

**CHRIST CHURCH**



**PRIMARY SCHOOL**

## **Attendance Policy**

**Christ Church Primary School,**  
**Dale Street, Burton-upon-Trent, Staffordshire**  
**DE14 3TE**

e-mail: [office@christchurch-burton.staffs.sch.uk](mailto:office@christchurch-burton.staffs.sch.uk)  
website: <https://www.christchurch-burton.staffs.sch.uk>  
Tel: Burton (01283) 247400

Author: L Archer

Approved by the Governing Body on:

Signed: *M Waris*

To be reviewed on: September 2025

# **ATTENDANCE POLICY - 2024**

## **Challenges**

The school's context and character creates a significant challenge making strategies to promote and reward good attendance crucial in the drive to raise standards of achievement. It is therefore particularly important to have clearly understood policies and practices to promote both understanding and an appreciation of both the legal and academic needs of good attendance. We follow government guidelines for attendance and do not condone unauthorised absences.

The school has continually developed and refined its procedures to track and report on attendance and rigorously follows up on all absences. However, parents have a duty and a responsibility for their child's education and there is now increasing national expectation that parents should ensure their pupils should attend school for 190 days a year unless there is a justifiable reason for absence.

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) and school attendance parental responsibility measures.

Our school Attendance Policy underpins other school policies related to the wellbeing of children including safeguarding, behaviour, bullying, and support for children with medical needs.

## **Key Objectives**

1. Our aim is for pupil's attendance to be at least 95% in each academic year (September – July).
2. The school target for the academic year 2024-2025 is >95%.
3. All absences should be notified and authorised for justifiable reasons.
4. To provide advice and support to parents to promote the school's policy.
5. To encourage pupils to have a positive attitude to school and recognise the importance of attending school in good time, with the equipment they need for school, so that they are prepared and ready to learn
6. We will continually improve pupil attendance by:
  - (a) promoting and rewarding regular attendance and good time keeping
  - (b) raising parental awareness about:-
    - the legal requirement for all pupils to attend school regularly
    - the crucial link between regular attendance and raising pupil achievement
    - the need to give informed reasons which justify and authorise pupil absences
    - giving appropriate help and advice
  - (c) enabling the school governors to fulfil legal requirements regarding admission, registration and required data
  - (d) Consistently monitoring and reporting to governors on pupil attendance and where appropriate take agreed actions.

## **Roles and Responsibilities**

### **The governing board**

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents

- Making sure school leaders fulfil expectations and statutory duties, including:
  - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
  - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
  - The importance of good attendance
  - That absence is almost always a symptom of wider issues
  - The school's legal requirements for keeping registers
  - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Holding the headteacher to account for the implementation of this policy

The link Governor who oversees attendance is Mr Majid Waris.

### **The designated senior leader responsible for attendance**

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff

- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families
- Benchmarking attendance data to identify areas of focus for improvement

The designated senior leader responsible for attendance is Mr L Archer and can be contacted via telephone on 01283 247400 or via email at [office@christchurch-burton.staffs.sch.uk](mailto:office@christchurch-burton.staffs.sch.uk)

### **Class teachers**

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes, and submitting this information to the school office.

### **School admin/office staff**

School admin/office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Make calls to parents to seek reasons for absence where they are unknown
- Advise the attendance champion when a pupils absence is causing a concern

### **Parents**

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day on time
- Inform the school office via telephone/text/email to report their child's absence before 9am 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
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting Mrs D Buckingham or Mrs M Hutchinson, who can be contacted via telephone on 01283 260157

## **Pupils**

Pupils are expected to:

- Attend school every day, on time

## **School Procedures**

### **Rewarding Good Attendance / Good Time Keeping**

Pupils are encouraged to be at the school gate prior to

- **8.45 am for KS2/ KS1 and EYFS**

. Pupils arriving at school after this time are considered to be late and will be reminded of the importance of being in good time and ready to learn.

Parents should be at the Nursery as follows:

- Morning session - **8.45 am** and again at **11.45** to collect their child.
- Afternoon session – **12.15 pm** and again at **3.15 pm** to collect their child.
- All day sessions:30 hours) are **8.45 am to 3.15 pm**

There are regular opportunities to praise and reward pupils who are punctual and have regular good attendance as well as incentives to encourage those pupils and families who may need support, advice and encouragement. Pupils and families will have opportunities to receive:

- Little Heroes stickers
- Certificate presented in Assembly
- Class awards
- Letters showing attendance levels

Christ Church Primary School participates in the Little Heroes Assemble initiative.

Little Heroes is a Staffordshire County Council initiative to support attendance.

**Here**

**Every day**

**Ready**

**On time**

This campaign comprises of certificates and stickers which are used to reward and celebrate children that demonstrate good school attendance or who have been making an improvement.

The second part of the campaign is canned Helpful Heroes and provides resources for children that are struggling with their emotional health or anxiety about coming to school.

### **Requests for Absence from School**

- **Authorised Absences**

Leave to attend medical appointments or absences due pupils illness are authorised.

- **Religious Observance**

Pupils are granted special authorised leave on religious grounds to celebrate religious festivals which fall during a school day such as Eid. The number and timing of such absences are usually agreed locally by the community Mosques. The local authority

recognises the need for these celebrations and will authorise one day of absence only for each religious observance.

- **Circumstances**

Very occasionally there may be very special family events – circumstances which the Headteacher/Governors may authorise. Eg Funerals for close relatives – Grandparents, parents or siblings.

- **Unauthorised**

Any other absence from school without request and authorised permission will be recorded as unauthorised.

### **Medical Appointments**

If a child needs to be collected from school for a medical appointment this will be recorded using the school INVENTORY system. This system records the time of leaving and returning to school. Parents are expected to bring appointment cards to school when appropriate.

### **Penalty Notice**

When an individual pupil's attendance level falls below 90% in any term without good reason, a referral to the Educational Welfare Worker will be made. Following investigation any unresolved issues could result in the parent receiving a Penalty Notice or ultimately a prosecution under the Education Act 1996. (See Penalty Notice Protocol Appendix A1).

### **Parental Responsibility**

Only parents with parental responsibility should request permission to collect a child from school during the school day. Only the following adults have legal parental responsibility.

- If parents are **MARRIED, SEPARATED** or **DIVORCED, BOTH** parents have parental responsibility on an equal basis.
- If parents are **UNMARRIED**
  - If the mother's name only appears on the birth certificate **ONLY THE MOTHER** has parental responsibility unless the father has obtained it by formal written agreement or through a court order.
  - If the father has registered the birth with mother and **his name appears on the birth certificate, BOTH** parents have parental responsibility on an equal basis.
- Other people (step-parents, grandparents etc.) **DO NOT** have parental responsibility unless they have a court order (e.g. adoption/residence order) or have taken over parental responsibility as a legal guardian.

### **Annual Holiday / Extended Leave**

The DfE has stated that parents no longer have an entitlement to take pupils out of school for a family holiday during term time. The Headteacher no longer can grant any leave unless the circumstances are exceptional.

Parents wishing to take a pupil on an extended trip abroad should be directed to make an appointment to see the Headteacher as soon as possible, where the school's policy will be explained and the impact of a pupil's education being disrupted. If parents proceed with this extended leave it will be unauthorised (G code) and after 20 days their children will be removed off roll.

- **Circumstances** (family illness or death, emergencies) - in exceptional circumstances a pupil may be granted leave of absence .
- Due to the government class size policy this may lead to a child losing their place at Christ Church Primary School as the number of pupils in Key Stage 1 classes may not exceed 30. Parents will have been advised of this implication and will be supported to find a suitable alternative school.
- Statistics on the numbers of pupils whose education has been affected will be reported

to Governors each term in the Headteacher Report.

- Any parent taking unauthorised leave of more than 10 sessions(**5 days**) may be liable to a fixed penalty notice and fined.(See appendix 1.)

### **Completion of Class Registers**

Class Teachers or support staff will complete the registers daily at the beginning of morning and afternoon sessions.

#### **1. Late Pupils**

- Everyone is late sometimes. We would rather children arrived late than not at all. Pupils arriving late will be reminded of the need to be in **Good Time**
- Children will be recorded late on the register
- Morning registration **closes** at **9.15 am**.
- Children who arrive late before registration closes are marked with **Code L**, those arriving after registration closes are marked with **Code U** (no mark for session). The number of minutes late can also be added if desired.
- **Monitoring Lateness** - Regular lateness is monitored by the School Attendance Officer (SAO)/EWO.

#### **2. Late Parents**

- Children who are collected late from school will be recorded in the School Late Book.
- Parents of children who are regularly late being collected will be contacted by School Attendance Officer (SAO)/EWO.

#### **3. Absence**

- When a child is absent the Class Teachers should mark the child with **an appropriate code if the reason for absence is known (i.e. I for illness)**. Please see Appendix A4 for absence codes.
- Ms Douglas will contact parents of absent children and will apply appropriate codes for absence
- Repeated absences, particularly sporadic absences, will be monitored carefully to ensure absences are justifiable.

#### **4. Monitoring Absence**

- Children / families identified as having a history of poor attendance, Looked After Children or families involved with multiple agencies will be phoned on the first day of absence during registration by the School Attendance Officer. Target families will be invited to a formal meeting to discuss improving attendance.
- Class Teachers will notify the Headteacher of any child whose attendance is causing concern.
- Pupil Attendance will be regularly monitored at least fortnightly by Ms Douglas
- Ms Douglas will pay particular attention to absences due to ill health which may require intervention e.g. asthma advice and support.
- SAO/EWO will check if any siblings/cousins are absent at the same time.
- HT/ SAO will track and monitor those pupils on extended leave and their impact on class attendance percentages.
- SAO/Administrative Assistant (Pupils) will complete returns for the Education Service/ DfE.
- Headteacher will monitor the impact of absences on pupil progress and achievement through class tracking profiles.
- Termly meetings with Class Teachers will monitor progress and impact of revised policy for attendance.
- Pupils with attendance concerns will receive attendance letters.

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE on request.

The school has granted the Local Authority / DfE access to its management information system so the data can be accessed regularly and securely.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

## **5. Reducing persistent and severe absence**

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
  - Discuss attendance and engagement at school
  - Listen, and understand barriers to attendance
  - Explain the help that is available
  - Explain the potential consequences of, and sanctions for, persistent and severe absence
  - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary

## **6. Appropriate action**

Issues of concern or actions taken and the child/families attendance will continue to be monitored closely. Actions could include:

- A direct approach to parents by Class Teacher
- A letter or phone call by Headteacher/School Attendance Officer
- A home visit by EWO/ School Attendance Officer
- A formal meeting between Headteacher/family
- The ultimate sanction for non-attendance would be referral to social services / child protection / court action.



## 7. **Reporting Attendance**

Data on percentage attendance and absences will be recorded:

- In regular updates to parents via newsletters, parents evenings and end of year reports
- Each term in the Headteacher's Report to Governors
- In the pupil progress reports and National Curriculum reports
- On the school website
- Annually to DfE and Education Service.

## 8. **Maintaining School Registers / School Roll**

The Administrative Assistant (Pupils) will complete these procedures.

### 1. **Admissions**

- All new pupils will usually be enrolled by the Headteacher or Ms Douglas and data entered on ARBOR.
- If the pupil is transferring during the school year then the School Attendance Officer should ensure that an **In Year Transfer Form** has been completed and signed by the Headteacher of the previous school.

### 2. **Admission Registers**

A complete print of the admissions / attendance register must be made and kept annually / termly for reference.

### 3. **Change of Details**

It is essential that Class Teachers update the office of any changes of address or phone numbers of contact points so that the ARBOR data files are updated and class lists.

### 4. **Pupils transferring to a new school during a school year**

- The School Attendance Officer should ensure that an **In Year Transfer Form** is completed by the parent and submitted to the Headteacher for signature.
- When the transfer is approved a CTF file is sent to the new school via the S2S website. The **Pupil Records** will be completed ready for despatch to the new school.
- **ARBOR** - Pupils names are removed immediately. The revised number on roll is applicable as soon as the has removed the pupil's name from the official class list
- **Class Registers** – the pupil's name will be removed from the register when ARBOR is updated.

### 5. **Pupils transferring to a new school at the end of a school year i.e. July**

- **ARBOR** - Pupils names to be removed as from the end of term with destination logged. A CTF file is sent to the new school via the S2S website.
- **Class Register** - The child's name would be removed from the class register with a note of destination to ensure pupil records can be despatched.

### 6. **Other circumstances**

- What if a child does not return to school. Normally this will follow inquiries by the HT/EWO/ School Attendance Officer and a decision will be taken to remove the child's name from the school roll.
- Once that decision has been taken Pupils Records must be completed and labelled **destination unknown** with last date of attendance recorded. Pupil records will be stored and filed: Pupil Records Unknown Destination in line with Retention of Records guidelines.
- **Appendices**

A1      Penalty Notice Protocol  
Absence Codes

**STAFFORDSHIRE COUNTY COUNCIL**  
**Families First Targeted Services**

**STAFFORDSHIRE LOCAL AUTHORITY**  
**Code of Conduct for issuing Penalty Notices**

**Rationale**

Regular and punctual attendance at school is both a legal requirement and essential for pupils to maximise their educational opportunities. In recognition of this, the law makes it an offence for a parent or carer to fail to secure the regular attendance of their child at a school at which the child is a registered pupil, without good reason or the agreement of the school.

Penalty Notices are one of the sanctions available for this offence and offer a means of swift intervention, which can be used to combat attendance problems early, before they become entrenched.

Parents and children should also be supported by their school to overcome barriers to regular attendance, through a range of intervention strategies.

Therefore, Penalty Notices and other legal sanctions will only be used where parental cooperation with this process is either absent or deemed to be insufficient to resolve the problem. They will also be used to support and challenge parents to meet their legal responsibilities and where there is a reasonable expectation that their use will secure improved school attendance.

In April 2012, the Government accepted the Charlie Taylor report recommendation to challenge the culture of expectation to term time holiday and set out a clear expectation that term time leave should only be granted in exceptional circumstances.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 made an amendment to the Education (Pupil Registration) (England) Regulations 2006 to: clarify that leave of absence shall not be granted by schools unless there are “exceptional circumstances”.

The Supreme Court judgement on the *Isle of Wight v Platt* case on the 6th April 2017, has brought clarity to the issue of what regular attendance means and the use of penalty notices. Lady Hale gave the conclusion that “regularly” means “in accordance with the rules prescribed by the school”, she went on to say that there are many examples where, what could be perceived to be, a very minor or trivial breach of the law can lead to criminal liability.

With specific regard to leave during term time, the judgement stated (this interpretation is also consistent with the provision in section 444(3)(a) and (9)) that a child is not to be taken to have failed to attend regularly if he is absent with the leave of a person authorised by the governing body or proprietor of the school. Unlike sickness or unavoidable cause, leave is not a defence. It is part of the definition of the offence. A child is required to attend in accordance with the normal rules laid down by the school authorities for attendance but the school can make an exception in a case.

**Legal Framework:**

- Section 444A of the Education Act 1996 (as inserted by section 23 of the Anti-Social Behaviour Act 2003) empowers designated Local Authority (LA) officers, head teachers (as well as deputy and assistant head teachers authorised by them) and the Police to issue Penalty Notices in cases of unauthorised absence from school.
- The Education (Penalty Notices) (England) Regulations 2007 prescribe the necessary details for the operation of the penalty notice scheme under section 444A of the Education Act 1996 and section 105 of the Education and Inspections Act 2006.
- The Education and Inspections Act 2006 includes the duty of parents in relation to excluded pupils and provides for penalty notices to be issued where a parent has committed

an offence by an excluded pupil being present in a public place at any time during school hours on a school day. • Section 576 of the Education Act 1996 defines the meaning of “parent”.

- The issuing of Penalty Notices must conform to all requirements of the Human Rights Act 1998 and the Equality Act 2010.

- Section 444 of the Education Act 1996 makes it an offence if a parent fails to secure their child’s regular attendance at school at which they are registered, if that absence is not authorised by the school. Penalty Notices supplement the existing sanctions currently available under s444 Education Act 1996 or s36 Children Act 1989 to enforce attendance at school where appropriate.

- The Education (Penalty Notices) (England) (Amendment) Regulations 2024 For the purposes of this document the LA uses section 576 of the Education Act 1996 which defines “parent” in relation to a child or young person as including any person: who is not a parent but who has parental responsibility, or who has care of the child or young person. The LA, in line with the Department for Education, considers a “parent” to include:

- All natural (biological) parents, whether they are married or not;

- Any person who, although not a natural parent, has parental responsibility for a child or young person – this could be an adoptive parent, a guardian or other relative who has acquired parental responsibility.

- Any person who, although not a natural parent and does not have parental responsibility, has care of a child or young person. The LA reserves the right to issue a penalty notice to all persons defined as a parent(s) under the 1996 Education Act section 576 in relation to Unauthorised absence.

#### **Circumstances where a Penalty Notice may be issued:**

- A Penalty Notice can only be issued in cases of unauthorised absence.

- The presence of an excluded child in a public place at any time during school hours in the first five days of exclusion.

#### **Penalty Notices may be considered appropriate if one of the following criteria is met:**

- There is unauthorised absence of least 10 sessions (each school day contains two sessions) this may comprise of any unauthorised absence or late arrival at school or alternative provision over a rolling period of 10 school weeks, excluding school holidays. These absences do not need to be consecutive.

- If in an individual case the LA believes a penalty notice is appropriate, they retain the discretion to issue a penalty notice before the 10-session threshold is met. In such instances there must be at least 2 sessions of unauthorised absence in term time not authorised by the head teacher over a period of 10 rolling school weeks or any period of leave more than the period authorised by the head teacher.

- The presence of an excluded child in a public place at any time during school hours in that child’s first five days of exclusion. An “excluded child” is one who has been excluded/suspended from school for a given period under the Education and Inspections Act 2006.

A Penalty Notice will not be issued in respect of children in the care of the Local Authority with whom other interventions will be used.

#### **A 10-session period of unauthorised absences/lateness**

All state funded schools must consider whether a penalty notice is appropriate in each individual case where one of their pupils reaches the national threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks.

Penalty notices are intended to prevent the need for court action and should only be used where it is deemed likely to change parental behaviour, and support to secure regular attendance has been provided and has not worked or been engaged with or would not have been appropriate in the circumstances of the offence.

The local authority's (LA) decision on whether sufficient support has been provided before issuing a penalty notice should be treated as final.

The period of 10 school weeks can span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 unauthorised late arrival within the Autumn Term).

### **Other conditions.**

- 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 as detailed below.
- 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 this case where the criteria to issue a penalty notice is met for a third time within 3 years, alternative action will be taken instead. This will often include considering prosecution but may include other tools such as one of the other attendance legal interventions.
- In cases where there is more than one pupil in a family with unauthorised absences, Penalty Notices may be issued for more than one child.
- All Penalty Notices are entered onto a database maintained by the Local Authority to ensure that no duplicate Penalty Notices are issued.

### **Notice to Improve**

Where there are 10 sessions of unauthorised absence or late arrival in a rolling period of 10 school weeks the school may request the local authority to issue a Notice to Improve to a parent.

A Notice to Improve is a final opportunity for a parent to engage in support and improve attendance before a penalty notice is issued.

A Notice to Improve does not need to be issued in cases where support is not appropriate and a school can choose not to use one in any case, including cases where support is appropriate, but they do not expect a Notice to Improve would have any behavioural impact.

The Notice to Improve should include:

- Details of the pupil's attendance record and details of the offences.
- The benefits of regular attendance and parents' duty under section 7 of the Education Act 1996.
- Details of the support provided so far.
- Opportunities for further support and the option to access previously provided support that was not engaged with.
- A clear warning that a penalty notice may be issued, or prosecution considered if attendance improvement is not secured within the improvement period.

- A clear timeframe for the improvement period of between 3 and 6 weeks. This is at the discretion of the local authority
- Details of what sufficient improvement within that timeframe will look like.
- The grounds on which a penalty notice may be issued before the end of the improvement period.

### **Excluded and suspended pupil seen in a public place during school hours**

The parent of the pupil must ensure that the pupil is not present in a public place at any time during school hours on a day that he / she is excluded or suspended, up to and including the first 5 days or, where it is for a fixed period of 5 days or less, any of the days to which the exclusion relates.

If the pupil is present in a public place at any time during school hours on a school day specified above, the parent commits an offence under section 103 of the Education and Inspections Act 2006 and is liable, on summary conviction, to a fine not exceeding level 3 on the standard scale.

In such cases the school should provide to the LA:

- A copy of the letter sent to parent(s) pursuant to s.104 of the Education and Inspections Act 2006 warning them to ensure that the child is not permitted to be present in a public place in the first five days of exclusion.
- Robust and reliable evidence in the form of a witness statement, stating how the child is known to the witness, where the child was seen including the date and time.

Please note if the case is contested the witness may be required to give evidence in court.

### **Truancy Sweep**

A Penalty Notice will only be issued after due consideration, when all facts are known and the threshold for serving the notice has been met.

Information should be given to anyone stopped on a truancy sweep (pupil and/or parent) about the possible support and sanctions used to address non-attendance.

### **Criteria for withdrawing Penalty Notices:**

Once issued a Penalty Notice may be withdrawn if Staffordshire LA is satisfied that:

- The Penalty Notice was issued to the wrong person.
- The use of the Penalty Notice did not conform to this Code of Conduct.
- The Penalty Notice contained material errors.
- The evidence demonstrates that the Penalty Notice should not have been issued, e.g. medical evidence.

If a parent believes one of the above criteria to withdraw a penalty notice has been met, this should be raised with the LA immediately, by contacting:

Head of Attendance and Inclusion

Childrens and Families

1 Staffordshire Place

Stafford

ST16 2DH

Email - [Penaltynoticeenquiries@staffordshire.gov.uk](mailto:Penaltynoticeenquiries@staffordshire.gov.uk)

This will then be investigated, and the parent(s) informed of the outcome either to withdraw or uphold the penalty notice.

- (1) Please note - in the case of a material error the penalty notice may be re-issued with the appropriate corrections made by email.

### **Payment of Penalty Notices:**

- Arrangements for payment will be detailed on the Penalty Notice.

- Payment of a Penalty Notice discharges the parent's liability for the period in question therefore:
  - they cannot subsequently be prosecuted under other enforcement powers for the period covered by the Penalty Notice.
  - they cannot subsequently appeal the penalty notice as the matter is then considered closed.
- The LA retains any revenue from Penalty Notices to cover enforcement costs and other functions of the local authority which serve to support the regular attendance at school of registered pupils.
- Payments will not be accepted in part or by instalments.

### **Non-payment of Penalty Notices:**

Non-payment of a Penalty Notice will trigger the fast-track court prosecution process under the provisions of section 444(1) of the Education Act 1996. Parents will be sent Single Justice Papers by post, which will explain the process and which they must then complete and post to the Court address given.

### **Policy and Publicity**

- Identifying information about Penalty Notices issued to particular parents or specific children should not be made public;
- School attendance policies should include information on the issuing of Penalty Notices, and this should be available to parents;
- The LA will include information on the use of Penalty Notices and other attendance enforcement sanctions in promotional or public information material.

### **Reporting & Review:**

Staffordshire LA will:

Report at regular intervals to the head teacher forum groups (Primary, Secondary, Middle and Special) and Staffordshire Police on the deployment and outcomes of Penalty Notices. Make regular reports to Staffordshire County Council on attendance matters which will include Penalty Notice use; and review Penalty Notice use at regular intervals and amend the Code of conduct as appropriate.

### **ABSENCE CODES**

<b>Code</b>	<b>Description</b>	<b>Statistical meaning</b>
<b>/</b>	Present am	Present
<b>\</b>	Present pm	Present
<b>B</b>	Educated off site	Approved activity
<b>C</b>	Other authorised circumstances	Authorised absence
<b>D</b>	Dual registration (i.e. pupil attending another establishment)	Approved activity
<b>E</b>	Excluded	Authorised absence
<b>F</b>	Extended family holiday (agreed)	Authorised absence
<b>G</b>	Family holiday ( <b>not agreed or days in excess</b> )	Unauthorised absence
<b>H</b>	Annual Family Holiday (agreed)	Authorised absence
<b>I</b>	Illness (not medical or dental appointment)	Authorised absence
<b>J</b>	Interview	Approved activity
<b>L</b>	Late (before registration closed)	Present
<b>M</b>	Medical / Dental	Authorised absence
<b>N</b>	No reason yet provided for absence	Unauthorised absence
<b>O</b>	Unauthorised absence	Unauthorised absence
<b>P</b>	Approved sporting activity	Approved activity
<b>R</b>	Religious Observance	Authorised absence
<b>S</b>	Study Leave	Authorised absence
<b>T</b>	Traveller absence	Authorised absence
<b>U</b>	Late (after registers closed)	Unauthorised absence
<b>V</b>	Educational visit or trip	Approved activity
<b>W</b>	Work experience	Approved activity
<b>X</b>	DCSF # school closed to pupils	Attendance not required
<b>Y</b>	Enforced closure	Attendance not required
<b>!</b>	DCSF! Non compulsory school age absence	Attendance not required
<b>#</b>	School closed to pupils and staff	Attendance not required
<b>*</b>	DCSF Z pupil not on roll	Attendance not required
<b>-</b>	All should attend – no mark recorded	No mark