	Further exclusion is required for young children under five and those who have difficulty in adhering to hygiene practices
Typhoid* [and paratyphoid*] (enteric fever) Shigella* (dysentery)	Further exclusion may be required for some children until they are no longer excreting	Children in these categories should be excluded until there is evidence of microbiological clearance. This guidance may also apply to some contacts of cases who may require microbiological clearance Please consult the Duty Room for further advice
Cryptosporidiosis*	Exclude for 48 hours from the last episode of diarrhoea	Exclusion from swimming is advisable for two weeks after the diarrhoea has settled

Respiratory infections	Recommended period to be kept away from school, nursery or childminders	Comments
Flu (influenza)	Until recovered	See: Vulnerable children
Tuberculosis*	Always consult the Duty Room	Requires prolonged close contact for spread
Whooping cough* (pertussis)	48 hours from commencing antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. The Duty Room will organise any contact tracing necessary

Other infections	Recommended period to be kept away from school, nursery or childminders	Comments
Conjunctivitis	None	If an outbreak/cluster occurs, consult the Duty Room
Diphtheria *	Exclusion is essential. Always consult with the Duty Room	Family contacts must be excluded until cleared to return by the Duty Room. Preventable by vaccination. The Duty Room will organise any contact tracing necessary
Glandular fever	None	
Head lice	None	Treatment is recommended only in cases where live lice have been seen
Hepatitis A*	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)	The duty room will advise on any vaccination or other control measure that are needed for close contacts of a single case of hepatitis A and for suspected outbreaks.
Hepatitis B*, C, HIV/AIDS	None	Hepatitis B and C and HIV are bloodborne viruses that are not infectious through casual contact. For cleaning of body fluid spills. SEE: Good Hygiene Practice
Meningococcal meningitis*/ septicaemia*	Until recovered	Some forms of meningococcal disease are preventable by vaccination (see immunisation schedule). There is no reason to exclude siblings or other close contacts of a case. In case of an outbreak, it may be necessary to provide antibiotics with or without meningococcal vaccination to close contacts. The Duty Room will advise on any action needed
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. The Duty Room will give advice on any action needed
Meningitis viral*	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact the Duty Room
Mumps*	Exclude child for five days after onset of swelling	Preventable by vaccination (MMR x 2 doses)
Threadworms	None	Treatment is recommended for the child and household contacts
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic

* **denotes a notifiable disease.** It is a statutory requirement that doctors report a notifiable disease to the Director of Public Health via the Duty Room.

A full version of this information poster can be found at:
https://www.publichealth.hscni.net/publications/guidance-infection-control-schools- and-otherchildcare-settings-0

Appendix 3 - Sample letters taken from Nottinghamshire Improving School Attendance Toolkit August 2024

Example letter advising parent that school are concerned about attendance

Our Ref:

Mr xxxxxxx & Ms xxxxxxx
XX Meadow Lane
Nottingham
NG7 5SP

Dear Mr XXX and Ms

XXX Child X (DOB)

Your child XXX's attendance is a cause of concern at XX%. I am writing to bring this to your attention in order that we might work together to improve this. I enclose an attendance certificate for your information. I am proposing a school meeting/ home visit/telephone discussion (delete as appropriate) to further discuss ways we can support your child.

Should our joint efforts to improve attendance be unsuccessful the school may decide to refer for enforcement action.

Yours sincerely

Head Teacher

ATTENDANCE COUNTS

be here!

EVERY DAY, ALL DAY

Click here for the NCSS Attendance Policy

Nottinghamshire County Council

Example letter warning of Penalty

Notice for Leave of absence taken in term time

5 April 2023

Mr XXX & Ms XXX
XXX Meadow Lane
Nottingham
NG7 5HP

Dear Mr XXX & Ms XXX

PENALTY NOTICE WARNING

Child X (dob XX/XX/XXXX)

I note your application to take ..... out of education for …. days to go on holiday. Schools 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.

An unauthorised leave of absence of 5 days/10 sessions (over a 10-week rolling period) for the purpose of a family holiday can lead to you being issued with a penalty notice fine of up to £160 for each child who is absent. The fines can be issued to both parents for each child.

In some circumstances the local authority may decide a prosecution via Magistrates court is more suitable, for instance lengthy or repeated leave of absence periods. This would include circumstances where a parent/carer has already had two fines for (child's name) over a 3-year rolling period.

If you do remove …….. from school for the period stated in your application I will request that the local authority issues a penalty notice.

Yours sincerely

Head Teacher

ATTENDANCE COUNTS

be here!

EVERY DAY, ALL DAY

Click here for the NCSS Attendance Policy

Nottinghamshire County Council

Example letter warning of Penalty Notice for unauthorised absence

5 April 2023

Mr XXX & Ms XXX
XXX Meadow Lane
Nottingham
NG7 5HP

Dear Mr XXX & Ms XXX

PENALTY NOTICE WARNING

Child X (dob XX/XX/XXXX)

The registers at Ravenshead C of E Primary School show that, to date, your child has missed X days (X sessions) of school due to unauthorised absences over the last X weeks.

You, as parent, have legal responsibility under Section444(1) of the Education Act 1996, for ensuring that your child attends school regularly. As such unless your child's attendance improves you will be referred to the local authority for a Penalty Notice to be issued under Section 444 of the Education Act 1996 for failing to ensure the regular attendance of your child.

In some circumstances the local authority may decide a prosecution via Magistrates court is more suitable, for instance lengthy or repeated absence periods. This would include circumstances where a parent/carer has already had two fines for (child's name) over a 3-year rolling period.

Should your child (Insert name) any further absence which result in them having 5 days (10 sessions) over a 10-week rolling period we will request that the local authority issue a penalty notice of up to £160 for each child who is absent. The notice can be issued to both parents/carers for each child whose absence meets the Penalty Notice threshold.

Please take immediate steps to ensure your child gets to school on time every day and obtain medical evidence if he/she is too ill to attend. Any other reason for absence should be discussed with the school and it is the school's decision whether to authorise any absence that is not covered by medical evidence.

Yours sincerely

Head Teacher

ATTENDANCE COUNTS
be here!
EVERY DAY, ALL DAY
Click here for the NCSS Attendance Policy

ATTENDANCE COUNTS
be here!
EVERY DAY, ALL DAY
Click here for the NCSS Attendance Policy

Example letter advising parent that school have requested Penalty Notice to be issued for unauthorised absence

Our Ref:

Mr xxxxxxx & Ms xxxxxxx
XX Meadow Lane
Nottingham
NG7 5HP

Dear Mr xxxxxl & Ms xxxxxx

Child X (dob XX/XX/XXXX)

Further to our letter dated (Insert Date) notifying you that your child had incurred unauthorised absence from school and that any further absence may result in a request to the Local authority to issue a Penalty Notice fine.

We are now writing to advise you that because your child (insert name) has had unauthorised absences of 5 days over a 10-week period a request has been made to the Local Authority to issue a Penalty Notice to you 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

Head Teacher

Example letter advising parent that school have requested Penalty Notice to be issued for leave of absence in term time.

Our Ref:

Mr xxxxxxx & Ms xxxxxxx
XX Meadow Lane
Nottingham
NG7 5HP

Dear Mr xxxxxl & Ms xxxxxx

Child X (dob XX/XX/XXXX)

On (Date) we wrote to you to explain that the ……school would not authorise ..... (child name) absence from school for ……. days for a holiday. We also informed you that this could lead to a Penalty Notice being issued to you.

I am now writing to advise you that a request has been made to the Local Authority to issue a Penalty Notice for failing to ensure that your child attends school regularly.
In some circumstances the local authority may decide a prosecution via Magistrates court is more suitable, for instance lengthy or repeated leave of absence periods. This would include circumstances where a parent/carer has already had two fines for (child's name) over a 3-year rolling period.

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

to contact me. Yours sincerely

Head Teacher

ATTENDANCE COUNTS
be here!
EVERY DAY, ALL DAY

ATTENDANCE COUNTS
be here!
EVERY DAY, ALL DAY

Example letter advising parent that school suspect an unauthorised leave of absence

Our Ref:

Mr xxxxxxx & Ms xxxxxxx
XX
Meadow
Lane
Nottingh
am NG7
5HP

Dear Mr xxxxxl & Ms xxxxxx

Child X (dob XX/XX/XXXX)

Between (date) and (date) your child was absent from school. We suspect this was for the purpose of a holiday in term time. This absence has resulted in your child having 5 days / 10 sessions of unauthorised absence over a 10 school week period.

Please contact the school by (date) to provide evidence this was not the case. If reasonable proof is not provided a request will be made to the Local Authority to issue a Penalty Notice for failing to ensure that your child attends school regularly.

Yours sincerely

Head Teacher

Nottinghamshire County Council

Example letter warning of Penalty Notice for Pupil in a public place during an exclusion

5 April 2023

Mr XXX & Ms XXX
XXX
Meadow
Lane
Nottingh
am NG7
5HP

Dear Mr XXX & Ms XXX Child X (dob XX/XX/XXXX)

As per our letter dated XXX your child xxxx was excluded for the period of xxxxx to xxxx. You were advised XXX was not to be in a public place for the duration of this exclusion. XXX was seen on XXXX(date) at XXX (time) in XXX (place). I am consequently requesting the local authority issue a penalty notice under **Section 103(3) of the Education And Inspections Act 2006, in that the said child who was a registered pupil at XXXX and excluded on disciplinary grounds, was present in a public place on the XXXXX at a time during school hours on a school day being one of the school days to which the exclusion related contrary to the said Section 103(3) of the Education And Inspections Act 2006**

Yours sincerely

Head Teacher

Nottinghamshire County Council

ATTENDANCE COUNTS

be here!

EVERY DAY, ALL DAY

Click here for the NCSS Attendance Policy

Example letter advising parent that school are referring for enforcement only

Our Ref:

Mr xxxxxxx & Ms xxxxxxx
XX
Meadow
Lane
Nottingh
am NG7
5HP

Dear Mr XXX and Ms XXX
Unfortunately, since our recent contact with you sharing concern around XXXX's school attendance there has been no improvement. As you do not consent to support to improve XXXX's attendance the school have made a referral for enforcement action to the Local Authority.

Yours sincerely

Head Teacher