

Portswood & St Mary's CE **Primary Schools**

Attendance

Policy Statement and Guidelines

Policy Date: Spring 2013

Policy Statement: Attendance

At Portwood & St Mary's Primary Schools we aim to:

- Ensure that regular attendance and punctuality are given a high priority by all staff throughout the school;
- Establish effective procedures within the school to follow up unauthorised absences at the earliest opportunity;
- Convey a clear message to parents and pupils that regular attendance is vital and that unauthorised absences will be followed up;
- Comply with Government regulations on attendance;
- Keep records of all absences;
- Distinguish in those records between authorised and unauthorised absences;
- Establish clear communications with external agencies;
- Publish the school's record of absences in the **School Prospectus** and the **Governors' Annual Report to Parents**;
- State each child's attendance record in the pupil's **Annual Report**.

Guidelines for Implementation

Current Responsibilities and Requirements

Parents, schools and LAs share legal responsibility for school attendance.

This document adopts the principles, procedures and good practice outlined in Hampshire County Council's booklet **Maintaining and Improving Attendance** (February 1996) which covers the requirements of the Education Act 1993.

Parents of children of compulsory school age must ensure that they receive an efficient and suitable full-time education, either at school or otherwise.

All schools must keep an attendance register on which, at the beginning of each morning and afternoon session, a pupil must be marked present or absent. If absent, the mark must show whether the absence was authorised or unauthorised.

The publication of data on attendance forms part of the process of accountability to parents and the wider community. Rates of unauthorised absence must be reported to parents through the annual report and the school prospectus.

LAs must ensure that parents are fulfilling their statutory obligations regarding their children's education.

Parents

Parents may need to be reminded from time to time of the school's expectations regarding attendance. Parents have an obligation to inform the school if their child is unable to attend school and to give an explanation.

If a parent does not supply a reason the school will telephone between during the morning to find out why the child is absent.

Parents will be made aware of actions which the school will take to follow up absences. The first steps are a letter, followed up by a meeting. The child is referred to Education Welfare. A penalty notice is issued (see Attendance Letter 5)

Parents will be asked to supply the school with an emergency contact number which the school will use to enquire about a pupil's absence.

Parents will be given information on their child's attendance via the schools' newsletters, parents' evenings and in the child's annual report.

What your child's attendance figure means as learning time lost

Attendance figure	Days absent by the end of the school year	School time missed by the end of Year 11
100%	0	0
95%	10	$\frac{1}{4}$ of the year
90%	20	$\frac{1}{2}$ of the year
85%	30	$\frac{3}{4}$ of the year
80%	40	1 whole year

Teachers and other adults in school

Circular 11/91 states that teachers have a major role to play in developing good attendance. Effectiveness in other areas can improve absenteeism, e.g. if teachers deal firmly with incidents of bullying.

A school's efficiency and performance in other areas can be adversely affected by persistent lateness and absenteeism. Therefore all staff should be aware of the importance attached to attendance. It is important that staff to share concerns about individuals' attendance with the designated person within school.

Governors

The Governing Body will be kept informed on issues related to attendance. They will have a role to play in analysing attendance data and disseminating the information to staff, pupils and parents.

Pupils

Pupils will be encouraged to recognise the importance of good attendance and punctuality.

Annual Report

The child's annual report should include:

- The total number of sessions (half days) for the year;
- The total number of absences for each child for the year;
- The total number of unauthorised absences.

Governors' Annual Report and the School Prospectus

These two documents should include the percentage of unauthorised absences for the previous academic year. This information should be given in the form specified by the DfES.

Monitoring this Policy

This policy will be monitored as part of our regular Policy into Practice schedule.

Policy Guidance – specific to Portswood Primary

Attendance Registers

The register is a legal document and may be used in a court of law. Portswood Primary School uses the SIMS system. Teachers have a printout of their pupils each week called the Pupil Registration Form 1. This is completed for the week and then scanned through the OMR by the Administrative Assistant. An Absence Report is then generated via SIMS and the office staff code the reasons for absence appropriately.

Instructions on how to complete the register are shown on the following page, the Pupil Registration Form 1 and the Absence Report.

No pupils should be marked as present unless the teacher is certain that they are in school.

All pupils without a mark next to their names are recorded by SIMS as present. Therefore the Pupil Registration Form 1 only needs to be marked for those pupils who are absent or late. The register is deemed closed 30 minutes after registration, i.e. at 9.30 am. A pupil who arrives after registration but before 9.30 will be entered in the Late Register and recorded as late. A pupil who arrives after 9.30 will not be marked as present as this is deemed to be an unauthorised absence. Their name will consequently appear on the Absence Report.

The following codes, should be used when completing the Pupil Registration Form 1 and the Absence Report. They are compatible with the SIMS attendance module.

Pupil Registration Form 1

Present am	Left blank
Present pm	Left blank
Absent	Line drawn through "A" lozenge

Absence Report

Authorised absences	Line drawn through the following lozenges
	B Educated off site
	C Other authorised circumstances
	E Excluded
	H Extended holiday (agreed)
	I Illness
	J Interview
	L Late (before register closed)
	M Medical or dental treatment
	O Unauthorised absence
	P Approved sporting activity
	R Religious observance
	S Study leave
	U Late (after register closed)
	V School trip

W	Work experience
X	Non-compulsory school age absence
Y	Enforced closure
Z	Unauthorised Holiday

Authorised absences should fall into one of the following categories. Absence caused by:

- Sickness or unavoidable cause.
- Religious observance on a day set apart by the religious body to which the parents belong.
- There being no suitable transport (and the school is not within walking distance).
- The child's participation in an approved public performance.
- Annual holiday, although only in exceptional circumstances may the amount of leave granted total more than 10 school days in any school year. Parents should apply for leave of absence before booking their holidays, using the appropriate form available from the school (Appendix 1). Pupils will be taken off roll after 4 weeks absence. If your child has five days of absence of authorise absence during the year for a family holiday and takes no other time off for illness or other reasons, their attendance over the school year will be 97.4%
- Attendance at medical or dental appointments, speech therapy, etc (although parents should be encouraged to make these appointments out of school hours if possible).
- Other situations in which schools may reasonably exercise discretion to grant leave: e.g. absence following the death of a close member of the family.

Parents may ask for authorisation by reporting the reason for absence to the school office. It is the responsibility of the person receiving this information in the school office to ensure that the absence report is marked appropriately, so that the parent does not receive a letter from the Executive Headteacher.

Important Dates

Although Leave of Absence requests will be considered, it is important that parents understand the following:

The first few weeks of the school year are very important for learning routines, establishing relationships and expectations and building friendships. Because of this **we will not authorise** leave of absence for a family holiday in the month of September.

Key Stage 1 Assessments

We strongly advise that parents do not apply for leave of absence for a family holiday involving a child in Year 2 during part of the summer term (April-May)

Key Stage 2 Tests

We will not authorise lave of absence for a family holiday involving a child in Year 6 between February half term and May half term.

Penalty Notices

Unauthorised and persistent lateness may result in the issue of a Penalty Notice (currently £50 per parent per child).

The School Office and Support Agencies

Every unauthorised absence should be followed up by the school using the letters included as Attendance Letter 1 & 2.

Repeated absences (ie attendance falls to 80% or below) should be brought to the attention of the headteacher. A further letter should be sent to the parent. These are included as Attendance Letters 3 & 4. The Education Welfare Officers should be informed.

Repeated lateness should be brought to the attention of the headteacher – Late Letter 1. If there are more than six occurrences in a term a letter should be sent to the parent – Late Letter 2.

Registers should always be available for inspection by the Education Welfare Officer. The headteacher will arrange regular meetings with the Education Welfare Officer to discuss all concerns related to attendance matters. Issues raised will be dealt with in accordance with the service level agreement between the Education Welfare Service and the Governing Body.

The Education Welfare Officer should also be notified by the school office:

- Of any unauthorised absences of more than 20% of total attendance;
- Of any reasons where, having checked with the parents, the school has doubts about the reasons given for a pupil's absence.

If a child has a large number of absences through illness, and this gives cause for concern, then the parents should be interviewed by the headteacher or the Education Welfare Officer. A medical can be arranged with the School Medical Officer.

Policy Guidance – specific to St Mary's Primary

Punctuality

The school is open from 8.40 a.m. and doors remain open until 8.50 a.m. Children arriving in school after 8.50 a.m. must be signed in at the office. They will then be marked late on the register unless there is an authorised reason for lateness. The registers officially close at 9.15am. An arrival after 9.15am will be marked as an **unauthorised absence** unless a valid reason is given. This means that the child will lose the mark for the whole half session for that day and which will therefore affect his or her overall attendance. Further action could be taken if persistent lateness continues: see below regarding **Penalty Notices**.

Absence

The school can request the issue of a **Penalty Notice** to parents in the following circumstances:

1. For holidays taken during term time
2. When a child has 10 sessions or more unauthorised absences in one half term and has less than 85% attendance overall
3. When a child has been late after register closes more than 5 days in a half term

The current fine for a Penalty Notice is £50 per parent, per child

- If a child is absent due to illness, parents should telephone the school on the first day of absence as soon as possible. The school will telephone home if no notification is received
- Unauthorised absences will be followed up by the school
- All absences will be recorded as authorised or unauthorised
- A **Leave of Absence Form** should be completed if parents request a child to be absent from school. Authorisation of requests will be at the discretion of The Headteacher
- **Holidays in term time will NOT be authorised:** any parent who chooses to take holidays during term time could be liable for payment of a penalty notice issued by the Local Authority. *This includes travelling for weddings, visits to relatives and other travel which is regarded as non-essential.* Parents will be asked to give proof of evidence to show the intended return date
- If possible parents should arrange medical appointments out of school time but if it is unavoidable this will be recorded as an authorised absence
- The school can also authorise absence due to special circumstances. e.g. family emergencies, bereavement again this is at the discretion of the Headteacher and dependent on the amount of time requested and the child's current attendance figure
- An absence will be recorded as unauthorised if the parent cannot provide a reason for their child being absent
- Leave for Religious Observance must be requested: **one day** per major festival will be authorised at the discretion of The Headteacher

Whilst it is not compulsory for children below statutory school age to attend school, it is important that parents understand the need to establish good routines with children at a young age. If there are concerns related to a child's attendance or punctuality whilst in the Foundation Stage then the school will ensure that parents are informed and offered support to improve the situation.

Illness

Whilst it is understood that children do become ill, it is essential that absence due to illness is kept to a minimum. Where a child has a number of absences due to illness within a half term the school has the right to not authorise further absence for this reason unless some medical evidence can be provided by the parent.

Education Welfare Assistant

The school employs an attendance support assistant (EWA). The EWA's role is to contact parents by visiting the home when there are concerns related to a child's attendance or punctuality.

APPLICATION FOR LEAVE OF ABSENCE FOR THE PURPOSE OF A FAMILY HOLIDAY

Parents have a legal duty to ensure their child's attendance at school. At Portswood Primary we may authorise leave of absence for up to 5 school days in any school year to enable a child to go on a family holiday. The Headteacher has to consider the reasons for the request, the effect of the continuity of the child's learning and his/her overall attendance. Leave of absence will not be authorised if your child's attendance is less than 95%.

If you take unauthorised holiday leave then the School Attendance and Safeguarding Team may issue you with a penalty notice.

The application should be made well in advance and parents are strongly advised to apply for leave of absence before they confirm their holiday arrangements. Under no circumstances will absences for family holidays in term time be authorised after they have happened.

You will receive a response to this request within 5 days.

✂.....

To: The Headteacher, Portswood Primary School

Child's name:.....Class:

I apply for leave of absence for my child for the purpose of a family holiday.

Number of school days:

First day of absence:Last day of absence:
.....

Please give the reasons which prevent this holiday being taken during a school holiday period:

.....
.....
.....
.....

Date:.....

Signed:.....

5 DAYS OF ABSENCE

If your child has five days of authorised absence during the year for a family holiday and takes no other time off for illness or other reasons, their attendance over the school year will be 97.4%.

IMPORTANT DATES

The first few weeks of the school year are very important for learning routines, establishing relationships and expectations and building friendships. Because of this, **we will not** authorise leave of absence for a family holiday in the month of September.

Key Stage 1 Assessments

We strongly advise that you do not apply for leave of absence for a family holiday involving a child in Year 2 during part of the Summer term (April – May)

Key Stage 2 Tests

We will not authorise leave of absence for a family holiday involving a child in Year 6 between February half term and May half term.

PENALTY NOTICES

Unauthorised absence and persistent lateness may result in the issue of a Penalty Notice (currently £50.00) to each parent, for each child.

Five days of unauthorised absence which forms all or part of a family holiday will automatically result in the issue of a Penalty Notice to each parent, for each child.

What does your child's attendance figure mean as learning time lost?

Attendance Figure	Days absent by the end of the school year	School time missed by the end of Year 11
100%	0	0
95%	10	$\frac{1}{4}$ of the year
90%	20	$\frac{1}{2}$ of the year
85%	30	$\frac{3}{4}$ of the year
80%	40	1 whole year

Attendance letter 1

Dear

Re:

According to our records, your child has been absent for the sessions that are listed on the attached slip.

We have no record for the reason for the absences. Could you therefore complete the attached slip and return it or telephone the School, within 10 days in order that our records may be updated.

Thank you for your help in this matter.

Yours sincerely

Llyn Codling
Executive Headteacher

.....

Class Teacher:

Pupil:

Dates and sessions of absences(s)

Reason(s)

Signed (Parent/Guardian)

Attendance letter 2

Dear

Re:

With reference to my previous letter regarding absences for _____ we do not appear to have received a response. Your child has now had total of unexplained sessions/days of absence which will affect his/her learning. Please find enclosed your child's attendance report.

As your child's attendance is at an unsatisfactory level we would like to invite you into a meeting in school on _____ at _____ in order that this matter can be resolved.

If you do not attend this meeting and your child's attendance does not improve we will have no alternative but to make a referral to the Education Welfare Service.

If you feel that school can offer you any support, please make an appointment through the school office.

Yours sincerely

Llyn Codling
Executive Headteacher

Attendance letter 3

Dear

Please find enclosed your child's latest Attendance Report. You will see that

.....

attendance is only percentage attendance, which means that he/she has had
days of absence since September.

I understand that these absences have been due to holiday/illness but as

..... attendance is less than/close to 80%, it could be/will be monitored by the
Education Welfare Service and may be followed up by them.

Regular attendance is important to help your child achieve and reach their potential. Please
try to ensure your child attends school regularly in the future.

If you feel that school can offer any support, please make an appointment through the
school office.

Yours sincerely

Llyn Codling
Executive Headteacher

Attendance letter 4

Dear

Re:

As there has been little or no improvement regardingattendance and there has been no medical evidence to support these absences I have no option but to refer your child's absence to the Education Welfare Service.

Yours sincerely

Llyn Codling
Executive Headteacher

Dear Parent,

The Local Authority has brought to the attention of every school in Southampton the powers in the Anti-Social Behaviour Act 2003 to tackle poor attendance.

This came into force 1 September 2007 and it will mean that the Education Welfare Service can issue Penalty Notices for pupils with unauthorised absence from school (ie absence that the school has not given permission for).

The Penalty Notice will be issued by post to a pupil's home, after one warning letter. Cases of unauthorised absence include pupils caught on Truancy Sweeps, persistent late attendance after the register has closed, internal truanting from lessons and unauthorised holiday. In the case of unauthorised holiday a Penalty Notice may be issued straight away without a warning letter.

Penalty Notices provide an alternative to prosecution under s444 (1) of the Education Act 1996 and payment within 28 days of receipt of a Penalty Notice is £50 and if it remains unpaid after 28 days the amount will increase to £100. If a Penalty Notice remains unpaid after 42 days, the case will progress to the Magistrates Court for the original offence of poor attendance – this can mean a fine of up to £2500.

At Portswood Primary School we consider that regular attendance is so important and these new powers so significant that we are now bringing this legislation to the attention of every parent with a child in this school.

It means that any parent of a pupil with a level of unauthorised absence may now be issued with a Penalty Notice by the Education Welfare Service.

If you believe at any stage that your child's absence record from school may leave you liable to receive a Penalty Notice, it is extremely important that you take action to secure their regular attendance.

Support and guidance is always available from the school and the Education Welfare Service. If you have any questions regarding Penalty Notices or any other attendance issue, please do not hesitate to contact us.

Yours sincerely,

Education Welfare Service and Llyn Codling (Headteacher)

Late letter 1

Dear

Re:

It has been noticed thathas been late into school total lates before times last week, which is causing some concern.

Unfortunately, pupils who arrive late after class has started can cause some disruption and a late mark is recorded against them.

May I remind you that pupils are allowed into the playground from 8.45 am and it would therefore be appreciated if you could ensure that arrives at school before start of school at 8.55 am.

Yours sincerely

Llyn Codling
Executive Headteacher

Late letter 2

Date

Dear

Re:

Further to my previous letter, advising you that has been late into school, unfortunately there has been no improvement in his/her punctuality. He/She has arrived late into school a further total lates before times last week and this is causing concern as his/her class will have already started. This does cause disruption to the teacher and other pupils and late marks will be recorded on his/her school record.

If there are any concerns you wish to discuss with me, please contact the School to arrange an appointment but in the meantime I look forward to seeing an improvement in punctuality.

Yours sincerely

Llyn Codling
Executive Headteacher

Appendix – St Mary's

1st Attendance letter

Date

Dear

Re: (Child's name)

I write to draw your attention to the fact that your children's current level of attendance stands at only xx% which equates to your children having missed xx sessions at school so far this year. A copy of the attendance record is enclosed for your information.

Legally any absences must be authorised by the school therefore I urge you to make contact as soon as possible to discuss the situation.

You should notify the school as soon as possible on the first day of any absence. I enclose a copy of our attendance brochure which sets out our expectations on attendance.

(Child's name)'s attendance will be closely monitored over the coming weeks and I expect to see an improvement in the level of attendance. If there is no improvement then a meeting will be arranged with Jenn Plomer, our Attendance Support Assistant, to see what support we can offer you.

Yours sincerely

Miss Jane Waddup
Head of School

Second Attendance Letter

Date

Dear (Parents' name)

Re: (Child's name)

Your child's level of attendance currently stands at xx% which is well below our school target of 95%.

Following the letter dated xxxxxx,(child's name)'s attendance has been monitored; however it remains at an unacceptable level. You have also had contact with our Attendance Support Assistant, Jenn Plomer. An appointment has therefore been made for you on 8th December 2011 at.2.30pm to discuss your child's attendance with a member of the Senior Leadership Team.

It is vital that we work together in order to improve attendance. Poor attendance means that your child will not make the progress expected.

Yours sincerely

Miss Jane Waddup
Head of School

Application for Leave of Absence



SOUTHAMPTON EDUCATION COMMITTEE

Application for leave of absence from school

Parents have a legal duty to ensure their child's regular attendance at school. This form should be used to request Leave of Absence for Religious Observance or for other circumstances, including holidays, that require a child to be absent from school. Please note that the school no longer authorises absence for holidays.

The application should be made **well in advance** and parents are strongly advised to apply for leave of absence **before** they confirm any arrangements. Under no circumstances will absences be authorised after they have happened. **Unauthorised absence may result in the issue of a Penalty Notice Fine to each parent, for each child absent, for children who miss more than 10 unauthorised sessions (5 days) in one ½ term. Any holidays which are taken during term time could also lead to the issue of a Penalty Notice from the Local Authority.**

The Head teacher will notify you of the decision within ten days of the receipt of the form.

To: Miss Waddup, Head of School

Child's Name _____ Class _____

I apply for leave of absence for my child from school.

Dates for which leave
of absence is requested

From : _____ 20

First day of absence

To: _____ 20

Last day of absence

Number of school days _____

Have you previously had leave of absence for this child in this school year?

YES/NO

If 'YES' please give dates : _____

Please give the reasons which prevent this absence being taken during a school holiday period:

Signed : _____ (Parent) Date _____

☐

Please return to school with evidence of your return date eg flight details, copy of tickets or booking details.

St Mary's Primary School
Ascupart Street
Southampton
SO14 1LU



To the parents of

_____ (child's name)

Thank you for your application for Leave of Absence from school for _____ (no.) school days from _____ to _____

Having considered your application carefully, my decision is :

☐

Leave of absence is FULLY APPROVED (the absence will be recorded as authorised*)

☐

Leave of absence is NOT FULLY APPROVED (the absence will be recorded as unauthorised)
 The reason for this is:

- **Holidays in term time are not authorised in accordance with our Attendance Policy**
- **Other requests for travel purposes during term time will not be authorised in accordance with our Attendance Policy**
- **Visits to relatives are not authorised during term time**
- **Our Attendance Policy states that only *one day per major* religious festival will be authorised**

Please note:

- **If your request for Leave of Absence exceeds 10 days your child will be taken off the school roll and you will need to apply for a place on your return**
- **Unauthorised absence could mean that you are liable to pay a Penalty Notice fine on your return. If the absence is not authorised you may be liable to pay a Penalty Notice on your return**

Absences have to be recorded as authorised or unauthorised in the school register and the child's annual report. The school is required to publish annually statistics on authorised and unauthorised absence.

Attendance this year:	Authorised absence:	%
	Unauthorised absence:	%
Attendance last academic year	Authorised absence:	%
	Unauthorised absence:	%

Signed:pp.(Head of School) Date:

Punctuality Letter 1

Date

Dear (Parent's name)

Re: (Name of child)

I am writing to express our concern regarding the punctuality of your child.

As you can see from the enclosed copy Attendance Record there have been ___ instances of lateness in the last___ weeks. Your child is expected to be at school in readiness for the start of the school day at 8.50 am. Registration then closes at 9.15 am and if your child arrives at school after this time, their absence will be recorded as unauthorised for the whole morning session.

Arriving at school punctually is extremely important. Important instructions and information are passed on to pupils by the teacher at the start of the session which then makes it difficult for your child to settle quickly to their learning. Being late can be quite a difficult experience to cope with.

I will be monitoring _____ punctuality over the coming weeks and expect to see an improvement. If there is no improvement then Jenn Plomer, the Attendance Support Assistant for our school will make a visit to discuss any issues with you and to see what support you can be offered.

Thank you for your assistance in this matter.

Yours sincerely

Miss Jane Waddup
Head of School

Punctuality Letter 2

Date

Dear (Name of Parent)

Re: (Name of child)

I recently wrote to you about _____'s punctuality and you have also had a meeting with Jenn Plomer, the Attendance Support Assistant for our school. On checking our records we have noticed that _____ days since we last wrote to you on _____ your child has been late on a further _____ occasions.

Punctuality and regular attendance is essential if your child is to make good progress.

I would like to remind you that you are required by law to send your child to school on time every day unless he or she is ill.

An appointment has been made for you on _____ at _____ to discuss the reasons behind the continued lateness so that we can work together to see how the situation can be improved.

I look forward to meeting you.

Yours sincerely

Miss Jane Waddup
Head of School

Referral to EWO Letter

Address

Date

Dear (Parent Name)

Re: (Child's name)

I am writing to inform you that I am still very concerned about (Name of child)'s attendance. Despite writing letters to you and asking you to come to meetings, there has been no improvement. I have therefore referred (name of child) to the School Attendance and Safeguarding Team (SAST). If the referral is accepted you will be contacted by an Education Welfare Officer in due course.

Yours sincerely

Miss Jane Waddup
Head of School

Now You are 5 Letter

Date

Dear Parent

Attendance in Foundation Stage 2

We are working hard to improve the attendance of children throughout our school.

Now that _____ is 5 years old, the statutory agreement is that your child must attend full time schooling. Our school target is 95%; currently your child's attendance is ____%.

Please avoid taking your child out of school or keeping him/her at home unless he or she is really poorly. If your child is too poorly to attend school or unable to for another reason, it is important that you let the school office know.

A Leave of Absence form must be completed for requesting time away from school for any other reason. Please note that our school policy states that holidays in term time will not be authorised.

I enclose a copy of our school attendance brochure for further information. It is important we work together to ensure good attendance and progress for our child.

Yours sincerely

Miss J Waddup
Head of School

Unauthorised Illness Letter

Address

Date

Dear Parent Name

Re: Child's name

I am writing to you because of the high level of illness that _____ has had this half term and the fact that his/her attendance now stands at less than xx%.

Whilst I understand that children become ill, it does mean that your child is missing important learning. I am therefore writing to ask that you provide me with some form of evidence of your child's illness – this could be a note from the GP – for instance. If you cannot provide this then any future absence for illness will be marked as unauthorised.

Yours sincerely

Miss Jane Waddup
Head of School

Parent Meeting on Attendance

Attendance Meeting – (Date)

Dear Parent

We are constantly looking for ways in which to improve our children's attendance. At the moment we have been looking at those children whose attendance is currently between 80 and 90%. Our target for attendance this year is 95%.

_____’s attendance is currently xx%. I am therefore inviting you to a meeting in the school hall on _____ at _____ so that I can outline the importance of attendance in school and ways in which you can support your child with this.

I look forward to seeing you on _____ so that we can work on this together.

Yours sincerely

Miss Jane Waddup
Head of School



Request for Consideration of the Issue of a Penalty Notice 2011/2012

This form is to be completed by the Head Teacher, Deputy or Assistant Head Teacher, LA Officer or Police. It will be used in any legal action under the Education Act 1996 relating to non-attendance of a registered pupil at the school.

Completed forms should be returned to Sarah Boyd-Wallis, Legal Co-Ordinator, West Locality School Focused Team, Prevention & Inclusion Service, Chestnut House, Warren Crescent, Shirley Warren, Southampton. SO16 6AY or faxed to SAST at (023) 8083 3303 or e-mailed to Sarah.Boyd-Wallis@southampton.gov.uk.

SECTION A- SCHOOL DETAILS (Please Complete Each Section Fully)

Completed By:

Job Title:

School:

Contact Email Address:

SECTION B- PUPIL DETAILS

Name:

Address:

Date of Birth:

Year Group:

Known Siblings (please include name and school):

SECTION C- PARENT/ CARERS DETAILS

Name		Name	
Date of Birth (if known)		Date of Birth (if known)	
Address (if different to above)		Address (if different to above)	
Relationship to Child <small>(mother, father, grandparent, step parent)</small>		Relationship to Child <small>(mother, father, grandparent, step parent)</small>	

Translation/ Interpreter Needed	✓/✗ If yes, what language:	Translation/ Interpreter Needed	✓/✗ If yes, what language:
--	--------------------------------------	--	--------------------------------------

SECTION D- PROFESSIONAL INVOLVEMENT Please indicate if any of the following professionals are involved with the child/ family by deleting the appropriate symbol				
Social Care ✓/✗	EWO ✓/✗	EP ✓/✗	Parenting ✓/✗	YOT ✓/✗
Health ✓/✗	SEN ✓/✗	Other:		

SECTION E- ELIGIBILITY	
At least 10 sessions (5 school days) lost to unauthorised absence (attendance codes U's & O's only) during a half term period and attendance is between 70% and 90%.	
Unauthorised holidays in term time (at least 10 unauthorised sessions/ 5 days consecutively) (Attendance Code G only) (Please note in the cases of separated parents, the PN will only be issued to the parent that completes the leave of absence form)	
Late arrival, after the close of registration, attendance code U only, on 10 occasions or more during a half term period.	
Identified on more than one external truancy sweep in an academic year. Absence has remained unauthorised and is parentally condoned.	
<i>IF IN DOUBT, PLEASE REFER TO THE LA'S CODE OF CONDUCT FOR THE USE OF PENALTY NOTICES IN CASES OF NON-ATTENDANCE AT SCHOOL.</i>	

SECTION F- DATES OF ABSENCE
I confirm that the aforementioned pupil has been absent from school on the following dates during the current half term and the absences remain unauthorised: <u>PLEASE ENSURE AN UP TO DATE ATTENDANCE CERTIFICATE IS ATTACHED WHICH COVERS THE ABOVE ABSENCES AND COPIES OF ANY LETTERS WRITTEN TO PARENTS/CARERS, COMPLETED LEAVE OF ABSENCE FORMS PLUS RESPONSE AND ANY OTHER RELEVANT INFORMATION</u>

Declaration

I confirm that the details contained on this form are true to the best of my knowledge and belief. I have read and adhere to the conditions of the Southampton City Council's Code of Conduct for the Use of Penalty Notices in Cases of Non-Attendance at School.

Signed: _____
 Designation: _____ Date: _____
 Contact Tel: _____