



# Sandridge Primary School

## Attendance Policy



***BASED ON THE MODEL LOCAL AUTHORITY POLICY  
ON SCHOOL ATTENDANCE ISSUE No 10 DATED SEPT 2017***

The policy was ratified by the Governing Body on 12<sup>th</sup> November 2018.

This policy will be reviewed in full by the Governing Body on a three yearly basis.

It is due for review in November 2021.

Signature

Date 12<sup>th</sup> Nov 2018

Headteacher

Signature  
Chair of Governors

Date 12<sup>th</sup> Nov 2018

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### **1. Introduction**

Hertfordshire County Council is committed to achieving excellent levels of attendance for individual children, individual schools and for Hertfordshire as a whole. Underpinning this commitment is the belief that if children attend school regularly and punctually they will be best able to take full advantage of the educational opportunities available to them.

Hertfordshire County Council is committed to openness and equality of opportunity in every activity, from the way we employ staff to the way we deliver services. It is a central responsibility of members, managers and employees of the County Council to ensure that every individual that we come into contact with is treated with dignity and respect.

### **2. Statement of Intent**

Hertfordshire County Council expects Children's Services, Integrated Services for Learning and all schools to work closely together in partnership with parents in order to achieve excellent levels of school attendance and punctuality for all pupils.

### **3. Responsibilities – Parents and Carers**

Parents are responsible in law for ensuring that their children of compulsory school age receive an efficient education suitable to their age, ability, aptitude and any special educational needs that they may have. Most parents fulfil this responsibility by registering their children at a school.

Parents whose children are registered at a school are responsible for ensuring that their children attend and stay at school.

Parents should:-

- ensure that their children arrive at school on time, appropriately dressed and ready to learn
- instil in their children an appreciation of the importance of attending school regularly
- ensure that they are aware of this policy
- impress upon their children the need to observe the school's code of conduct
- take an active interest in their children's school career, praising and encouraging good work and behaviour and attending parents' evenings and other relevant meetings
- work in partnership with their children's school to resolve issues which may lead to non-attendance
- notify their children's school if they are absent. This should be done on the first day of absence. They should also provide an explanation for the absence. This explanation should be confirmed - preferably in writing - when the children return to school

- avoid arranging medical/dental appointments during school hours
- not book holidays during term time

#### **4. Responsibilities - Schools**

Schools are responsible for supporting the attendance of their pupils and for dealing with problems that may lead to non-attendance.

Schools are required to call attendance registers –

Attendance registers are legal documents that may be required as evidence in court cases.

Registers must be taken at the beginning of each morning and once during the afternoon session. They should ensure that pupils can be accounted for in an emergency and that a pupil removed from the school at lunchtime will not go unnoticed.

Registers must record whether each pupil is present; attending an approved educational activity; absent; or unable to attend due to exceptional circumstances. In the case of a pupil of compulsory school age who is absent the register must also indicate whether the absence has been authorised by the school.

Registers should open and close at regular, set times and this information should be publicised to parents: at Sandridge School, morning registers close at 9:05a.m and afternoon registers; 12:55p.m (Rec & KS1) & 1:15p.m (KS2).

When calling the register the appropriate mark and/or symbol should be placed against each pupil's name - gaps should not be left so that entries can be made later. In marking registers, schools should use the national set of symbols as advised by the Department for Education (see Appendix 2).

When the reason for a pupil's absence cannot be established at the beginning of a session, the absence should be recorded as unauthorised and any subsequent correction to the register made as soon as practicable after the reason for the absence has been established.

Schools should:-

- work actively to maximise attendance rates - both in relation to individual pupils and for the pupil body as a whole - as one of their key tasks
- have clear policies in place to address persistent absence
- have clear policies in place to address the attendance of vulnerable groups
- support parents in ensuring the regular and punctual attendance of pupils and promptly respond to any issue which may lead to non-attendance
- be sensitive to the needs of individual parents and this should be reflected in the way in which attendance issues are addressed. Schools should

recognise that some parents have difficulty understanding written communications. They should also recognise the reluctance of some parents to come into school.

### Punctuality

Schools should take steps to actively encourage excellent levels of punctuality. Lateness should be monitored and followed up.

School policies, brochures and website should clearly state the time at which each school session begins and finishes, including the time at which registers open and close. Schools should not keep a register open for the whole session.

When a pupil arrives late and the register is still open he/she should be marked as 'late' but counted as present for that session.

When a pupil arrives after the register has closed and parent provides a satisfactory explanation, he/she should be marked as 'authorised absent' for that session using the correct code.

When a pupil arrives after the register has closed and parent fails to provide a satisfactory explanation, he/she should be marked as 'unauthorised absent' for that session. (Code U)

When a pupil arrives late having missed registration, his/her presence on site should be noted in a book in the school office for purposes of emergency evacuation, etc.

### School Attendance Policy

Schools are not required to have an attendance policy but are encouraged to do so.

Good practice suggests that the following should be taken into consideration when writing a school attendance policy:-

- ensure that legal requirements are met
- give a high priority to attendance and punctuality
- name the SLT member with overall responsibility for attendance (Miss Lisa Roberts; Headteacher)
- identify clear channels of communication with parents
- identify what is considered as authorised/unauthorised absence
- make provision for first-day of absence contact
- contain clear procedures to identify and follow up all absence

- prioritise the importance of early intervention
- identify a range of strategies to encourage whole school attendance
- promote the setting of targets for individual pupils, form groups etc.
- establish systems for rewarding good/improved attendance
- be sensitive to individual pupils' needs
- be alert to critical times ( e.g. secondary transfer )
- establish procedures for re-integrating long-term absentees
- establish clear lines of communication with outside agencies
- ensure that all staff adopt a consistent approach in dealing with absence and lateness
- provide for effective primary-secondary liaison
- inform and involve governors
- ensure that good practice is identified and disseminated
- explain how attendance information will be shared with parents (newsletters, website etc)
- be reviewed at regular intervals
- make clear to parents that it is the school - not the parent - which authorises an absence.
- make clear to parents what is, and is not, acceptable as reasons for absence
- state how lateness, both before and after closure of registers, is recorded and monitored
- make clear that leave is granted only in exceptional circumstances
- address attendance from a whole school perspective. Actively promote the link between attendance and achievement
- encourage all staff - including ancillary and administrative staff - to see attendance as part of their responsibility
- actively address all issues - such as bullying – which may lead to non-attendance
- notify the Local Authority of any pupils of compulsory school age who fail to attend school regularly, have irregular attendance, or have 10 or more consecutive school days absence without the school's

permission. Schools are also under a safeguarding duty, under Section 175 of the Education Act 2002 to investigate any unexplained absences ( <http://www.thegrid.org.uk/info/welfare/attendance.shtml> )

### **5. Responsibilities – ISL Attendance Team**

The ISL Attendance Teams fulfil the statutory duty of the County Council in enforcing regular school attendance. In doing so it enables schools and parents to meet their respective responsibilities.

Each school in Hertfordshire has a link Attendance Improvement Officer (AIO) who can work with the school.

The Attendance Teams will offer the following services:-

#### **ATTENDANCE DUTY SYSTEM**

A dedicated telephone line through which schools can contact an LAAO between the hours of 9.00 am to 1.30 pm, Monday to Friday.

Types of enquiries may include –

- school issues e.g. register coding, holiday absence etc.
- enquiries relating to a pupil
- 10 day absence returns
- request for Early Intervention letters
- FPN enquiries
- Removal from Roll enquiries
- requests for referrals

#### **VISITS TO SCHOOLS**

All schools have a named link LAAO who can liaise with the school and undertake whole school work for their allocated schools.

#### **Whole School Attendance Overview**

The Local Authority Attendance Officer (LAAO) can work with relevant member(s) of staff to ensure your school is Ofsted ready. Any issues arising from this visit can inform targeted whole school work for the academic year, focussing on supporting your school to reduce PA and the absence of vulnerable groups.

Schools with high levels of PA may be subject to 'no notice' Ofsted inspections. Visit(s) can be used to analyse the school's data, discuss any school specific PA issues, and agree a strategy and action plans to address PA.

Data analysis is an important part of this process and LAAOs will support schools to analyse their attendance data and draw up plans to address any specific issues. Analysis may include:

- persistent absence
- absence profile
- use of register codes
- comparison of form groups in individual years
- percentage of absence due to holidays
- attendance of vulnerable groups
- types of absence e.g. a few pupils with significant absence or many pupils with occasional absence
- lateness after registers close
- year by year percentage attendance
- attendance trends – is attendance increasing or decreasing?

Other than engaging in casework there are a variety of supportive ways in which LAAOs can work with schools to increase attendance levels.

i) School Attendance Policies

Schools are not required to have an attendance policy, but are encouraged to do so to support consistent practice and effective communication of expectations around attendance.

ii) Parents' Evenings

LAAOs can play a key role in promoting school attendance at parents' evenings and new parent induction meetings.

iii) Attendance Surgeries

LAAOs can support schools by attending attendance surgeries, to meet with a number of pupils and parents where attendance or persistent absence has been identified as a concern and early intervention deemed an appropriate action to undertake.

iv) INSET

LAAOs may offer INSET/staff training. This may cover such issues as school attendance, the role of the LAAO, school-age employment and persistent absence.

v) Governors Meetings

LAAOs may attend governors meetings to explain various aspects of the work of the attendance team – case work, legal work, FPNs etc.

### Casework

Once a case has been accepted, the LAAO will undertake direct work with pupils and their parents. This may include:

- arranging meetings between the school, parents and pupils

- making home visits to assess the situation and determine what action needs to be taken
- offering specific support to parents and individual pupils, either at school or elsewhere
- facilitating meetings
- enabling the pupil and parents to access appropriate support from other services and agencies

Local Authority Attendance Officers will usually work with children whose absences have not been authorised. However, LAAOs may work with children whose absences have been authorised, such as persistent absentee (PA) pupils (see appendix 1).

### **6. The Use of Legal Action**

If a pupil, who is registered at a school, fails to attend that school regularly without a legitimate reason and attempts by the Local Authority Attendance Officer and the school fail to secure that pupil's return to regular attendance, the County Council will take legal action. A complaint may be laid against the parents in the Magistrates' Court under Section 444 of the Education Act 1996, or an Education Supervision Order relating to the pupil under Section 36 of the Children Act 1989 will be applied for. Any exceptional mitigating circumstances relating to the pupil's absence will be taken into account, when considering legal action. 'Exceptional mitigating circumstances' will be determined by the Central Attendance and Employment Support Team Manager on behalf of the Local Authority. 'Exceptional mitigating circumstances' might include the death of a close relative, certain medically recognised conditions, awaiting SEN placement, specific child protection concerns, change of provision. Legal proceedings can be considered at any stage if no progress has been made and no exceptional circumstances are deemed to exist.

If, after legal action has been taken, the child still fails to attend school regularly the LAAO may keep the case open and will, if appropriate, take further legal action at a subsequent date.

In cases where parents wilfully withhold a pupil from school, or persistently refuse to co-operate with efforts aimed at affecting a return to satisfactory school attendance, the ISL Attendance Teams will begin legal proceedings promptly on the grounds that no other course of action is available.

The Central Attendance & Employment Support Team Manager on behalf of the Local Authority will give approval before legal proceedings are commenced.

The Attendance Teams will consider applying for an Education Supervision Order when a parent finds it difficult to exercise an effective influence over a

child who has developed a pattern of poor attendance. Education Supervision Orders will not usually be applied for in relation to pupils in Years 10 or 11.

Before an application is made for an Education Supervision Order:

- other possible means of dealing with the pupil's poor attendance will be explored
- the attitudes of the parent and pupil towards the poor attendance, and their wishes as to how it should be dealt with, will be noted
- the Local Authority will be of the view that the Order will have a significant effect on the pupil's attendance at school

### **7. Education Related Penalty Notices for Parents of Truants**

Subsection (1) of section 23 of the Anti-Social Behaviour Act 2003 added two sections (444A and 444B) to section 444 of the Education Act 1996. These sections introduced penalty notices as an alternative to prosecution and enable parents to discharge potential liability for conviction for that offence by paying a penalty.

A penalty notice is a suitable intervention in circumstances of parentally condoned truancy, where the parent is judged capable of securing their child's regular attendance but is not willing to take responsibility for doing so. For example it could be used where a parent has failed to engage in any supportive measures. Sandridge School operates the Penalty Notice system (as of 1<sup>st</sup> December 2018).

Further information on penalty notices is available at <http://www.thegrid.org.uk/info/welfare/attendance.shtml> or from the local Attendance Team Manager.

### **8. School Attendance Orders**

If a parent fails to register a child of compulsory school age at a school (and he/she does not intend to educate the child otherwise than at school). The LA will serve a School Attendance Order under Sections 437 - 439 of the Education Act 1996. This requires the parent to register their child at a school named by the Local Authority.

### **9. Admission & Attendance Registers**

The rules governing the maintenance of registers, including removal from roll, are contained in the Education (Pupil Registration) (England) Regulations 2006 as amended 2010, 2011, 2013 and 2016.

It is important that the school's admission register is accurate and kept up to-date. Schools should regularly encourage parents to inform them of any changes whenever they occur, through existing communication channels such

as regular emails and newsletters. This will assist both the school and local authority when making enquiries to locate children missing education.

Where a parent notifies a school that a pupil will live at another address, all schools are required to record in the admission register:

- a) the full name of the parent with whom the pupil will live;
- b) the new address; and
- c) the date from when it is expected the pupil will live at this address.

Where a parent of a pupil notifies the school that the pupil is registered at another school or will be attending a different school in future, schools must record in the admission register:

- a) the name of the new school; and
- b) the date when the pupil first attended or is due to start attending that school.

All schools are required to notify the local authority **within five days** via school admissions - <http://www.intra.thegrid.org.uk/admissions/seam.shtml> when a pupil's name is added to the admissions register at a non-standard transition point. Schools will need to provide the local authority with all the information held within the admission register about the pupil. This duty does not apply when a pupil's name is entered in the admission register at a standard transition point – at the start of the first year of education normally provided by that school.

All schools are required to notify the Local Authority of any pupil of compulsory school age who fails to attend school regularly, or who has been absent for a continuous period of more than 10 school days, without a legitimate reason. This duty also extends to academies and independent schools.

For further guidance see - <http://www.thegrid.org.uk/info/csf/admissions.shtml>

### Responsibilities of the LAAO – Attendance Registers

#### Inspection of registers

Registers should be available for inspection during school hours by a Local Authority Attendance Officer when requested.

If the link LAAO is concerned that a school's registers have not been kept in accordance with the requirements of the relevant regulations he/she will:

- notify the Headteacher of the concern and request that the matter is addressed

- if no appropriate action is taken by the school, and the LAAO remains concerned, the Attendance Team Manager will address the concern with the Headteacher
- if the matter still remains unresolved, the Attendance Team Manager will write to the Headteacher formally noting the concern. A copy of this letter will be sent to the relevant ISL Area Manager and the County Lead for Access and Inclusion

### Registers - Retention

Registers should be kept in a secure place for a period of not less than 3 years.

When computerised registration systems are used a print-out of the register should be made not less than once a month. A print-out of the register relating to a particular school year should be bound in a single volume and retained for a period of not less than 3 years.

### Removal from Roll

There are strict grounds as to when schools may remove pupils from their admissions register. These are outlined in **Regulation 8** of the Education (Pupil Registration) Regulations 2006. Regulation 12(6) states that when a school has decided to delete a pupil's name from their admission roll they must notify their Local Authority as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This responsibility applies to all Maintained Schools, Academies, Free Schools, Studio Schools, University Technical Colleges, Education Support Centres and Independent Schools. Full guidance on Removal from Roll is available at - <http://www.thegrid.org.uk/info/welfare/attendance.shtml>

**If the pupil has left the school without explanation and there are concerns about the pupil's welfare please contact the local Attendance Team immediately.**

**If there are concerns that a pupil may be at risk of Child Sexual Exploitation or radicalisation please contact the local Attendance Team immediately.**

If a school is told that a pupil is leaving to attend another school, staff at the school of departure should establish the pupil's new address, the name and address of the new school and the date the pupil will start there. Confirmation should then be sought from the receiving school. When this information has been obtained, the school should complete a Removal from Roll form and return it to the local Attendance Team office. Whenever a pupil leaves a school a Common Transfer File (CTF) must be completed.

If a school is concerned about any aspect of a transfer or if a pupil has "disappeared" the matter should be drawn without delay to the attention of the Local Attendance Team.

Further guidance and a referral form is available at -  
<http://www.thegrid.org.uk/info/welfare/attendance.shtml>

### **10. Authorising Absence**

Only the school can authorise an absence. The fact that a parent has provided a note or other explanation (telephone call or personal contact) in relation to a particular absence does not, of itself, oblige the school to accept it, if the school does not accept the explanation offered as a valid reason for absence. If, after further investigation doubt remains about the explanation offered - or when no explanation is forthcoming at all - the absence should be treated as unauthorised and the parent informed.

Schools should communicate to parents their policies with regard to the notification and categorisation of absence. Some parents, such as those whose first language is not English or who do not read or write may experience difficulty in providing notes. In such cases schools should seek to make alternative arrangements.

Schools are encouraged to keep all absence notes for at least a term and when a pupil's absence is a cause for concern to retain the notes until there is no longer a concern.

#### Absence should be authorised if:

- the pupil is absent with leave (defined as 'leave granted by any person authorised to do so by the governing body or proprietor of the school')
- the pupil is ill or prevented from attending by any unavoidable cause
- the absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's parent belongs
- the school at which the child is a registered pupil is not within walking distance of the child's home; and no suitable arrangements have been made by the LA for any of the following: the child's transport to and from school; boarding accommodation for the child at or near the school; enabling the child to become a registered pupil at a school nearer to his/her home
- the pupil is the child of Traveller parents who are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending alternative provision
- there is a close family bereavement
- leave of absence has been applied for in advance and has been granted because of exceptional circumstances relating to the application. (Parents should be reminded that they cannot expect, as of right, that the school will grant leave of absence)
- leave of absence should be granted to allow a pupil to take part in a performance within the meaning of s37 of the Children and Young Persons Act 1963 (c) for which a child performance licence has been issued

Before granting a licence the local authority must be satisfied that the child's education will not suffer. A school letter is requested as part of the licence application as confirmation of this. If a school believes a child's education will suffer as a result of taking part in a performance they should provide reasons to the local authority in writing. The information must be specific to the child (saying for example that it is against school policy is not sufficient). If the school does not provide such information the local authority will issue the licence. The absence should be recorded as code C

Further guidance is available at -

<http://www.thegrid.org.uk/info/welfare/attendance.shtml>

- Absence should be unauthorised if no explanation is forthcoming from the parents or if the school is dissatisfied with the explanation

### **11. Administrative Codes**

There are a number of administrative codes which are not counted as a possible attendance in the school census. They must only be used in the circumstances described:

- Unable to attend due to exceptional circumstances (Code Y)

This code is collected in the school census for statistical purposes but is not counted as a possible attendance. It may be used when:  
the school site, or part of it is closed due to unavoidable cause; or  
the transport provided by the school or the local authority is not available *and* where the pupil's home is not within walking distance; or  
a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

- Not required to be in school (Code X)

is used to record sessions that non –compulsory school age children are not expected to attend.

- Pupil not on admission register (Code Z)

enables schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

- Planned whole or partial school closure (Code #)

should be used for closures that are planned or known in advance eg holidays, curriculum planning/training days (up to five per year) or the use of the school as a polling station.

- Different Term Dates for Different Pupils (Code #)

can also be used to record staggered starts or induction days. This is only acceptable where the school ensures that pupils not attending on that day are still offered a full education over the school year.

## **12. Approved Off-Site Educational Activity**

Pupils who are engaged in off-site educational activities should be recorded as attending (or absent from) an approved educational activity using the appropriate code.

The key features of approved educational activity are that they must be:

- educational *and*
- approved by the school *and*
- supervised by the school or someone authorised by the school

A pupil should be recorded as approved educational activity if he/she is attending:

- an approved work experience placement (Code W)
- a field trip or educational visit (Code V)
- an approved sporting activity approved by and supervised by someone authorised by the school (Code P)
- the pupil is attending an interview with a prospective employer, or another educational establishment (Code J)
- an off-site educational activity (Code B)

Note: The B code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. By using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils.

- Dual Registered – at another educational establishment (Code D)

Note: This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered. This code is not counted as a possible attendance in the school census. This code should be used where pupils are attending an ESC, hospital or special school on a temporary basis or for Gypsy, Roma and Traveller children where they are known to be registered at another school for the session in question. Each school should only record the attendance/absence for those sessions where the pupil is expected to attend. Schools must ensure that they follow up all absence in a timely manner.

## **13. Flexi-schooling**

Head teachers can agree to flexi-schooling arrangements where the parents take on the responsibility for their child's education for part of the school week. Head teachers are advised to consider any such requests from parents very

carefully before agreeing to them and are advised to draw up a written agreement with the parent. Where agreement has been reached, pupils should be marked authorised absent from school during periods when they are receiving home education. (Code C).

### **14. Part-time time-tables**

All pupils of compulsory school age are entitled to a full-time education. In exceptional circumstances there may be a need for a part time timetable to meet an individual pupil's needs. A part time timetable must be time limited and must not be treated as a long term solution and can only be made with parental agreement. The school should mark the sessions were the pupil is not expected to attend as authorised absence. (Code C).

Guidance on part-time timetables is available at -  
<http://www.thegrid.org.uk/info/welfare/attendance.shtml>

### **15. Requests for Family Holidays During Term time**

Amendments to the 2006 Pupil Registration (England) Regulations which come into effect on 1st September 2013 remove all references to family holidays and extended leave for holidays in term time. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. It is for the Headteacher to determine what constitutes exceptional circumstances and for them to determine the number of school days a child can be away from school if the leave is granted.

At the request from Headteachers the local authority has provided a standard letter to be handed to parents and carers to support the governing body and Headteachers in communicating their decision making regarding individual requests for leave of absence for holidays in term time. This is available on  
<http://www.thegrid.org.uk/info/welfare/attendance.shtml>

Further information and advice of school attendance including the use of the correct registration codes is available at [www.education.gov.uk](http://www.education.gov.uk)

The Education (Pupil Registration) Regulations 2006 and subsequent amendments in 2010, 2011, 2013 and 2016 is available at  
<http://www.legislation.gov.uk>

Further details information and advice on all aspects of school attendance in Hertfordshire is available at  
<http://www.thegrid.org.uk/info/welfare/attendance.shtml>

**Appendix 1**

**HERTFORDSHIRE COUNTY COUNCIL**

**Policy for Local Authority Attendance Officers working with children whose absence has been authorised**

- if the LAAO becomes concerned (through checking the attendance register) that a pupil has accumulated significant amounts of authorised absence this will be discussed with the relevant member of school staff
- if it is agreed that there is a concern about the pupil's attendance the school should share this concern with the parents
- if concerns about the pupil's attendance remain, the LAAO will consider asking the school to make a referral to the attendance team
- if a pupil is identified as being a persistent absentee (PA). Persistent absence is when a pupil enrolment's overall absence equates to 10 per cent or more of their possible sessions.

(Note: if a pupil's absence has been authorised by the school, the LA cannot cite that absence as evidence of non attendance under Section 444 of the Education Act 1996).

**Appendix 2****ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS**

<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>
/	Present (AM)	Present
\	Present (PM)	Present
<b>B</b>	Present at off site educational activity	Approved Education Activity
<b>C</b>	Leave of absence authorised by the school	Authorised absence
<b>D</b>	Dual registered at another educational establishment	Not expected to attend this session
<b>E</b>	Excluded (no alternative provision made)	Authorised absence
<b>G</b>	Holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
<b>H</b>	Holiday authorised by the school	Authorised absence
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised absence
<b>J</b>	Interview	Approved Education Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental appointments	Authorised absence
<b>N</b>	No reason yet provided for absence	Unauthorised absence
<b>O</b>	Other unauthorised absence	Unauthorised absence
<b>P</b>	Supervised sporting activity	Approved Education Activity
<b>R</b>	Day set aside exclusively for religious observance	Authorised absence
<b>S</b>	Study leave	Authorised absence
<b>T</b>	Gypsy, Roma and Traveller absence for occupational reasons	Authorised absence
<b>U</b>	Late and arrived after the registers closed	Unauthorised absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work experience	Approved Education Activity
<b>X</b>	Not required to be in school (non-compulsory school age pupils)	Not counted in possible attendances
<b>Y</b>	Unable to attend due to exceptional circumstances	Not counted in possible attendances
<b>Z</b>	Pupil not on admission register	Not counted in possible attendances
<b>#</b>	School closed to all pupils (Planned)	Not counted in possible attendances

Detailed advice on the use of these registration codes can be found at [www.education.gov.uk/aboutdfe/advice/f00221879/advice-on-school-attendance](http://www.education.gov.uk/aboutdfe/advice/f00221879/advice-on-school-attendance)

Appendix 3

Hertfordshire County Council

# Penalty Notices

Unauthorised Absence  
(Truancy)

Hertfordshire Code of Conduct

and

**Guidance for Schools**

**February 2016**

## **Local Code of Conduct – Penalty Notices for Unauthorised Absence (Truancy)**

### **Introduction**

Section 23 of the Anti-Social Behaviour Act 2003 empowers the police, designated Local Authority Officers and Headteachers and Deputy and Assistant Headteachers authorised by them to issue penalty notices in cases of unauthorised absence (truancy) of pupils of statutory school age.

The government requires Local Authorities to issue a Code of Conduct to which all parties involved must adhere. Penalty notices may be issued only in accordance with the terms of the Code of Conduct.

The purpose of the Code of Conduct is to ensure that:

- the powers are applied consistently and fairly
- duplicate notices are not issued
- issuing a notice does not conflict with proceedings proposed or being taken by the Local Authority under section 444 of the Education Act 1996
- suitable arrangements are in place for the administration of the penalty notice scheme.

### **The Law**

Section 23 of the Anti-Social Behaviour Act 2003 added sections 444A and 444B to section 444 of the Education Act 1996. These sections introduced penalty notices as an alternative to prosecution and enable parents to discharge potential liability for that offence by paying a penalty. The Education (Penalty Notices) (England) Regulations 2007 set out the framework for the operation of the scheme.

All those defined as a parent under section 576 of the Education Act 1996 are considered to be parents for the purpose of these provisions.

As with prosecutions under section 444 of the Education Act 1996 a penalty notice may be issued to each parent liable for the offence in respect of each child.

Penalty notices apply to parents of children of compulsory school age who are registered pupils at maintained schools, academies, Pupil Referral Units (Education Support Centres), City Technology Colleges, Studio Schools, UTCs and any other alternative education provision arranged under section 19 of The Education Act 1996.

Parents cannot be prosecuted for the offence for which the penalty notice was issued until after the final deadline for payment has passed and the penalty remains unpaid. Parents cannot be convicted of that offence if the penalty is paid in accordance with the notice.

The Local Authority will retain any revenue from penalty notices to cover the administration of the scheme and any legal actions arising from it.

### Rationale

Regular and punctual attendance is a legal requirement for pupils registered at schools, academies or other maintained or alternative provision.

A penalty notice may be a suitable intervention in circumstances of unauthorised absence where the school considers a parent is capable of securing their child's regular attendance. It may be particularly effective at an early stage before attendance problems become entrenched.

### Circumstances in which a penalty notice may be issued

- Penalty notices may only be issued in cases of unauthorised absence
- The pupil must have at least **15 sessions** (half days) unauthorised absence in the current and/or previous term
- The school must have sent a formal warning to each parent separately
- The school/academy/police or Attendance Improvement Officer considers that issuing a penalty notice could avoid further absence
- Issuing a penalty notice does not conflict with any other legal action being taken
- Separate notices are issued to each parent in respect of each child.
- A maximum of **two** separate penalty notices will be issued to a parent within any twelve month period
- Penalty notices will be issued for pupils of compulsory school age, up to the end of the spring term of year 11
- A penalty notice will not be issued in respect of a pupil who is looked after by the Local Authority without the prior agreement of the Central Attendance and Employment Support Team Manager on behalf of the County Lead for Attendance

### Responsibilities of the Local Authority for issuing penalty notices

Primary responsibility for issuing penalty notices rests with the Local Authority and may not be delegated. Schools, academies and the police may issue penalty notices if they wish to do so but any notices issued by them **must** comply with the Local Authority Code of Conduct and a copy of any penalty notice issued must be provided to the Local Authority.

In Hertfordshire all parties agree that the Integrated Service for Learning Attendance Teams administer the scheme and issue penalty notices on behalf of police, schools, academies and other settings to ensure fairness and consistency and in the event that subsequent legal action may need to be taken.

The Local Authority receives applications to issue penalty notices from schools, academies and the police. Penalty notices will be issued provided that:

- the circumstances of the absence meet the requirements of the Code of Conduct
- the information is provided in the specified manner
- the request is received not more than 10 school days after the final absence cited

The Local Authority retains revenue from the scheme to cover the costs of issuing and enforcing notices and prosecuting recipients who do not pay.

### **Appealing against the issue of penalty notices**

There is no statutory right of appeal once a penalty notice has been issued. The Local Authority may withdraw a notice if it has been issued incorrectly. If the penalty notice has been issued in accordance with Hertfordshire's Code of Conduct there is no facility to overturn the decision to issue the notice.

### **Effect of issuing penalty notices**

If the penalty is not paid in full before the expiry of the period for paying it the Local Authority named in the notice shall either institute proceedings against the recipient for the offence or shall withdraw the notice.

### **Payment of penalty notices**

The amount payable is £60 (per parent) if paid within 21 days or £120 (per parent) if paid after 21 days but within 28 days of receipt of the notice.

### **Separate notices are issued to each parent in respect of each child.**

Penalty notices are sent by first class post and are deemed to have been received on the second day after posting.

Arrangements for payment are detailed on the penalty notice and payment by cheque, postal order and by debit/credit card is accepted.

### **Withdrawal of penalty notices**

The Local Authority may withdraw penalty notices in circumstances where it determines that the notice:

- has not been issued in accordance with the Code of Conduct
- ought not to have been issued
- ought not to have been issued to the person named as the recipient
- has not been paid but it is not appropriate to prosecute the recipient for the offence

### **Prosecution of unpaid penalty notices**

If the notice remains unpaid after the expiry of the payment period and the Local Authority has not withdrawn the notice, the Local Authority will prosecute for the offence under section 444 of the Education Act 1996.

All decisions to prosecute (or not) rest with the Local Authority

### **Responsibilities of schools and academies for penalty notices**

Before using penalty notices schools and academies must have the agreement of their governing bodies.

Schools and academies should publicise their use of penalty notices, for example through their websites, newsletters and attendance policy (if used) to ensure that parents are aware of the consequences of failing to ensure their child's regular attendance.

Schools and academies must establish who is liable to receive any penalty notice. If it is both parents, then any correspondence should be addressed to each parent separately. This is important because penalty notices will be issued to each parent separately.

A formal letter advising parents of their child's unauthorised absence and warning that a penalty notice will be issued if the unauthorised absence reaches 15 sessions in the current and or previous term is sent by the school/academy. A suggested letter is included as **appendix (i)**. If this letter is not used any letter sent must include the information as in the suggested letter.

If the unauthorised absence continues and subsequently reaches 15 sessions within the requisite time period and the school/academy decides to apply to the Local Authority to issue a penalty notice they must do so within **10 school days of the final absence**.

Applications for penalty notices must be made using the standard application form **appendix (ii)** and include a copy of the warning letter sent to parents, a copy of the attendance certificate **appendix (iii)** signed and dated by the head teacher and a copy of the registration certificate (from SIMS) for the relevant period.

Applications should be sent to the Attendance Team Manager for the area in which the child goes to school via Herts/Schools FX.

Penalty notices will be issued if they meet the requirements of the Code of Conduct.

Schools/academies should be aware that if the penalty remains unpaid and the Local Authority prosecute for the offence they will be required to complete a witness statement for the court and if the parent contests the case may be required to attend court as a prosecution witness.

There is no statutory right of appeal against the issuing of a penalty notice. Therefore it is important that all information is accurate and parents have been warned they are at risk of a penalty notice being issued against them. A sample penalty notice is included as **appendix (iv)**.

**Appendix (i)**

**PLEASE NOTE: A SEPARATE LETTER WILL BE SENT TO EACH PARENT AND ANYONE ELSE TO WHOM A WARNING/NOTICE IS TO BE SENT**

**LETTER WILL BE SENT BY 1<sup>ST</sup> CLASS POST**

**Model** penalty notice warning letter –

Dear

The Education (Penalty Notices) (England) Regulations 2007

Name of pupil ----- Registered at ----- (school name)

This is a formal warning that you are at risk of being in breach of the regulations stated above. ----- (child's name) has been absent from school and the absence(s) has/have not been authorised.

Should the number of unauthorised absence sessions reach 15 or more in the current and/or previous term you will be in breach of the regulations and the Local Authority may issue you with a penalty notice.

Should you be issued with a notice this requires you to pay a penalty of £60 within 21 days, rising to £120 if paid after 21 days but within 28 days. Each parent is liable to pay a separate penalty and penalty notices are issued for each child to whom the absence relates.

Payment of the penalty enables you to discharge your liability for the offence for the period in question of failing to ensure your child's regular attendance at school (Section 444, The Education Act 1996).

Failure to pay the penalty means you are liable to prosecution for the offence, by summons to appear before the local Magistrates Court. On conviction you may be liable for a fine of up to £1,000 per parent. This is a criminal offence which carries a criminal record. The Local Authority will ask for costs of £125 to be awarded against you.

If you fail to ensure your child attends regularly and 15 sessions of unauthorised absence is reached a penalty notice will be issued. **You will not receive a further warning before the penalty is imposed.**

If you believe there are legitimate reasons for your child's absence please contact me within 5 working days to discuss the matter.

Yours sincerely

----- (Name)

----- (Designation)

**Appendix (ii)**

**PLEASE NOTE THAT A SEPARATE APPLICATION WILL BE COMPLETED FOR EACH PARENT AND ANYONE ELSE TO WHOM A WARNING/NOTICE IS TO BE SENT.**

**THE INFORMATION CONTAINED WITHIN THIS APPLICATION FORM MAY ALSO BE USED AS PART OF ANY LEGAL ACTION TAKEN SO PLEASE PROVIDE AS MUCH DETAIL AS POSSIBLE.**

Hertfordshire County Council

Children's Services  
Integrated Services for Learning  
Attendance Team

Application for a Penalty Notice to be issued

<b>Name of person requesting issue of Penalty Notice:</b>	
<b>Position: (Head, Deputy or Assistant Head Teacher only)</b>	
<b>Contact details:</b>	

<b>Pupil's Name:</b>	
<b>Date of Birth:</b>	
<b>School Year Group:</b>	
<b>School/Academy:</b>	
<b>Parent full name:</b>	
<b>Address:</b>	
<b>Telephone:</b>	

<b>Date of warning letter:</b>	
<b>Please attach copies of:</b>	
1. Warning letter	
2. Certificate of attendance signed by the head teacher	
3. Up to date SIMS (or equivalent) printout – Registration Certificate	
<b><i>Please note that applications will not be processed if the necessary information is not attached</i></b>	

*The following sections must be completed*

**1. Information on supportive measures offered to family. Please include dates of any meetings held with parents to address poor attendance.**


**2. Information on the parent(s) failure to co-operate:**


**3. Has the pupil been referred to or discussed with the Local Authority Attendance Officer? Yes/No – if yes, please give details**


**Any further information:**


Please send this application **within 10 school days of the last absence** to the Attendance Team Manager for the area where the school is based.

**West Area Attendance Team – Watford & Three Rivers, Dacorum & St Albans, Hertsmere**

Attendance Team Manager, Post Point AP 1102, Apsley 2, Brindley Way, Hemel Hempstead HP3 9BF

**East Area Attendance Team – East Herts & Broxbourne, North Herts & Stevenage, Welwyn & Hatfield**

Attendance Team Manager, Room 127, Ground Floor, County Hall, Pegs Lane, Hertford SG13 8DF

**All applications to be sent via Herts/Schools FX as follows –**

**West Area – [attendancedutywest@hertfordshire.gov.uk](mailto:attendancedutywest@hertfordshire.gov.uk)**

**East Area – [attendancedutyeast@hertfordshire.gov.uk](mailto:attendancedutyeast@hertfordshire.gov.uk)**



## Attendance

I hereby certify that the above named child is a registered pupil at (name of school/academy) and that the above is an accurate record of his/her attendance.

Signed:

Head teacher

Date:

**Appendix (iv)**

**In Hertfordshire the Integrated Service for Learning Attendance Teams administer the scheme and issue penalty notices on behalf of police, schools, academies and other settings to ensure fairness and consistency and in the event that subsequent legal action may need to be taken.**

**PENALTY NOTICE**

**Please read these notes carefully:**

**PART 1**

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his/her parent is guilty of an offence under s.444 Education Act 1996.

To: Parent name  
Of: Parent address

You are the parent of <<pupil name>> (called in this notice “the pupil”) who is a registered pupil at << school name>>  
Between (date) and (date) the pupil failed to attend regularly at <<name of school>>.

This notice gives you the opportunity to pay a penalty fine instead of being prosecuted for the offence given above. The amount of the penalty is £60 / £120 in accordance with the table overleaf. If you pay this penalty within the time limits set out below, no further action will be taken against you in connection with the offence set out in this notice.

Payment should be made within 21 days. If paid after 21 days but within 28 days the penalty is doubled to £120. For payment details please see over.

No reminders will be sent. If payment is not received by ( ) you will be liable for prosecution for the offence and could be subject to a fine of up to £1,000.

This notice is issued by:

Date of issue.....

Signed.....

PART 2

Pupil's Name:

Please complete the following and return this notice with your payment to  
County Lead for Attendance, Room 134, Hertfordshire County Council,  
County Hall, Hertford SG13 8DF

Name: .....

Address: .....

I attach payment in the sum of £ .....

Signed: .....

Date: .....

Payment of **£60** should be received by ( ). **No reminders will be sent.**  
After this date the penalty rises to **£120**. This should be received by ( ) after  
this date you will be liable for prosecution for the offence and could be subject  
to a fine of up to **£1,000**.

A cheque or postal order (made out to Hertfordshire County Council) should  
be sent to Room 134, Hertfordshire County Council, County Hall, Hertford  
SG13 8DF.

If you wish to pay by Debit/Credit Card please contact 01992 555407/8  
quoting 742300/26084, your child's name, school and the reference number  
<<IES reference number>> Without this information your payment may not be  
processed correctly and you risk prosecution in relation to the non-payment of  
this fine.

**Note**

**1. Local Code of Conduct**

This notice is issued in accordance with a local Code of Conduct drawn up by  
Hertfordshire County Council. Any correspondence about the code should be  
addressed to: the County Lead for Attendance, Room 134, County Hall,  
Hertford, SG13 8DF telephone 0300 123 4043

**2. Withdrawal**

This notice may be withdrawn by Hertfordshire County Council if it is shown  
that it should not have been issued to you or has not been issued to you in  
accordance with the local Code of Conduct. If you believe that the notice was  
wrongly issued you should contact the County Council to ask for it to be  
withdrawn as soon as possible, stating why you believe the notice to have  
been incorrectly issued. The County Council will consider your request and  
contact you to let you know whether the notice is withdrawn. If the notice is  
not withdrawn and you do not pay, you will be liable for prosecution for the  
offence that your child has failed to attend school regularly.

### **3. Payment**

You should complete the notice above and send or deliver it to Hertfordshire County Council at the address given. If you wish to pay in person you must make an appointment or it will not be possible to receive your payment. If you wish to pay by Debit/Credit Card please contact 01992 555407/8 quoting 742300/26084, your child's name, school and reference number. Without this information your payment may not be processed correctly and you risk prosecution in relation to the non-payment of this fine.

### **4. Prosecution**

If you do not pay the penalty, and the notice is not withdrawn, you will be liable for prosecution for the offence of failing to ensure your child's regular attendance at school. You will receive a separate summons for this which will give you notice of the time and date of the court hearing. You will be able to defend yourself and you will be advised to seek legal representation; in some cases you may be entitled to legal aid. Information on obtaining legal advice and legal aid can be obtained from Community Legal Advice 0845 345 4345 Mon- Fri 9.00 am – 8pm Sat 9.00am – 12.00 pm or from [www.direct.gov.uk](http://www.direct.gov.uk)