



Chipping Sodbury School

Attendance Procedure

Approved by	LGB
Approved on	September 2022
Review date	September 2023
Linked policies	Safeguarding Child Protection Supporting Students with Medical Conditions

ATTENDANCE POLICY

Rationale

Chipping Sodbury School is committed to excellent attendance. Positive attendance plays a significant part in the key predictors of student performance in school. We work hard to ensure all students in our care attend full time education and support the improvement of students whose attendance causes concern. In particular, we endeavour to raise awareness of the impact of poor attendance on student attainment, amongst students, parents and staff.

Regular school attendance is essential to ensure the best outcomes for all students. By “regular” our policy is that all students attend each and every day that they are expected to attend. There may be exceptional circumstances when absences may be agreed in line with national attendance code guidance.

Aims

- To achieve excellent attendance.
- To meet the annual school attendance target.
- To reduce the number of unauthorised absences.
- To reduce the number of persistent absent students i.e. those with under 90%.
- To reduce the number of unnecessary term time absences.
- To engage all students, parents and staff by raising awareness of their responsibilities in relation to attendance.
- To monitor closely, trends and patterns of attendance in order to identify attendance concerns early on.
- Maintain awareness of attendance expectations through clear communication with students, parents and staff.
- Engage the support of the Education Welfare Service to support internal monitoring processes.
- To work in partnership with parents and other agencies (**via the EHAP**) to address any underlying causes/difficulties which are impacting on attendance.

Engaging with parents and carers

We believe regular attendance is so important in ensuring best outcomes for our students that we will review our attendance performance each term. We will regularly look at the students where there is a pattern of absence. Where a child has a pattern of broken weeks, we will contact parents/carers and may arrange to meet and review progress. There is clear national evidence that children who are in receipt of free school meals attend less than other students. We will ensure that support to ensure attendance of all students who are in receipt of free school meals is prioritised.

Legislation and Guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE’s statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE’s guidance on the [school census](#), which explains the persistent absence threshold.

General Guidelines

- Attendance expectations are set out through the home – school agreement, staff handbook, school website link, the “attendance matters” leaflet and newsletter and other updates.
- Parents hold the responsibility to ensure their child arrives at school in good time.
- All students must be in their tutor base by 8.45am for registration. Gates will be closed at 8.45am promptly.
- Parents are required to inform the school of absence on the first day and each day of absence.
- Unexplained absences will be followed up on the first day when information has NOT been received from the parent.
- **The automated IRIS REACH truancy call system will usually be the first method of contacting parents when absences remain unexplained.** The first contact number on our system will be used, unless an alternative is requested by the parent.
- Period 5 will be used to record the PM registration requirements and students are required to be in the lesson by 2.10pm.
- Students arriving after 8.45am must sign in the late book via reception, before making their way to tutor / lesson time.
- Students arriving late for AM or PM registration are recorded as late – ‘L’. The number of minutes late must be recorded. If the reason for the lateness is not accounted for i.e. no parental contact or the bus was not late, we will send a “late text” to inform parents of their child’s tardiness.
- Students arriving late, after 9.10am and 2:10pm will be given a “U” code (late after the registers have closed). This counts as an unauthorised absence.
- Students who need to leave during the school day must complete the signing out sheet in reception after presenting a note from their parent/carer/s.
- Students are not permitted to leave the school site at lunch time without a lunch pass. Lunch passes will be issued via the Head of House on receipt of a lunch pass request form completed and signed by a parent.

Taking registers

All schools have a legal duty to register all students in the attendance register. This will be taken at the start of the first session in the morning and at the start of the second session. The register will be coded according to national guidelines. Where there is a pattern of absence and no clear supporting evidence of acceptable reasons for absence, this will be marked as unauthorised.

Punctuality

A student who is late arriving by up to 25 minutes from the start of registration will be marked as “late” in the attendance register. It is believed that a student arriving late will not receive the best outcomes. Arriving late can be unsettling for the student and may cause classroom disruption. Students who arrive late more than twice in one week will be set a detention relevant to the amount of late marks accrued within one week and parents/carers will be contacted. Persistent lateness may trigger a School Attendance Meeting (SAM) where parents/carers will be invited in to school to meet with the Behaviour and Attendance Lead or Deputy.

A student who arrives after the register has closed will be marked as absent, using the appropriate code.

Electronic registers will be marked by tutors during morning registration and the class teacher during session 2. For each period:

- It is essential that the correct codes are used when marking registers (see attendance codes below);
- Registers taken during Periods 1 and 5 must be submitted within 5 - 10 minutes from the start of the lesson. Registers taken during Periods 2, 3 and 4 must be submitted within 15 minutes from the start of the lesson;
- Paper back-up registers will be stored centrally in the school office by the Attendance Clerk.

Attendance Codes

- 'N' code used to record unknown absences.
- 'O' to be used when a child is absent from school without authorisation. If the school is not satisfied with the reason given for absence it should be recorded as unauthorised.
- 'L' to be used for late during registration or up to 9.10am and 2:10pm
- 'U' to be used for late after registration has closed, after 9.10am or 2:10pm, or for students who are persistently late. This is an unauthorised absence.

Safeguarding

First Day of Absence Call

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

Adults with parental responsibility are legally answerable for ensuring regular attendance. Parents/carers will be contacted on the first day of an unexplained absence. A truancy call will be made to the relevant contact details of the parents/carers of any child who is absent where no contact/reason has been given by the parents/carers. It is the responsibility of parents/carers to ensure all contact details are up to date.

Where absences are of concern and all attempts to engage have failed, a referral will be made to the Access and Response Team for further investigation.

Term time request for absences

Head teachers may not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances' (from 1st September 2013, amendments to the Education (Pupil Registration) (England) Regulations 2006) for example: children of service personnel who are about to go on deployment. Accordingly, the school will not authorise absence for term-time holidays and this type of absence will be recorded as unauthorised and likely to be subject to a fine.

All requests for term time absence should be sought from the Deputy Headteacher via a request form. The form should be returned to school at least two weeks before the requested date where possible. The school will consider each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Headteacher's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments;
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart;
- Traveller students travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the student is attending educational provision.

Threshold for parent contact

Action will be taken to engage with parents:

1. Where there are five broken or incomplete weeks in each old-style term (autumn, spring, summer). A broken week is one where there is at least one late or absence mark in the register;
2. Where attendance is below 95% over a term;

- Where there have been repeat late or U code marks with or without other attendance concerns.

For example:

Threshold for parent engagement	Term 1-2	Term 1-4	Term 1-6
Broken Weeks	5 Broken Weeks	10 Broken Weeks	15 Broken Weeks
Percentage	95%	95%	95%

At this point closer monitoring will take place with relevant letters/requests being sent home. A supportive School Attendance Meeting may be arranged and targets put in place.

Removing students from roll

Students can only be removed from a school roll for the following reasons:

- The student is enrolled at a new school and the new school confirmed enrolment.
- The student has left the area and not been enrolled at another school. The student is a Child Missing Education 'CME'. The school should make enquiries about the whereabouts of the student and refer to the EWO if appropriate for a home visit. If it is clear that the student has left the area a referral needs to be made to Fran Bennett, the current CME Officer in South Gloucestershire
- The student is 'Electively Home Educated' (EHE) – a parent should make the request to home educate their child in writing, clearly saying that this is their wish. This letter should be passed onto the South Gloucestershire Council where home visits will be set up. The current EHE Officer in South Gloucestershire is Emma Varney 01454 863880. Emma's email address is emma.varney@southglos.gov.uk

Education Welfare Service Attendance Procedures

- The attendance monitoring group will follow the procedure set out by the LA guidance.
- School attendance meetings are held if there is a concern about a student's absence. Any further concern could result in formal procedures involving the LA (appendix 3)
- A penalty notice may be used for Y11 students, if poor attendance persists and court proceedings are not deemed possible.
- Penalty fines will also be imposed when holiday is taken in term time and the pupil's unauthorised absence is more than 10 sessions (5.5 days) or more. This includes cases where, because of exceptional circumstances, up to 5 days absence has been authorised when it would not be usual policy to do so. Any extension beyond the agreed time will render the whole period unauthorised. Penalty Fines for holidays are not preceded by attendance meetings.
- A penalty notice request may be made to the local authority for any student with unauthorised absence coded as "U", "G" or "O" (appendix 1 & 2).

Continued medical absence

- Continued medical absences must, where ever possible, be supported by some medical evidence. e.g. appointment card, prescription, doctor's note.

Health and Attendance. LA guidance

In order to ensure health needs are addressed, the school will take full account of the health needs policy as set out in the following link:

[Supporting a child with medical needs in school | South Gloucestershire \(southglos.gov.uk\)](https://www.southglos.gov.uk/supporting-a-child-with-medical-needs-in-school)

Where illness is a clear reason for a pattern of absence with supporting information (for example repeat reference to medical aspects by young person, parent/carer, prescription information, medical appointment cards, information from other health professionals) an Individual Health Care Plan will be put in place in line with the South Gloucestershire Council Medical Needs Policy (see link above)

Where there are occasional absences such as for sickness and diarrhoea, there is no requirement for medical supporting information. For repeat absences government guidance will be followed and agreed to absences where there is appropriate medical supporting information.

Absences which are not agreed by the school (Unauthorised)

The 1996 Education Act requires parents/carers to ensure children attend school regularly and punctually. Where patterns of absence or broken weeks have been identified and where there are unauthorised absences, parent/carers and the young person will be contacted to engage in a process to improve attendance. Where efforts to address attendance do not lead to a reduction in unauthorised absence, consideration will be given to a formal legal process.

Legal sanctions

Schools can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age. If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the Headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year;
- One-off instances of irregular attendance, such as holidays taken in term time without permission;
- Where an excluded pupil is found in a public place during school hours without a justifiable reason.

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

Roles and Responsibilities

The Governing Body

The governing body is responsible for monitoring attendance figures for the whole school. This is reported through the Headteachers' Report to Governors 3 times each year. It also holds the Headteacher to account for the implementation of this policy. A link governor for attendance will meet with the Behaviour and Attendance Lead on a regular basis to monitor the implementation of this policy and attendance patterns.

The Headteacher

The Headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors. The Headteacher will review requests for term time absence. He/she also supports other staff in monitoring the attendance of individual students and issues fixed-penalty notices, where necessary.

The Behaviour and Attendance Lead and Deputy

- Monitors attendance data at the school and individual student level;
- Identifies patterns of poor attendance and initiates appropriate action with parents/carers;
- Meets regularly with the named governor for attendance and provides appropriate information for governor's meetings (where required);
- Implements this policy consistently working with Heads of House and tutors;
- Works with education welfare officers to tackle persistent absence.

The Attendance Officer

- Ensures the attendance register is accurately maintained on a daily basis, instigates IRIS Reach and follows up attendance matters with tutors, teachers and parents/carers.

- Reports concerns about attendance to the Behaviour and Attendance Lead or the Headteacher.
- Arranges calls and meetings with parents to discuss attendance issues.

Tutors/Teachers

Tutors are responsible for recording attendance on a daily basis during morning registration, using the correct codes, and submitting this information accurately and on time.

Monitoring

- The Attendance Monitoring Group *will meet each term to discuss attendance related issues and review data. (*the Deputy Headteacher) Regular meetings will take place between the Education Welfare Officer (EWO) for the school and Deputy Headteacher.
- The EWO will also meet regularly with the Access Centre Manager.
- Concerns about student attendance will be dealt with by following a standard procedure (flow diagram attached).
- The Education Welfare Service (EWS) will be involved when the school strategies to encourage attendance are not successful.
- EWS attendance procedures will be implemented in line with LA guidelines.
- Truancy sweeps of EWS and police personnel may take place periodically.
- Excellent and improved attendance will be recognised.
- This policy will be monitored by the Governors' School Committee who will also appoint a governor representative with attendance responsibility.

THE CODES

- / \ Present
- B Educated off site (NOT Dual registration)
- C Other authorised circumstances (not covered by another appropriate code/description)
- D Dual registration (i.e. pupil attending other establishment)
- E Excluded (No alternative provision made)
- F Extended Family Holiday (agreed)
- G Family Holiday (NOT agreed or days in excess of agreement)
- H Family Holiday (agreed)
- I Illness (NOT medical or dental etc. appointments)
- J Interview
- L Late (before registers closed)
- M Medical/Dental appointments
- N No reason yet provided for absence
- O Unauthorised Absence (not covered by any other code/description)
- P Approved sporting activity
- R Religious observance
- S Study leave.
- T Traveller absence
- U Late (after registration closed)
- V Educational visit or trip
- W Work experience
- X Untimetabled sessions for non-compulsory school-age pupils
- Y Enforced closure
- Z Pupil not on roll
- # School closed to pupils

APPENDIX 1

South Gloucestershire Council Code of Conduct (Revised September 2013) Penalty Notices for unauthorised or irregular attendance at school or exclusion from school

*The Education (Penalty Notice) (England) Regulations 2006
As amended by The Education (Penalty Notice) (England)(Amendment) Regulations 2012
And The Education (Pupil Registration) (England) Regulations 2013*

Rationale and overview of Penalty Notices

The purpose of this code of conduct is to ensure that Penalty Notices are applied consistently and fairly across the local authority area and that arrangements for their issue and administration are suitable.

A Penalty Notice (herein called the 'Notice') is a fine issued and administered solely by South Gloucestershire Education (Statutory) Service within the Education Learning and Skills Division behalf of the local authority. Head teachers (or nominated deputies) and the chief officer of police for the area may request a Notice to be issued by the local authority.

1. Any Notice issued must comply with the local code of conduct.
2. The amount of the penalty to be paid is:
 - a. £60 where the amount is paid within 21 days of receipt of the Notice or
 - b. £120 where paragraph a) does not apply but where the amount is paid within 28 days of receipt of the Notice.
3. Where the Notice is served by first class post, service is deemed to have been affected (unless the contrary is proved) on the 2nd working day after posting.
4. Payment is made to the local authority issuing the Notice. Revenue generated from the Notices will be used to cover the costs of issue and enforcement and the cost of prosecuting recipients who do not pay, any sums not used for this purpose will be forwarded to the Secretary of State.
5. Within this code of conduct 'parent' is as defined in Section 576 of the Education Act 1996.
6. A Notice is a method by which a parent may discharge potential liability for conviction of an offence either under:
 - a. Section 444 of the Education Act 1996 or
 - b. Section 103 of the Education and Inspections Act 2006
7. If the Notice is not paid in full before the expiry of the period for paying it, the local authority will instigate a prosecution or else withdraw the Notice. Part payment will not be accepted.
8. A Notice may only be withdrawn in cases in which the authority determines the Notice:
 - a. ought not to have been issued
 - b. ought not to have been issued to the person named
 - c. contains material errors
9. A Notice may be issued to each parent of a child
10. A maximum of 2 Penalty Notices may be issued per parent, per child in a 12-month period

Unauthorised or Irregular attendance at school

- a) A Notice is a method by which a parent may discharge potential liability for conviction of an offence under Section 444 of the Education Act 1996

- b) Notices may be issued in cases where more than 10 sessions of unauthorised absence accumulate in a 7-week period (i.e. 70 possible sessions of attendance at school).
- c) In cases where pupils are not expected to be present for every morning and afternoon session (e.g. attendance at a Pupil Referral Unit), proportionality will be used to determine whether or not a Notice may be issued. This will be approximately equivalent to 85% attendance (or less) in a 7-week period where some or all of the absences are unauthorised.
- d) A warning letter that a Notice may be issued should be sent, giving parents 15 days to affect an improvement.
- e) In circumstances of unauthorised holidays in term time it is expected that schools will have made every effort to warn their parents that they may receive a Penalty Notice if the holiday is taken without authorisation. No letter of warning giving parents 15 days to affect an improvement is required in these circumstances.
- f) Schools must regularly ensure that information regarding unauthorised absence from school and Penalty Notices is available to parents.

Exclusion from school

Section 103 of the Education and Inspections Act 2006 places a duty on parents in relation to an excluded pupil. A parent must ensure that their child is not present in a public place during normal school hours without reasonable justification for any of the first 5 days of each and every fixed term and permanent exclusion. If a parent fails in this duty, a Penalty Notice may be issued. Section 104 of the Act requires schools to notify parents in writing that they are responsible for the child during these specified days.

- i. A Notice is a method by which a parent may discharge potential liability for conviction of an offence under Section 105 of the Education and Inspections Act 2006.
- ii. School hours are defined as 'a school session or the break between sessions on the same school day'
- iii. A public place means a highway or any other public place to which the public has access. A school is not a public place for this purpose.
- iv. Reasonable justification may include medical emergencies and hospital or other medical appointments. Shopping for clothes or food would not generally be considered reasonable. It is the parent's responsibility to prove reasonable justification.
- v. Parents will be given the opportunity to provide reasonable justification prior to the issue of a Notice.
- vi. Information will be collected by the Local Authority in order to establish whether or not an offence has been committed.
- vii. If the Notice is not paid in full before the expiry of the period for paying it, the local authority will instigate prosecution or else withdraw the Notice.

A Notice should not generally be issued for a first offence, a parent should receive a warning that a Notice may be issued if the pupil is found on a second or subsequent occasions. An exception to this may be that the parent is particularly blameworthy or their attitude to the offence is negligent.

Administration for the Penalty Notice is co-ordinated by the Education (Statutory) Service within the Education Learning and Skills Division.

This code of conduct has been drawn up in line with The Education (Penalty Notice) (England) (Amendment) Regulations 2013, the original Code was drawn up in consultation with Headteachers, Governors and the police, this version is to reflect a statutory amendment and therefore further consultation was not required.

APPENDIX 2

South Gloucestershire Council Code of Conduct (Revised September 2013) Penalty Notices for unauthorised or irregular attendance at school or exclusion from school

The Education (Penalty Notice) (England) (Amendment) Regulations 2012 and The Education (Pupil Registration)(England)(Amendment) Regulations 2013

Guidance for Schools

Penalty Notices may be requested by the Head Teachers of all local authority-maintained schools and academies in South Gloucestershire and will be issued and administered by South Gloucestershire Council. They may be issued to one or both parents/carers regarding each of their children if more than 10 sessions of unauthorised absence accumulate in a 7-week period (i.e. 70 sessions of possible attendance at school). A session is a morning or an afternoon. Any person with day to day care of the child may be issued with a Notice; this could include grandparents, step-parents and partners.

It is important to note that it is the Head Teacher's responsibility to decide whether or not to authorise an absence. Absence must be accurately recorded and it is an offence not to maintain accurate registers.

Schools must regularly ensure that information regarding unauthorised absence from school and Penalty Notices is available to parents and it should be contained in relevant policies (eg Attendance policy) student planners, newsletters, open day and new starter information packs.

Other than for holidays in term time, the decision regarding the issue of a Penalty Notice will be taken as part of the legal process between the school and local authority (ie at Attendance Panels and Reviews).

The following are examples when Penalty Notices are most likely to be issued:

1. For holidays taken in term time (G code):
2. For lateness after the register has closed (U code)
3. For afternoon absences eg where pupils have left the school site and not returned for afternoon registration
4. During Year 11
5. Occasional absences not authorised by the school

More serious absence will generally be dealt with via a prosecution under Section 444 of the Education Act 1996 or by application for an Education Supervision Order.

1. Holidays taken in term time

Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

The local authority strongly urges parents not to take their children out of school for family holidays. Under the new regulations a Head Teacher can agree to a holiday in term time only where there are 'exceptional circumstances.' No holiday should be agreed unless the Head Teacher is satisfied that there are such exceptional circumstances.

When a holiday is taken and the school has not authorised the absence, the school may request that the LA issues a Penalty Notice. Before requesting this, the school must ensure that, as far as possible, the parent was aware that this may occur. Requests for Notices should be made by the school and signed by the Head Teacher or nominated Deputy as soon as possible after the holiday is taken. This should be no longer than 15 school days following the pupil's return. Although parents will have been warned that a Notice may be issued if they chose to continue with the holiday, no caveat regarding 15 days to affect an improvement will be given. If a school has grounds for suspecting a holiday has been taken without a request being received and they have recorded the absence as unauthorised, a Notice may be issued.

2. Lateness after the register has closed

Schools must have a clear policy about the time that the registers will close. DFE guidance suggests that this should be approximately 30 minutes after the start of the day but schools may vary this. Parents will normally have been invited to school for a meeting to discuss lateness and an action plan agreed. Parents should be issued with a warning to affect an improvement prior to the receipt of a Notice.

3. Absence in the afternoons

Parents will normally have been invited to school for a meeting to discuss absence and an action plan agreed. Parents should be issued with a warning to affect an improvement prior to the receipt of a Notice.

4. During Year 11

If poor attendance was prevalent in Year 10 and a School Attendance Meeting has taken place prior to the pupil starting year 11, Attendance Panels and Reviews should be pursued during terms 1 to 2. If attendance deteriorates during terms 1 – 4, with no prior meetings, action should still be taken to try and address the issues. A Penalty Notice should be considered if the situation does not improve. Parents should be issued with a warning prior to the receipt of a Notice.

5. General Non-School attendance. Repeated absences

All unauthorised absence should be addressed by the school with the parent. Schools should request a meeting with parents where there are a high number of 'broken weeks'*. A request for a Penalty Notice Warning letter may be made in exceptional circumstances where school attendance is a concern and where it is felt to be more appropriate than a prosecution. (Note: Non-payment of a Penalty Notice may still result in prosecution. Section 444 1996 Education Act)

*Broken weeks – incomplete weeks with one or more absence.

Penalty Notices cannot be issued:

- If the request does not comply with the South Gloucestershire code of conduct
- if the child is not of statutory school age
- if there are 10 sessions or less of unauthorised absence in a 7-week period (70 sessions)
- if the child is in the care of the local authority (unless the pupil is still living at home)
- if there is no evidence that the school made the parents aware that a Notice may be issued

1. Penalty Notice relating to exclusion

The Education and Inspections Act 2006, Section 103, places a duty on parents in relation to an excluded child.

Penalty Notices relating to exclusion became a new power available to local authorities from 1st September 2007. A parent must ensure their child is not present in a public place* during school hours** without reasonable justification during the first 5 days of each and every exclusion from school. These days are known as 'specified days of exclusion'

* *Public place means any highway or any place to which the public has access (a school is not a public place for this purpose)*

*** school hours are defined as 'a school session or a break between sessions on the same school day'*

A Penalty Notice is a fine issued by the [Quality Assurance Senior Advisor](#) on behalf of the local authority and administered by the Department for Children Adults and Health.

2. The Introduction of Penalty Notices

Penalty Notices are amongst the interventions available to promote better behaviour and attendance. Good behaviour and regular attendance at school are essential to improve a child's educational prospects and to avoid putting them at risk of criminal and anti-social behaviour.

3. The Meaning of 'reasonable justification'

The local authority will carefully consider reasons given by the parent if a child is found in a public, prior to issuing a Penalty Notice. A medical emergency, hospital appointments and other medical appointments may be considered reasonable but a pupil found shopping is unlikely to be.

4. Fines Payable

The fine is £60 if paid within 21 days of receipt of the notice; rising to £120 if paid within 28 days. The payment must be made in full – part payments will not be accepted - details of how to pay are printed on the Penalty Notice.

5. No Right of Appeal

There is no right of appeal against the Penalty Notice but if you believe it to be wrongly issued you should immediately contact:

The Senior Education Officer (Penalty Notices)
South Gloucestershire Council
Department for Children, Adults & Health
Education, Learning and Skills Division
PO Box 1955
Council Offices
Castle Street
Thornbury
Bristol BS37 0DE

6. Failure to pay (Penalty Notice for Exclusion)

If a parent/carer has not paid the Penalty Notice in full before the 28 days allowed, the local authority is required to commence legal proceedings in the Magistrates Court for the original offence of failing to ensure a child is not in a public place during the 'specified days of exclusion'.

If found guilty under Section 103 of the Education and Inspections Act, the parent carer could receive a fine of up to £1,000

7. Failure to pay (Penalty Notice for School Absence)

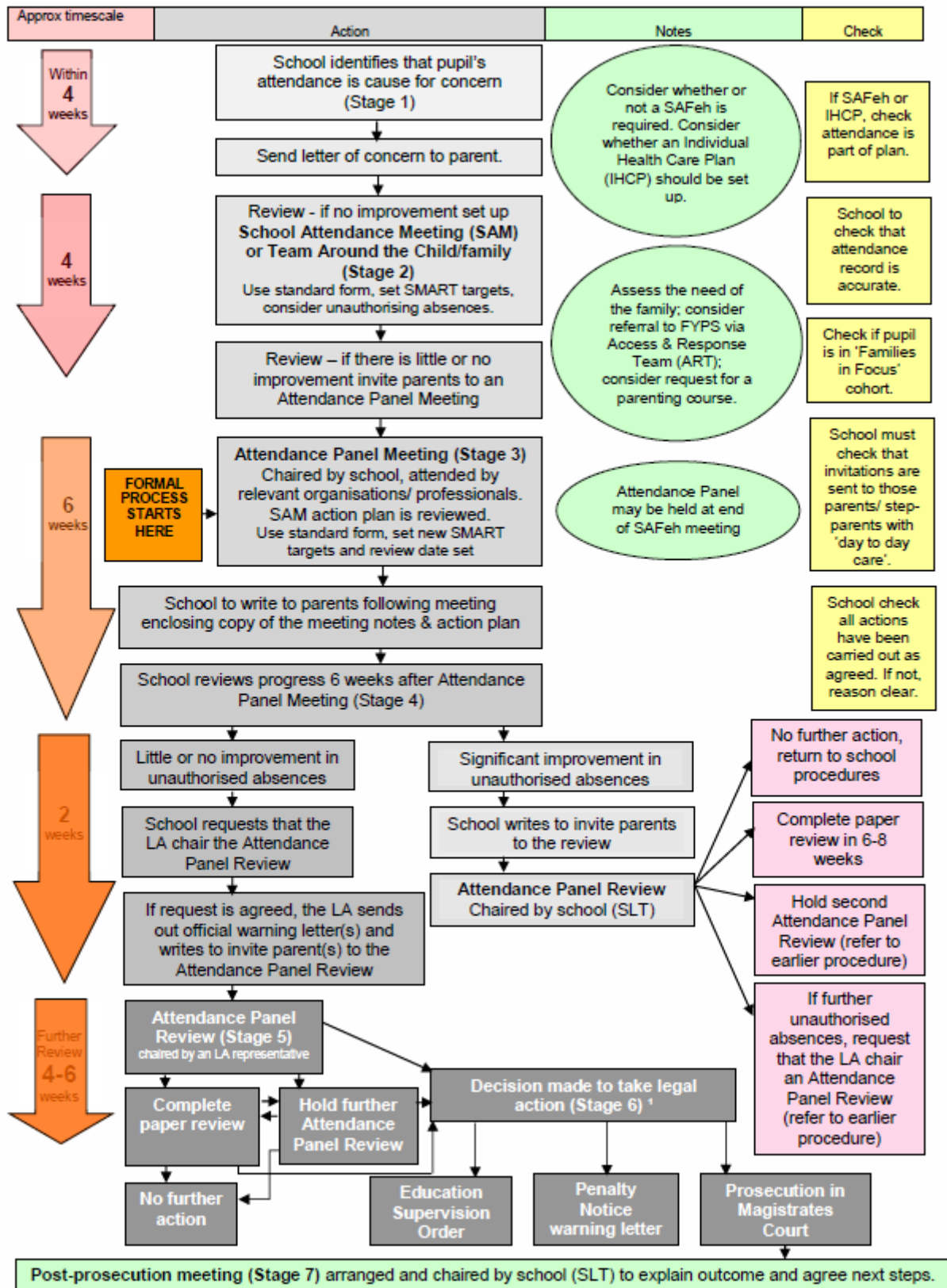
If a parent/carer has not paid the Penalty Notice in full before the 28 days allowed, the local authority is required to commence legal proceedings in the Magistrates Court for the original offence of failing to ensure a child attends school.

If found guilty under Section 444 of the 1996 Education Act, the parent/carer could receive a fine of up to £1,000 or other sentencing options available to the court.

APPENDIX 3

South Gloucestershire - Formal Attendance Process Amended April 2016

Appendix 1



* Where a school has commissioned the Education Welfare Service (EWS), Integra Schools, the Education Welfare Officer may complete the S.9 witness statement. When a school has not commissioned the EWS, Integra Schools, the Headteacher will complete the S.9 witness statement; the Senior Education Officer (SEO) will also complete a S.9 witness statement. The SEO is available to provide advice to the Headteacher in writing their witness statement.

APPENDIX 4

SPECIAL CIRCUMSTANCES

The school recognises and embraces the cultural heritage of the showman families. In order to accommodate the unique lifestyle of showman families and to support them to ensure children from these families achieve the best educational outcomes the school has consulted with these families and the LA to establish the following:

- Attendance for children from showman family's needs to be at least 200 sessions in a 12 month period.