



# Holly Park School Attendance Policy

## **Links to the UN Rights of the Child**

### **Article 28**

Every child has the right to an education. Primary education must be free. Secondary education must be available for every child. Discipline in schools must respect children's dignity. Richer countries must help poorer countries achieve this.

## **I. Introduction**

Regular school attendance is essential if children are to achieve their full potential. We believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community. Holly Park School strongly discourages absence from school unless absolutely essential, in keeping with the Local Authority's aim to maximise the potential of all pupils.

At Holly Park School, we recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour and inclusive learning. This policy also takes into account the Equality Act 2010.

There is a legal requirement for children to be at school. Therefore, school staff have the right to ask parents why their child is not in school if: they have been away for a period, are planning to take them out of school for a period or if they come into school asking to remove their child from school on that day. As a school, we need to know where children are when they should be in school.

We rate attendance as outlined below.

<b>Excellent</b>	100%
<b>Very Good</b>	97- 99%
<b>Good</b>	96%
<b>Satisfactory</b>	95%
<b>Unsatisfactory</b>	Under 95%
<b>Cause for Concern</b>	Less than 90%

**Government expectations are that pupil school attendance should be in line with National Average. The National Average is 96%. This applies to all children of statutory school age.** Statutory school age commences the beginning of the term after a child's fifth birthday. However, we encourage all children to be in school, irrespective of their age and for parents to abide by our attendance policy and everything set out within it. This is good practice and helps the child to settle well in school.

Pupil attainment and achievement depend on regular attendance at school. Any absence leads to missed learning and other experiences and may cause difficulties with social relationships. School attendance is a whole school issue as well as a Safeguarding issue.

### **The cumulative impact of missing school:**

<b>If your child's attendance during the school year is...</b>	<b>your child would have lost approximately ...</b>	<b>or they would have missed approximately...</b>
95%	9 days	45 lessons
90%	19 days	95 lessons
85%	29 days	145 lessons
80%	38 days	190 lessons
75%	48 days	240 lessons
70%	57 days	285 lessons
65%	67 days	335 lessons

Under current government legislation, all absence figures, together with the reasons for absence have to be reported to the Schools Governing Body, Local Authority (LA), and the Department for Education (DfE).

## **2. Legal Framework**

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive sufficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

The Education (Pupil Registration) (England) Regulations 2006, require all schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register must record whether the pupil was:

- present;
- absent;
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.

The Education (Pupil Registration) (England) Regulations 2006 allowed headteachers to grant leave of absence for the purpose of a family holiday during term time in “special circumstances” of up to ten school days leave per year. Headteachers could also grant extended leave for more than ten school days in exceptional circumstances.

**Amendments to these 2006 regulations, which came into force on 1 September 2013**, removed references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that - Headteachers may not grant any leave of absence during term time unless there are **exceptional** circumstances

### **3. Categorising Absence**

All absence (except for illness) including taking children out early on a school day **requires permission** from the school ahead of the known absence. Permission should be sought by filling in the exceptional leave of absence forms, which are available on the school website. These forms should be filled in ahead of any absence. Medical appointments do not need this form filled in, but medical appointment confirmation should be provided in advance.

#### **Authorised and Unauthorised Absence**

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Every half-day absence from school has to be classified by the school as either **Authorised or Unauthorised**. This is why information about the cause of each absence is always required.

#### **Authorised Absences**

Authorised absences are mornings or afternoons away from school for the following reasons:

##### **Illness**

In most cases a telephone call from the parent informing the school that their child is ill is acceptable. Parents may be asked to provide medical evidence where there are repeated absences or longer periods of absence due to illness. This will usually be in the form of an appointment card, prescription etc but could be in the form of a doctor’s note.

##### **Medical/Dental Appointments**

Parents are advised where possible to make routine medical and dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day. Parents should show the appointment card to school. Holly Park School recognises that there will be occasions when children need to attend clinical sessions on a regular basis, for example for counselling.

### **Other Authorised Circumstances**

This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement, visiting a parent in prison, music or ballet exams, secondary school tests or interviews or because of a part-time timetable agreed as part of a reintegration package.

Parents are asked to complete the *Application for Special Leave of Absence Form* on such occasions to **ask for permission** and hand in to the school ahead of the actual appointment.

### **Religious Observance**

Holly Park School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance. It is reasonable for a parent to allow their children not to attend school on a day of religious observance if the day is recognised by the parent's religious body.

Parents are asked to request permission to be absent for a day for reasons of religious observance by completing the *Application for Special Leave of Absence Form*.

### **Medical and Related Conditions**

At Holly Park we automatically treat illness as authorised absence and with the local authorities' help, support pupils' education throughout their illnesses. We also have an understanding and sensitive approach to children who may have periods of absence due to disability or long-term ill health. Please contact the Head, Deputy or SENco if you wish to discuss your child's attendance and punctuality in this context.

### **Excluded (No alternative provision made)**

Exclusion from attending school is counted as an authorised absence. The child's class teacher will make arrangements for work to be sent home.

### **Unauthorised Absence**

Unauthorised absences are those where the parents have been unable to provide a satisfactory explanation to the school or where no permission has been granted by the school. These include the following:

### **Family Holidays and Extended Leave**

In line with the amendments to the **Education (Pupil Registration) (England) Regulations 2006** which came into force on 1 September 2013 (outlined in Section 2 of this Attendance and Punctuality Policy), all requests for holiday during school time will be refused. Parents taking their children out of school for the purpose of a holiday need to be aware that they may be liable for sanctions such as a Penalty Notice, a fine or a court summons issued by the Local Authority. Headteachers may not authorise long absences for family occasions such as weddings, special birthdays of family members, visiting family abroad, sick relatives etc. Such occasions are not an opportunity to tack on a holiday. The cost issue is a matter for families, not the school.

### **Time out of school to attend privately funded tutoring/teaching/sports/music sessions and other activities**

Permission will not be given to parents wishing to take their children, during school time, to attend such sessions.

### **Absences which have not been properly explained**

All absences will be treated as unauthorised unless a satisfactory explanation for the child's absence has been received.

Lateness after the close of registers will be recorded as an unauthorised absence and only recorded as authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment. The absence will be recorded as **unauthorised** if the pupil has arrived late without justifiable cause, for example, if they woke up late.

Other examples of unsatisfactory explanations include:

- A pupil's/family member's birthday
- Having their hair cut
- Closure of a sibling's school for INSET (or other) purposes
- "Couldn't get up"
- Illness where the child is considered well enough to attend school.

### **4. Exceptional Leave of Absence**

The Headteacher may consider authorising Exceptional Leave of Absence for:

- when a family needs to spend time together to support each other during or after a crisis;
- exceptional 'once in a lifetime' experiences eg accompanying a family member to the Houses of Parliament, Buckingham Palace etc for a ceremony;
- time necessary to attend out of school exams eg music, drama etc;
- time necessary to attend interviews/entrance examinations for other schools;
- time necessary to attend occasional out of school extra-curricular opportunities such as scout or brownie camp;
- time necessary to attend an interview / assessment / entrance examinations / 'step up' day at another school (
- time necessary to attend an embassy for passport / visa renewals;
- other **exceptional** family reasons.

The Headteacher will take the following into account when considering a request for term time Exceptional Leave of Absence:

#### **Time of year**

- no exceptional leave of absence will be authorised during the first 2 weeks in Sept (unless there are truly exceptional circumstances);
- no exceptional leave of absence will be authorised for pupils in Y2 and Y6 during the first half of the summer term prior to & during statutory assessment periods;
- no exceptional leave of absence will be authorised for pupils in Y1 during the statutory Phonics Screening Week (this also applies to any Y2 children who are having to re-take the Phonics Screening from the previous year);
- exceptional leave of absence will not be authorised at the beginning and ends of school holidays since there is sufficient time provided in the school calendar for families to arrange their travel arrangements (this is called *topping and tailing*)

#### **Impact on learning**

The individual needs of the child will be taken into account as well as any impact the holiday leave may have on their learning, especially if they are receiving extra provision and resources.

### **Circumstances of the request**

Cheaper travel arrangements or convenience cannot be considered as a valid reason for term time absence.

### **Similar and repeated request in the child's school career**

Leave of Absence will not automatically be authorised in a following year even if requested with the same reason.

### **School Year Group**

Holidays will not be authorised for pupils in any year group unless there are truly exceptional circumstances involved.

## **5. Punctuality and Lateness**

Punctuality is essential. If a child misses the start of the day they can miss important teaching and vital information concerning the school day. Children arriving late can also disrupt lessons; it can be embarrassing for the child and can also encourage absence. Good time keeping is a vital life skill which will help our children as they progress through their school life and out into the wider world.

## **6. How we manage Attendance and punctuality**

- School starts at 8:55am. The playground is open from 8:45am.
- We ask parents/carers to ensure their child is in school in plenty of time to line up in the playground with their class.
- Arrival after the class line has gone in at 9am means that any child arriving must come into school office and be reported late by the adult bringing them.
- Parents are responsible for signing children in the late book (including their arrival time & reason for lateness).
- Registers are taken every morning by class teachers at 8.55am and afternoon (after lunchtime play) using the official registers on the school's Information Management System with the legal attendance and absence codes.
- On the first day of a child's absence, parents contact the school (telephone or email) by 9:00am to explain why their child is absent. A record of this communication, including date and time, is made in the register.
- The Pupil Support Officer is responsible for the checking the correct entry of data into the school's registers regarding all pupil absences.
- Pupils arriving late but before the close of registers are recorded as **late** but counted as present for that session.
- After the close of registers, late arrival is recorded as an **unauthorised absence** unless there is an exceptional circumstance (eg traffic hold up due to a traffic accident; severe weather conditions; exceptional family circumstances on that day etc).
- Pupils out of school but attending therapy /specialist education appointments are recorded in the register as present (this is classified as, *attending education off-site*)
- Pupil attendance will be reported at IEP review meetings if necessary, at Parents' Evening meetings and on the annual school report.

- The admissions register and the attendance register must be available for inspection during school hours when requested.
- School register records are legal documents, submittable as evidence in legal proceedings and are kept in school for seven years after the year group has left.

If parents know their child is going to be late for **any** reason, they should let the school office know.

On arrival, after the close of register, pupils must immediately report to the school office to ensure that we can be responsible for their health and safety whilst they are in school.

Punctuality also applies to parents picking up children at the end of the day. The end of the school day is **3.30pm**, and if a child is not picked up by 3.40pm, the class teacher will bring the child to sit outside the school office.

If a child is collected late from school a record will be kept by the school.

### **Persistent Lateness**

Parents of children who persistently arrive or are collected late will:

- Be sent a letter asking the parent to explain the lateness and requesting that punctuality is maintained
- Be invited to a meeting with a member of the Senior Management Team if there is no improvement
- Be referred to the Education Welfare Officer and/or Social Services where persistent lateness occurs without an acceptable reason.

## **7. The Education Welfare Service (EWS)**

The Education Welfare Service is responsible for supporting good school attendance and high standards of pupil welfare. They have a duty on behalf of the Local Authority to ensure that parents/carers make sure that their children attend school regularly.

The school is nearly always successful in resolving issues of absence/lateness with parents/carers before the school's designated Education Welfare Officer has to become involved. However, if such issues cannot be resolved the school will discuss the case with the EWO.

It is the EWO who supports the school with individuals who are having difficulties with attendance or punctuality and together we will decide on what appropriate action should be taken e.g. meeting in school, phone call, letter or referral. The EWO will then be involved with monitoring the situation with the school until attendance or time keeping improves or the decision is taken for further action to be undertaken by the Local Authority. This can include Penalty Notices, Education Supervision Orders in the Family Proceedings Court, Prosecution in the Magistrates Court and deletion of the child from the school register.

## **8. Monitoring of Absence and punctuality**

### **DAILY MONITORING AND FOLLOW UP**

- We ask all parents to contact the school office by 9:00am to explain a child's absence including the specific details of any sickness.

- For reasons of Safeguarding (Child Protection), this also applies to Reception children below statutory school age so that we can account for the whereabouts of any children not present in school.
- For reasons of Safeguarding (Child Protection), we operate a 'First Day Calling' policy - parents are telephoned on the first day of a pupil's absence if they have not contacted the school by 9.00am to explain their child's absence.
- When the office cannot get hold of either parent of an absent child, the office will call all emergency contacts available to ascertain the child's whereabouts.
- If it is not possible to ascertain the whereabouts of a missing pupil, a text (and/or) email will be sent on the same day to the child's parent(s) requesting contact be made with the school office as soon as possible to explain the child's absence.
- The school office always brings to the Headteacher's immediate attention (or the Deputy Headteacher in her absence) any unexplained pupil absence or any absence explanation that is felt to require further investigation.
- Where necessary, the Headteacher (or Deputy Head in her absence) makes investigatory telephone calls to follow up an unexplained or suspicious absence.
- If neither parent has contacted the school for five days, but it is understood from other sources (eg extended family; friends etc) that the children are safe but absent from school without authorisation, the school will make an immediate referral to the Education Welfare Service for investigation.
- Where there are concerns as to the safety or welfare of the child, the school will endeavour to contact parents via a home visit. This may be done in conjunction with Barnet Education Welfare Service, Children's Social Care, Health Services or the Police where appropriate.
- After a few days authorised sickness absence (normally two to three days), the school office calls families of children absent due to sickness to enquire after the child's welfare. This may be followed up with a telephone call from the Headteacher or Deputy Head to discuss when the child can return to school.

#### **WEEKLY MONITORING AND FOLLOW UP**

- The School Pupil Support Officer meets with the Headteacher regarding all matters of pupil attendance. This includes bringing to the Headteacher's attention any recent parental requests for their child/ren's absence from school.
- The School Pupil Support Officer monitors and reports weekly to the Headteacher, whole school and individual class attendance and any concerns regarding punctuality.
- Parents of any children who are late more than twice in a single week period, are contacted

#### **HALF-TERMLY MONITORING AND FOLLOW UP**

- The Headteacher reviews the register entries every half-term.
- A detailed statistical examination of attendance and punctuality figures takes place every half-term. This includes whole school figures as well as pupil groups eg year groups, SEN pupils, children eligible to receive the Pupil Premium etc.
- We send letters to families each half-term to recognise good and / or improving attendance as well as to note any concern regarding attendance or punctuality.

#### **TERMLY MONITORING AND FOLLOW UP**

- The school reports whole school termly attendance figures.



- The Headteacher reports termly attendance figures (including fixed term exclusions) to the Governing Body including statistical data of pupil groups, the SMT and SIT.

### **ANNUAL MONITORING AND FOLLOW UP**

- Each child's % attendance and punctuality is recorded on their end of year reports and will be passed on to future schools as necessary.
- Once a term, a link governor will meet with the Headteacher / Pupil Support Officer to review the school's Attendance and Punctuality monitoring procedures.
- The Headteacher reports annual attendance figures to the Governing Body including statistical data of different pupil groups (SEN, Pupil Premium etc). This includes data regarding any fixed term exclusions and Fixed Penalty Notices etc.

### **MONITORING AND FOLLOW UP FROM TIME TO TIME**

- Parents of pupils with attendance and / or punctuality concerns that are not improving will be asked to meet with the Headteacher (at Parents' Evenings or another occasion) to discuss ways of improving their child's attendance.
- We discuss with the Barnet Education Welfare Service, any child whose attendance / punctuality is causing us concern, for example multiple absences due to long term sickness or frequent sickness.
- Any case of a Persistent Absenteeism (90% attendance or below) with concerning reasons for the absences (including sickness) is **always referred** to the Barnet EWO.
- When considered necessary, we complete case studies regarding the monitoring of pupil attendance and punctuality.
- Regarding Reception children not yet of statutory school age (reached the beginning of the term after the child's fifth birthday), we have the same exceptions regarding attendance and punctuality as we do of statutory school aged children.
- When requested, the school sends attendance figures, including those of persistent absenteeism, to Barnet and / or the Department for Education.
- When required, improvement targets for attendance and punctuality are set in the School Improvement Plan.

Referrals to the EWO will also be made in the following circumstances:

- After 10 consecutive days of unauthorised absence
- For any pupil with below 85% attendance where at least some of this is unauthorised
- After 15 sessions of authorised absence in a 5-week period that is not supported by medical evidence. The EWO will take such a referral on the condition that no further absence will be authorised by the school
- When a pupil fails to return after 5 days following a fixed term exclusion
- For any child on the Child Protection Register with unauthorised absence of 5 days, or when the designated teacher for Child Protection has any concern at all about the reasons given by the parent for absence, or immediately if concerns warrant it
- When parents have notified the school in writing that they are educating the child at home
- Where the school has been notified that the pupil will be unable to attend school for a period of time due to medical reasons. This may include pupils who have undergone surgery or are about to be discharged from hospital and who will not be well enough to attend school for a period of time. In such circumstances, the LEA

may provide home tuition (a consultant's letter indicating that the pupil is not likely going to be able to attend school is usually required).

## **9. EXPECTATIONS**

At Holly Park School we believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, pupils and the wider school community. Therefore:

### **We expect that all pupils will:**

- attend school every day
- attend school punctually
- attend appropriately prepared for the day

### **We expect that all parents/carers will:**

- be aware of this policy and plan their family holidays accordingly
- ensure regular school attendance and be aware of their legal responsibilities
- ensure that their child arrives at school punctually & prepared for the school day
- ensure that they contact the school **daily** of absence or if known in advance, whenever their child is unable to attend school
- contact school promptly whenever any problem occurs that may keep their child away from school
- notify school immediately of any changes to their contact details or their nominated emergency contact details
- arrange holiday travel in accordance with the published school calendar
- arrange return flights such that their children can recover sufficiently before returning to school so as to avoid having to take an additional day off school
- arrange out of school appointments to minimise school absence

### **We expect that the school will:**

- manage all pupil attendance matters in accordance with this policy
- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
- 
- provide a welcoming atmosphere and a safe learning environment
- provide a sympathetic response to any child's or parent's concerns
- keep regular and accurate records of attendance and punctuality, following up any concerns when necessary
- contact parents when a child fails to attend and no message has been received to explain the absence
- encourage good attendance and punctuality through a system of reward and recognition as well as robust monitoring, intervention and prevention
- regularly inform parents of the % attendance of all pupils
- set targets to improve school attendance
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions

- liaise with other schools and the LA in order to share best practice regarding school attendance
- liaise with the LA Education Welfare Team regarding any serious concerns
- regularly report to the Governing Body regarding issues of pupil attendance
- set holiday dates that allow sufficient time to return from abroad for school start

**We expect that the Governing Body will:**

- Ensure that the importance and value of good attendance is promoted to pupils and their parents
- Annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy
- Ensure that parents are aware of the Attendance Policy
- Identify a member of the governing body to lead on attendance
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with
- Agree school attendance targets each year
- Monitor the school's attendance and related issues through termly reporting at Governing Body Meetings
- Ensure that attendance data is reported to the Local Authority or Department of Children, Schools and Families as required and on time
- Ensure that the Senior Management Team lead on attendance
- Ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions

**10. Encouraging Good Attendance And Punctuality**

- Punctuality as a class is rewarded in assembly each week with the award of Punctuality Parrot for the class with the least number of lates. This is also recorded in the newsletter each week.
- Attendance as a class is rewarded in assembly each week with the award of Attendance Alligator for the class with the highest attendance. This is also recorded in the newsletter each week.
- 100% attendance for individuals is rewarded at the end of each half term with stickers .
- 100% attendance is rewarded at the end of the year with a certificate and a badge.
- The SMT greet all children and families in the morning as the school doors open.
- We have monthly values (see our Value Curriculum) some of which may link to improving pupil attendance and punctuality.
- We have a display about school attendance in the playground
- We award a trophy to the class with the highest attendance each half term

- We send letters to families each half term to recognise good and / or improving attendance.
- We award bronze (96 – 97.9%), silver (98% - 99.9%) & gold (100%) certificates each term to pupils regarding their attendance.
- This attendance policy is available to parents on the school website as well as in the New Pupil Starter Pack. It is also distributed from time to time to families via email and is available in hard copy for those families who require it.
- Notices regarding attendance and punctuality appear regularly in the newsletter.
- Where appropriate, we work with external welfare agencies (eg Barnet Education Welfare Team; Barnet Children’s Services,) to support families in improving their child/ren’s attendance and / or punctuality.
- Where necessary, we include attendance and / or punctuality targets on a child’s IEP (Individual Education Programme).

## **11. The Referral Process**

Referrals to the EWO from the school will be made in writing or in electronic format (CAF) and will be accompanied with a completed attendance record.

In terms of pupils on the Child Protection Register, the school will not delay in making a referral simply because the referral form has not been completed. A telephone referral will be made in these particular circumstances; this call will then be followed up by a written referral.

## **12. Using Attendance Data**

Pupil’s attendance will be monitored regularly by the EWO and the school Pupil Support Officer. Attendance will be discussed at Senior Management Team meetings and at governor Staffing and Pupil Welfare Committee meetings each term. Information may be shared with the Local Authority and other agencies if a pupil’s attendance is a cause for concern.

The Pupil Support Officer will provide the Headteacher, with weekly class attendance data and individual attendance data for each pupil. The list will be presented in numerical descending order with the highest attendees at the top. This pupil level data will be used to trigger school action.

Attendance and punctuality data will also be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment. These will be monitored and evaluated by the school’s Governing Body.

We will share attendance data with the Department for Children, Schools and Families and the Local Authority as required. All information shared will be done so in accordance with the Data Protection Act 1998.

## **13. Support Systems**

At Holly Park School, we recognise that poor attendance is often an indication of difficulties in a child’s life. This may be related to problems at home and/or in school. Parents should make us aware of any difficulties or changes in circumstances that may affect their child’s attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help us to identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to attain/maintain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.

We will implement a range of strategies to support improved attendance, these will include:

- Discussion with parents and pupils
- Attendance report cards
- Referrals to support agencies
- Friendship groups
- PSHE
- Family learning
- Reward systems.

#### **14. Legal Sanctions**

Where poor attendance continues, even after the interventions outlined in this policy, the Local Authority will apply the following legal sanctions:

**Fixed Penalty Notices (Anti-Social Behaviour Act 2003)** - Section 23 of this Act gives powers to the Local Authority and other designated bodies to issue Penalty Notices where a parent/carer is considered capable but unwilling to secure an improvement in their child's school attendance.

The Headteacher will consider requesting Fixed Penalty Notices be issued for unauthorised absences such as:

#### **Absence without the school's permission. This includes:**

- taking children out of school without permission on the day(s) immediately preceding or following a school holiday (*topping and tailing*);
- taking children out of school after having a request for absence NOT authorised;
- taking children out of school at any other time without permission;
- A pupil is absent from school for the purpose of a holiday in term time
- A pupil has accumulated 20 sessions of unauthorised absence in any six-week period
- A pupil has been late (after 9.30am) for 12 or more sessions in any six-week period and further unauthorised absence/lateness has occurred following written warning to improve

#### **Unauthorised lateness to school**

The Barnet Code of Practice (September 2015) advises that an FPN be issued in situations where a child has six unauthorised lates in any four-week period.

#### **Failing to improve a child's poor attendance.**

A parent fails to improve his or her child's school attendance following casework carried out by the Education Welfare Officer or equivalent member of staff appointed by the principal of an academy.

#### **Inadequate parental supervision of excluded pupil**

A parent fails to ensure that his or her child is adequately supervised during the first five days of a fixed-term exclusion.

In such a case each parent/carer receives a Penalty Notice for their child who has unauthorised absences, and/or persistent lateness after the registers close. A Penalty Notice gives the parent the opportunity to discharge themselves of their legal responsibility if a £60 fine is paid within 28 days or £120 if paid within 42 days of the date the Notice was issued. If the penalty is not paid in full by the end of 42 days the LA must either prosecute for the offence or withdraw the notice. This prosecution is for the offence of failing to secure attendance at school not for non-payment of the fine.

If prosecution is proven this can attract a range of fines up to £2500 and/or a range of disposals such as Parenting Orders, Community Sentences or custody, depending upon circumstances.

### **Application to the Family court for an Education Supervision Order**

This can be granted for up to 12 months. Parents will be legally obliged to comply with the directions/advice given by the Education Welfare Officer and if they do not, the matter may be referred to the Magistrates Court. The consequence of this could include a fine or in an aggravated offence imprisonment. In addition, if there is a persistent non-compliance with directions/advice, then it is a legal requirement that the Local Authority Children's Social Care Department investigate.

### **Prosecution**

Where all other intervention, including Penalty notices and/or Education Supervision Orders, fail to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education. Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child and if he/she is a registered pupil at a school and is of compulsory school age, and then they are guilty of an offence.

### **Fines are as follows:**

Education Act 1996 s.444 (1) - Magistrates can fine each parent up to £1,000 per child, plus prosecution costs and impose a Parenting Order.

Education Act 1996 s.444 (1A) - Persistent Absence - Magistrates can fine each parent up to £2,500 per child, impose Parenting Orders/Community Rehabilitation Order and/or impose a period of imprisonment of up to 3 months

## **15. Changing Schools**

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

- A pupil can be removed from Holly Park School role when the following information has been received:
  1. The date the pupil will be leaving the school and starting the next.  
If not known already, the contact details of the new school (address, telephone number and email address).
  2. Confirmation from the receiving school that they will be receiving the pupil on role and from when.

3. A new home address if appropriate.

- The pupil's school records (and UPN number where appropriate) will then be sent to the new school.

In the event that a child leaves the school with no confirmation of what school they are moving to or where they are living, the school will refer the family to the Local Authority Education Welfare team as well as the MASH Safeguarding team

## **Document Control**

### **Revision History**

Version	Revision Date	Revised By	Revision
1.0	Autumn 2013	Ann Pelham	Written
1.1	Summer 2014	S&PW Committee	Amended, adopted & ratified
1.2	Summer 2015	S&PW Committee	Amended, adopted & ratified
1.3	Summer 2016	S&PW Committee	Amended, adopted & ratified
1.4	Summer 2017	S&PW Committee	Amended & ratified
1.5	January 2018	Ann Pelham	Updated after attending Barnet Attendance Conference
1.6	Summer 2018	S&PW Committee	Amended & ratified
1.7	Summer 2019	S&PW Committee	Amended & ratified
1.8	Summer 2020	S&PW Committee	Amended & ratified
1.9	Summer 2021	S&PW Committee	Amended & ratified

### **Signed by**

	Name	Signature	Date
Headteacher	Ann Pelham		
Chair of Governors	Tim Graveney		

### **Distribution**

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<ul style="list-style-type: none"> <li>• Staff via school server</li> <li>• Parents via Website</li> <li>• Governors via committee meetings</li> </ul>

Date for next review

Summer 2022