



Ellingham VC & Woodton Primary Federation

WHOLE SCHOOL POLICY FOR **Attendance**

Date Reviewed:	Agreed by Governors:	Date for Next Review:
September 2021	October 2021	September 2022

*Our vision is to love our neighbour,
enabling everyone to flourish and to
reach their full potential.*

Inspire Challenge Nurture

1. Aims

At Ellingham VC Primary and Woodton Primary Federation we believe that regular school attendance enables children both to maximise the educational opportunities available to them and to become responsible, organised and motivated adults.

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to identify the reasons for poor attendance and try to resolve any difficulties so that they can perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons. We recognise that attendance is a matter for the whole school community.

2. Legal Framework

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.

3. Roles and Responsibilities

The Governing Board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Headteacher to account for the implementation of this policy.

The governors will:

- Annually review the school's attendance policy
- Identify a member of the governing body to lead on attendance matters
- Monitor the school's attendance and related issues through termly reporting at the Full Governing Board meeting

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 also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

The Headteacher will:

- Ensure that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Return school attendance data to the Local Authority or Department for Education as required
- Report the school's attendance monitoring to the Governor's as part of the Headteacher's report
- Ensure that all staff are aware of the attendance policy

The Attendance Officer

The attendance officer:

- Monitors daily attendance
- Reports concerns about attendance to the Headteacher
- Monitors attendance with the Headteacher half termly
- Arranges letters to be sent when attendance is a concern
- Calls and arranges meetings with parents to discuss attendance issues
- May meet parents with the Headteacher
- Advises the Headteacher when to issue fixed-penalty notices

Office Staff

Office staff are expected to take calls from parents about absence and record it on the school system.

Class Teachers

Class Teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

Class teachers will:

- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage the pupils to attend and achieve
- Ensure that registers are recorded accurately and in a timely manner

Parents

Parents have an important role to play in ensuring that attendance is maintained for their child.

Parents will:

- Contact the school if their child is absent to let them know the reason
- Avoid unnecessary absences; for example, making routine medical and dental check ups
- Ensure their child has regular attendance at school
- Instil the value of education and regular school attendance within the home environment
- Ask the school for help if their child is experiencing difficulties with any aspect of their school work or family life
- Inform the school of any change in circumstance that may impact on their child's attendance
- Attend any meetings to discuss attendance issues

4. School Procedures

Attendance register

By law, all schools are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances
See appendix 1 for the DfE attendance codes.

Pupils must arrive in school by 8:40 on each school day. The register for the first session will be taken at 8:50 and will be kept open until 9:00. The register for the second session will be taken at 13:15 and will be kept open until 13:25.

Absence procedure for parents

A parent has a legal responsibility to ensure that their child attends school regularly.

If a child is unavoidably absent parents are expected to:

- Contact the school by telephone on the first day of absence by 8:40am and each subsequent day, identifying the reason for absence and the expected date of return
- If no contact is received, then the attendance protocols will be instigated

Absence due to illness will be authorised.

Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence. However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Other Absence

Applications for other types of absence in term time must also be made in advance, using the 'Leave of Absence' form *see appendix 2*.

Attendance Protocols

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.

If a child is absent, the following will be initiated by the school:

- The first day calling procedures will be activated for all pupils who are not in school after close of register at 9:00 and where no reason is known
- If there is still no contact made from the pupil's parents, a further telephone call home will be made again that morning. If no response can be gained, the child's named emergency contact will be telephoned
- If school cannot make contact with a parent and are concerned about a pupil, a home visit may be carried out by 2 members of staff
- School will telephone home if a pupil leaves the school without permission

Late arrival at school

At Ellingham VC Primary and Woodton Primary Federation all pupils are expected to arrive on time.

The school day begins at 8:40. We advise all parents to ensure their child is on site by this time. The school register will be completed by 8:50 in the morning and 1:15 in the afternoon. All pupils arriving after this time are required to report to the main office where the child will need to be signed in.

If a child arrives after the register closes at 9:00am or 1:25pm, they will be marked as late, using the appropriate code and the minutes late will also be recorded. Children who are persistently late will receive a written reminder – see *appendix 5*.

5. Authorised and Unauthorised Absence

Granting approval for term-time absence

Since September 2013, changes to Government regulations and guidance means that Head teachers can no longer authorise leave of absence for the sole purpose of a holiday (unless in exceptional circumstances).

We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for child due to ‘exceptional circumstances.’

Parents wishing to apply for leave of absence during term time must apply using the Leave of Absence Form see *Appendix 2*.

The school considers 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 at the headteacher’s discretion, following advice from the Department for Education.

All absences associated with a holiday (without exceptional circumstance) during term time will be marked as unauthorised within the register.

Penalty Notices

The Local Authority operates a system where any pupil will meet the criteria for legal intervention where they have:

- At least 9 sessions (4.5 school days) lost to unauthorised absence by the pupil during the last 6 school weeks

The intervention could be in the form of a Fixed Penalty Notice. Any pupil at Ellingham VC Primary or Woodton Primary who meets this criterion, will be referred to the Local Authority for action to be considered.

If a Fixed Penalty Notice is issued it is a fine of £60 per parent per child which must be paid in one payment in 21 days. If unpaid, a further invoice for £60 per parent per child is issued; both individual invoices would then have to be paid making a total payment of £120 in 28 days. You should be aware that failure to pay the total amount within the timescale will result in legal action being taken.

I hope we can count on your support in this matter, please do not hesitate to contact me if you have any questions.

Authorised Absence

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments
- Religious observance – Ellingham VC and Woodton Primary Federation acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school.
- Traveller pupils 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 pupil is attending educational provision

Unauthorised Absence

Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school. That decision is at the discretion of the Headteacher. Examples of unsatisfactory explanations include but are not limited to:

- A pupil's/family member's birthday
- Shopping for uniforms
- Arrangements or appointments for cutting the pupil's hair
- Closure of a sibling's school for INSET (or other) purposes
- An unwillingness to attend school, or inability to attend owing to inadequate personal/family organisation
- A refusal to attend school on health grounds but where the pupil is actually considered well enough to attend
- Holidays taken without the authorisation of the school

6. Attendance Monitoring

Daily

The office monitors pupil absence on a daily basis.

Half Termly

The Headteacher and the Attendance Officer meet half-termly to monitor attendance data.

Persistent Absence

A pupil becomes a 'persistent absentee' (PA) when their attendance drops to 90% and below for **any** reason. Over a full academic year this would be 38 sessions (19 days). Absence at this level is causing considerable damage to a child's education and their prospects.

The parents of children whose absence is below 90% will receive an initial letter to inform them that there are concerns about their attendance and that they are considered to be a Persistent Absentee. *See appendix 3 – Letter 1*

If this situation does not improve the parents of children whose absence falls further below 90% will receive a further letter, inviting them into school for a meeting with the Headteacher. *See appendix 4 – Letter 2*

The attendance of all pupils at our school are monitored to identify children who are a PA, or are on track to becoming PA. Where emerging concerns are identified, we will instigate appropriate and timely interventions.

If parents fail to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice or full prosecution in the Magistrates' Court.

Parents found guilty in a Magistrates' Court of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3 month prison sentence, under a Section 444 (1a) offence.

Support Systems

School recognises that poor attendance can be an indication of difficulties at home and/or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

The school will implement a range of strategies to support improved attendance. Strategies used may include:

- Discussion with parents and pupils
- Parent Support advisor
- Pupil Voice Activities
- Friendship groups
- 1 to 1 mentoring
- Reward systems
- Additional learning support
- Behaviour support
- Reintegration support packages
- Attendance panels
- Parenting contracts
- Engaging the support of other agencies

Support offered to families will be child centred and planned in discussion and agreement with both parents and pupils. Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, the Head teacher will consider the use of legal sanctions following consultation with the Local Authority.

7. Strategies for Promoting Attendance

At Ellingham VC and Woodton Primary Federation work hard to promote good attendance for all pupils.

- An annual attendance at school and legal intervention letter is sent out at the beginning of each academic year - *See appendix 6*
- An Attendance Guide for Parents is also sent out for new starters and is available on the school website - *See appendix 7*
- Good attendance is celebrated weekly in the 'Star of the Week' celebration assembly on a Friday. The class with the highest attendance is awarded a class star. The class with the most stars at the end of the term get a whole class treat which the children decide with their class teacher.
- Children who get 100% attendance each half term are awarded a certificate in assembly. Those who get awarded three certificates in a year get a certificate and a special mention in assembly and the school newsletter.
- Attendance is monitored half-termly. Children who are falling below 90% - the parents or guardians will be sent a letter, encouraging them to improve attendance – *see appendix 3 & 4, letters 1 & 2*

Appendix 1: DfE Attendance Codes

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment

R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2: Leave of Absence Form



APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Important Information for Parents

- Head teachers comply with the 2013 amendment to the **Education (Pupil Registration) (England) (2006) Regulations 2013** which means that they cannot authorise a leave of absence from school unless it is exceptional; every case should be treated on an individual basis and with due consideration of the circumstances. Ultimately, it is the Head teacher of the school who decides if a period of leave during term time should be authorised or not
- Head teachers may grant leave of absence if they consider exceptional circumstances apply
- If the exceptional circumstances are agreed, the Head teacher will determine the length of the absence authorised
- Requests for leave of absence should be made in advance and before any arrangements are confirmed or money committed
- If leave of absence is granted please contact school to discuss measures to minimise the impact of the absence on your child's academic progress
- This form **MUST** be completed by the parent who intends to remove the pupil from school during term time
- Failure to make a request for a leave of absence in advance will result in the absence taken being recorded as unauthorised

Please note: Parents do not have any legal entitlement to take their child on holiday during term time.

I wish to apply for Leave of Absence from school to be granted to:

Full name of child/ren.....

Address.....

From (1st day of absence) To (last day of absence)

Total number of school days.....Expected date of return to school.....

Reason for proposed absence - please provide reasons to support the application including evidence:

Please read the following and sign to indicate you agree:

I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time, and accept that this may have a detrimental impact on my child/ren's progress. I undertake to make sure my child/ren catch up with any work that is required of them.

Signature of parent(s)/carer (s)..... Date:

Your request for leave of absence from school during term time has been considered and has been:

Agreed Days agreed..... Not agreed

Signature of Headteacher.....

Appendix 3: Letter 1 – dropping below 90%



Church Road
Ellingham
Bungay
NR35 2PZ
Tel: 01508 518250
office@ellingham.norfolk.sch.uk

Ellingham & Woodton Primary School Federation

INSPIRE

CHALLENGE

NURTURE

Headteacher: Miss Dawn Read



Norwich Road
Woodton
Bungay
NR35 2LL
Tel: 01508 482294
office@woodton.norfolk.sch.uk

DATE

Dear **xxxx**

The attached document shows that **xxxx** attendance has fallen below 90% this term.

There may be a number of explanations for this level of attendance. If your child has been ill that would explain the drop in attendance. However, I wanted to take this opportunity to make you aware that if your child's attendance drops below 90%, they are considered a 'persistent absentee' and you may be invited in for a meeting with myself and the attendance officer if the situation does not improve.

Therefore, we would ask you to encourage excellent attendance from this point forward so that your child's overall attendance rate improves.

You will appreciate that poor attendance will have a detrimental effect on the progress your child can make at school. I am sure that you, like us, view attendance at school as very important and will do everything you can to help your child improve their attendance.

If you wish to discuss this matter, please don't hesitate to contact me.

Yours sincerely

Miss Dawn Read
Headteacher

Appendix 4: Letter 2 – Further drop in attendance



Church Road
Ellingham
Bungay
NR35 2PZ
Tel: 01508 518250
office@ellingham.norfolk.sch.uk

Ellingham & Woodton Primary School Federation

INSPIRE

CHALLENGE

NURTURE

Headteacher: Miss Dawn Read



Norwich Road
Woodton
Bungay
NR35 2LL
Tel: 01508 482294
office@woodton.norfolk.sch.uk

DATE

Dear **XXXX**

I wrote to you a while ago expressing my concern that **XXXX**'s attendance had dropped below 90%. **XXXX**'s attendance has now dropped to **XXXX**.

Where there is regular absence from school, children will miss out on areas of learning and this can lead to a decline in academic attainment. Pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment.

We acknowledge that each family's circumstances are different and we aim to work with parents to provide the best education for every child. We want to make sure that we can support **XXXX**'s education in the best way possible, including looking into how we can help to address gaps in learning due to absence.

I therefore request that you contact the school office to arrange an appointment with me to discuss what we can do to support you.

Yours sincerely

Miss Dawn Read
Headteacher

Appendix 5: Lateness Letter



Church Road
Ellingham
Bungay
NR35 2PZ
Tel: 01508 518250
office@ellingham.norfolk.sch.uk

Ellingham & Woodton Primary School Federation

INSPIRE

CHALLENGE

NURTURE

Headteacher: Miss Dawn Read



Norwich Road
Woodton
Bungay
NR35 2LL
Tel: 01508 482294
office@woodton.norfolk.sch.uk

DATE

Dear **XXXX**

The attached document shows that **XXXX** has been late on several occasions and missed a total of **XX** minutes.

I do appreciate that slow traffic and other factors can contribute to children being late for school but please be aware it can be distressing and disruptive for children when they are late. Lateness also interrupts the classroom and the learning for other children.

Therefore, I would like to encourage you to ensure that your child arrives at school by 8:40.

If you believe that you received this notice in error or if you have any questions, please don't hesitate to contact me.

Yours sincerely

Miss Dawn Read
Headteacher

Appendix 6: Annual attendance and legal intervention letter



Church Road
Ellingham
Bungay
NR35 2PZ
Tel: 01508 518250
office@ellingham.norfolk.sch.uk

Ellingham & Woodton Primary School Federation

INSPIRE

CHALLENGE

NURTURE

Headteacher: Miss Dawn Read



Norwich Road
Woodton
Bungay
NR35 2LL
Tel: 01508 482294
office@woodton.norfolk.sch.uk

September 2021

Dear Parent/Carer,

Attendance at school and legal intervention

[Research](#) commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. At Ellingham & Woodton Primary Federation our aim is to work with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This letter is to remind all parents/carers regarding the law that requires them to ensure that their child attends school regularly. The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment.

In the DfE policy document entitled, 'School Attendance: Guidance for maintained schools, academies, independent schools and local authorities' it states, '*Head teachers should not grant leave of absence unless there are exceptional circumstances. **The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.***

If the school does not receive a request for leave, the head teacher will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. There will be no obligation on the head teacher to reconsider authorising the leave if an application has not been made in advance.

The Local Authority operates a system where any pupil will meet the criteria for legal intervention where they have:

- at least 9 sessions (4.5 school days) lost to unauthorised absence by the pupil during the last 6 school weeks

The intervention could be in the form of a Fixed Penalty Notice. Any pupil at Ellingham & Woodton Primary Federation who meets either of the criteria, will be referred to the Local Authority for action to be considered.

If a fixed penalty notice is issued the arrangement for the payment will be detailed on the penalty notice. The penalty is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days of the receipt of the notice. The fixed penalty notice is per parent per child. You should be aware that failure to pay the total amount within the timescale will result in legal action being taken.

I hope we can count on your support in this matter, please do not hesitate to contact me if you have any questions.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Dawn Read', with a small flourish at the end.

Miss Dawn Read
Headteacher

Appendix 7: Attendance Guide for Parents



Ellingham & Woodton Primary School Federation

INSPIRE

CHALLENGE

NURTURE



Attendance

A Guide For Parents



Every student. Every day.

Why is Attendance Important?

Missing a few days here and there may not seem like a problem, but research has shown that children often do not catch up on work missed, which can have serious consequences for their learning and progress.

Research shows that often poor attendance starts at Primary School and children who continue this pattern will find it hard to achieve in their GCSEs. Pupils who miss between 10 – 20% of school have only a 35% chance of achieving 5 or more good GCSEs, compared to 73% for those pupils that miss less than 5% of school.

The Government is very clear that all schools must aim to have the highest attendance possible for all of their pupils in order for them to achieve their maximum potential.

What is Good Attendance?

Good attendance is 95% or above.

Anything below 90% is called **persistent absence**.

Good attendance will be celebrated each half term as part of our Friday celebration assemblies.



What Absence can be Authorised?

Absences for reasons other than illness are not normally permitted, except in very special circumstances which must be authorised by the Headteacher. In line with national policy, holidays or extended leave during term time are not permitted other than in exceptional circumstances, and could result in a fixed penalty notice being issued.

Valid reasons for having time off school:

- Illness – please let school know (if a child has sickness or diarrhoea then they need to be off for 48 hours after the symptoms have stopped)
- Medical or dentist appointments, although please try to arrange these outside of school hours
- Hospital treatment
- Close family funeral
- Music and dance exams
- Religious observance
- Traveller absence when travelling for occupational purposes

Unauthorised absence:

Unless there are exceptional circumstances, agreed by the Headteacher, time off for holidays is always unauthorised.

Where no reason is provided for a child's absence, they will be recorded as unauthorised.

If your child is late to school and the register has closed, they will be marked as an unauthorised absence.

Other reasons that would be considered unauthorised are:

- A pupil or family member's birthday
- Shopping
- Closure of a sibling's school
- Having a hair cut
- An unwillingness to attend school

What happens if my child's attendance is below 90%?

You will receive a letter from school to make you aware that your child's attendance has dropped below 90%, with a print out of the sessions missed from Pupil Asset.

We do understand that in some situations this is unavoidable and will try to be sensitive to the needs of each individual case.

What happens if my child's attendance continues to be below 90%?

If a child's attendance drops below 90%, they are considered to be a 'persistent absentee'.

Another letter will be sent from the school to inform you that your child's attendance has dropped further and inviting you in to have a conversation with the Headteacher to see what strategies can be put in place to support.



Will I get fined?

The Local Authority operates a system where any pupil will meet the criteria for legal intervention where they have:

- At least 9 sessions (4.5 school days) lost to unauthorised absence by the pupil during the last 6 school weeks

The intervention could be in the form of a Fixed Penalty Notice. Any pupil at Ellingham VC Primary or Woodton Primary who meets either of the criteria, will be referred to the Local Authority for action to be considered.

If a Fixed Penalty Notice is issued it is a fine of **£60 per parent, per child** which must be paid in one payment in 21 days. If unpaid, a further invoice for £60 per parent per child is issued; both individual invoices would then have to be paid making a total payment of £120 in 28 days. You should be aware that failure to pay the total amount within the timescale will result in legal action being taken.

Why is being on time so important?

Did you know...



It is important that all children attend school as much as possible. Children who attend more, do better socially and academically.

If your child is late you must go to the office and sign your child in. They will register your child late so that our registers are correct and your child can be booked in for lunch. **The register closes at 9:00 and 1:25, so any time after this is considered late.**

The absence will be recorded as 'unauthorised'.