

Slough and Eton Church of England Business and Enterprise College



A Member of Slough and East Berkshire C of E Multi
Academy Trust

Attendance Procedures Policy

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1. INTRODUCTION

Why do we need a policy?

Slough and Eton Church of England Business and Enterprise College recognises its responsibilities to ensure students are in school and on time and therefore have access to learning for the maximum number of days and hours. Safeguarding is constantly at the forefront of our minds and our attendance policy is stringent and thorough to ensure children's safety is always our priority. Parents/carers must know when their child has not arrived at school and we must be sure children are being cared for when not in school.

Who does it apply to?

Our policy applies to all children registered at this school and is therefore shared with parents/carers and students on admission to the school. In law, compulsory age applies to all children from the start of the term commencing on or after the child's 5th birthday, until the last Friday in June during the academic year that the young person becomes 16.

How was it developed?

It has been underpinned by the principles established in the relevant Children Acts, Education Acts, Regulations and Guidelines from both the DfE and the Local Authority.

What does it do?

Although parents/carers have the legal responsibility for ensuring their child's attendance, the governors and staff at this school work together with other professionals and agencies to ensure that this happens (Every Child Matters).

Why is it important?

Every day of education and indeed every lesson matters. In a curriculum where there is built in progression, children who are persistently late or absent soon get behind with work and consequently do not understand all elements of lessons when they return. Children who miss school frequently will undoubtedly have gaps in their learning which will impede their progress and future ability to engage in lessons. This in turn will have an effect on their ability to concentrate and often behave. Frequent absence has a profound and cumulative effect on achievement.

2. AIMS AND OBJECTIVES

This policy ensures that all staff in our school are fully aware and clear about the actions necessary to promote good attendance.

What should we do to maintain good attendance and punctuality amongst our children?

- Raise awareness of attendance and punctuality issues amongst all staff, parents/carers and students.
- Ensure that parents/carers have an understanding of the responsibility placed on them for making sure their child attends regularly and on time.
- Equip children with the skills needed to take responsibility for school attendance and punctuality appropriate to their age and development.
- Maintain clear, effective communication channels on school attendance matters.
- Develop and implement procedures for identifying, reporting and following up cases of poor attendance and lateness.
- Support students who have been experiencing any difficulties at home or at school, which are preventing good attendance.
- Develop and implement procedures to follow up on non-attendance in school.
- Establish a safe environment which demonstrates that 'Every Child Matters' and where children/young people can:
 - Be Healthy
 - Stay Safe
 - Enjoy and Achieve
 - Make a Positive Contribution
 - Achieve Economic Well Being

3. PROCEDURES

a) Our school will undertake to follow the procedures set out in this policy below:

- To maintain appropriate registration processes.
- To maintain appropriate attendance data.
- To communicate clearly the attendance procedures and expectations of the school to all staff, parents/carers and students.
- To have consistent and systematic daily records which give details of any absences and lateness.
- To follow up all absences and lateness if parents/carers have not communicated with the Attendance Officer on the first day of their child's absence.
- To discuss with parents/carers what constitutes an authorised and unauthorised absence (only the school can authorise absences, not parents/carers).
- To strongly discourage unnecessary absence through holidays taken in term time.
- To work closely with parents/carers to improve attendance and punctuality.
- To refer to the Attendance Service (Slough Borough Council – the Local Authority (LA) any child whose family fails to respond to school initiatives to improve their child's attendance.
- To report attendance statistics to the DfE and LA as required.
- All staff should be aware that they must report any attendance or punctuality concerns to the Attendance Officer.
- Advice can be sought from the LA when necessary.
- If a student on the Child Protection Register is absent without explanation the relevant member of the Senior Leadership Team, safeguarding lead as necessary and social worker is notified.
- If a student is in public care (CLA) the carer, social worker, education co-ordinator and Designated Teacher for Children Looked After will be involved appropriately.

b) The process for implementing these procedures in this school are set out below.

Registration

The Slough and Eton school day starts with registration at 8.30am and finishes at 2.50pm (for Years 7-11, 3:40pm on some days for Sixth Form students).

The first bell will sound at 8.25am. Any student entering the school after 8.30am will be registered as late.

Registers will close at 9.00am, afternoon registration is taken in Period 5 (1.10pm).

Lateness

Any student who arrives in school after 8.30am is marked late. Persistent lateness will be dealt with by the Attendance Officer and may result in a formal punctuality meeting with the Attendance Officer and a representative from Slough Borough Council (see below – Persistent Lateness).

Absences

Parents/carers are expected to contact the school by 9.30am on every day of the absence. They are then expected to provide a note explaining the reason for absence on the student's return. The school does not have to accept the parent's/carer's reason for the student being absent. In this instance the absence will be recorded as unauthorised. The school can insist on medical evidence being provided to authorise an absence. Any cost that this may incur will be borne by the parent/carer.

The Attendance Officer will contact (by 'phone, text or email) parents/carers of students on the first day of absence once registers are completed. Any student who has been absent for more than two days, or on the first day if safeguarding concern or mock or public exams are being sat, without contact may be visited at home. Persistent absence will be followed up by the Attendance Officer. If the issue persists then the matter may be referred to the Attendance Service.

If a child is likely to be absent for a period of time, the parent/carer should contact the Attendance Officer to discuss the situation. Contact should be maintained until the child returns to school.

Holiday Requests/Visiting Relatives Requests

Leave of absence forms are available from Student Reception. These need to be completed and returned to the school well before the anticipated leave of absence date. Long term absences are only authorised in the most exceptional of circumstances. If the leave of absence is not authorised and is still taken, the absence will be recorded as unauthorised and the LA may be informed. In this instance a fine may also be issued to the parents/carers. If a child is away from school for more than 20 days they may be taken off roll and have to reapply for a school place on their return.

Parents/carers will be notified in writing by the Headteacher of the decision as to whether or not the holiday is to be authorised.

General Information

If a parent/carer requires information regarding attendance or absence, this can be requested in the first instance from the Attendance Officer.

Attendance Issues

If a student's attendance drops below 90%, or a pattern of absence emerges over a period of weeks, this is brought to the attention of the Attendance Officer. This instigates an investigation as to why the attendance is falling. If the decrease is for unexplained or unacceptable reasons, or is enough to cause concern, parents/carers will be contacted. If attendance still continues to deteriorate, parents/carers and the student may be asked to attend a meeting with the Attendance Officer and Slough Borough Council Officer to initiate an Attendance Action Plan. This gives the parent/carer and the student an opportunity to discuss the reasons for absence and/or lateness and put together a plan to improve the situation. If the situation is not resolved then the student will be referred to The Education Welfare Team at the LA who may consider possible prosecution proceedings and also attendance at an Attendance Panel Meeting.

Personalised Learning Room (PLR)

Any student who is attending the PLR whether on a regular or intermittent basis will be registered in the PLR at normal registration times. Lateness and attendance issues will be dealt with as above.

Absence during the School Day

Any student that needs to leave the school with the normal school day must sign out with the Attendance Officer.

If a student has a medical/dental appointment a written note from their parent/carer of the appointment must be provided. The parent must collect their child from the school reception as no child will be allowed to leave the school site unaccompanied.

If a student becomes unwell during the school day, they should go to Student Reception for assessment. If it is deemed necessary for the student to go home, the school office will contact the parent/carer. A student will not be allowed to go home during the day unless authorised both by the school and the parent/carer. The student will then be signed out by the Attendance Officer as an authorised absence and will need to be collected by a parent/carer.

If a student leaves the school premises without authorisation and/or without signing out with the Attendance Officer, their absence will be recorded as unauthorised. Action will be taken by the school regarding such truancy.

Sixth Form

Sixth Form students are expected to attend school punctually as dictated by their lessons. The school should be informed about illness and absence as outlined above. Should the attendance of a student in the Sixth Form become a significant cause for concern the school reserves the right to withdraw that student's offer of a place to study at Slough and Eton.

In implementing this policy, staff will have regard to the school's safeguarding policy and procedures, the school's Child Protection policy and the school's e-Safety policy and the over-riding principles at all times will be the safety, security, enjoyment and the achievement of the students.

Record Preservation

School registers are legal documents. We will ensure compliance with attendance regulations by keeping attendance records for at least three years. Computer registers will be preserved as electronic back-ups.

Registration Marks

Legally the register must be marked twice daily. This is once at the start of the school day and again for the afternoon in period 5. Teachers should mark students as present only if they have physically seen them.

AM Registration - If a student arrives by 08:30 am they will be marked present, if they arrive between 8.30 and 9.00am the attendance will be registered as L (before register closes). If a student registers after 9.00am he/she will be registered as U (late after register closes), in line with county and DfE guidance. This mark shows him/her to be on site, but legally recorded as an absence.

PM Registration - If a student arrives late to period 5 the attendance will be registered as L for that session (before register closes).

It is important to be on time at the start of the morning and afternoon school sessions and to lessons. The starts of school/lessons are used to give out instructions or organise work. If a child is

late he/she can miss work, time with the class teacher getting vital information and cause disruption to the lesson for others. This can also be embarrassing to the student and lead to possible further absence.

If a student is late due to a medical appointment, he/she will receive an authorised absence coded 'M'. Please be advised that, where possible, doctors' and dentists' appointments are to be made outside school hours or during school holidays.

Students who are consistently late before 9.00am (L) are disrupting not only their own education but also that of the other students. On-going and repeated lateness is considered as unauthorised absence and will be subject to legal action the school will request a meeting to tackle persistent lateness and we will change L to O following a meeting raising punctuality concerns.

Persistent Lateness

Parents/carers of students who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists, parents/carers will be invited to attend the school to discuss the problem and offered support. If support is ineffective, not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 10 week period, Slough Borough Council will be required to issue parents/carers with a Penalty Notice. This is in accordance with Slough's Code of Conduct for issuing Penalty Notices for non-attendance. DfE guidance suggests all official registers should be closed a maximum of 30 minutes after the start of school – but schools can choose to use a shorter period.

Third Day of Absence

If a child is not seen and contact has not been established with parent/carer after three days of absence the school is required to start a Child Missing in Education (CME) procedure as set down by Slough Borough Council Guidance. We will make all reasonable enquires to establish contact with parents/carers and the child including making enquires to known friends, and wider family. The Attendance Officer/Community Liaison Worker/ Learning Mentor or Senior Deputy Headteacher will try to establish contact. If contact is unsuccessful the Deputy Designated Safeguarding Lead/ school will follow Slough Borough Council Guidance ((CME) referral form).

Tenth Day of Absence

We have a legal duty to report the absence of any student who is absent without an explanation for 10 consecutive days. If the child has not been seen and contact has not been established with the named parent/carer then the LA is notified that the child is 'at risk of missing' his/her education. Children's Services Staff will visit the last known address and alert key services to locate the child. Parents/carers have a responsibility to ensure their contact details are up to date.

4. TYPES OF ABSENCE

Understanding types of absence

Students are expected to attend school every day for the entire duration of the academic year, unless there is an exceptional reason for the absence. There are two main categories of absences:

1. **Authorised Absence:** occurs when the school has accepted the explanation offered as satisfactory justification for the absence, or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised.
2. **Unauthorised Absence:** occurs when the school has not received a reason for absence or has not approved a child's leave of absence from school after a parent's request. This includes:
 - Parents/carers giving their children permission to be off school unnecessarily such as for shopping, birthdays, to look after siblings.
 - Truancy before or during the school day.
 - Absences which have not been explained.

A school can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is/is not presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states a child is unwell but on return to school there is evidence that he/she has been on holiday.

Attendance codes for information;

G= Unauthorised holiday

U= Late (after registers close at 9.00am)

O= Unauthorised absence

L= Late (before registers close)

N= no reason yet provided for absence.

Request for Leave of Absence

If parents/carers wish to take their child(ren) out of school they can complete an absence request form. Each request form is completed on an individual basis by the Headteacher. Parents/carers will receive a written reply in return. We are unlikely to authorise absence in normal circumstances.

To ensure consistency across Slough schools we advise parents/carers to inform us of any siblings for whom they are also requesting holiday so that we can discuss our decision with their other schools.

It is important parents/carers request absence well in advance so we have time to prepare our decision

If an absence triggers a Penalty Notice this action will be taken

The school is obliged to investigate any absence and will follow up on any intelligence gained that may contradict the information shared by parents/carers. At this stage we would amend registration codes

Further Guidance

Amendments to school attendance regulations were updated and re-enforced from September 2015: (Pupil registration) (England) regulations state that:

Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. It is important to note that Headteachers can determine the length of the authorised absence as well as whether the absence is authorised at all. The fundamental principles for defining 'exceptional' are rare, significant, or unavoidable which means the event could not reasonably be scheduled at another time. There are no rules on this as circumstances vary from school to school and family to family. There is, however, no legal entitlement for time off in school time to go on holiday and in the majority of cases holiday will not be authorised.

Parents/carers wishing to apply for leave of absence need to write to the Headteacher in advance and before making any travel arrangements. If term time leave is taken without prior permission from the school, the absence will be unauthorised. If the number of sessions absent hits the thresholds set down in Slough's Code of Conduct then parents/carers will be issued with a fixed-penalty fine, or other legal action in accordance the code. Taking holidays in term time will affect a child's schooling as much as any other absence and we expect parents/carers to help us by not taking children out during school time.

For National Guidance refer to: School Attendance 2015 located at

<https://www.gov.uk/government/publications/school-attendance>

5. PENALTY NOTICES

The use of a Penalty Notice is an intervention to improve attendance. This is carried out in all cases below unless the issuing of a Penalty Notice would conflict with other intervention strategies in place or other sanctions already being processed.

Slough Schools and Slough Borough Council will: use the full range of legal measures to secure good attendance. Legal measures will only be considered through a referral to Slough's Attendance Legal Panel where:

1. The child or family do not require the support from any agency to improve attendance
2. The child has 10 or more sessions of unauthorised absence and parents/carers are complicit in the child's absence.

Slough Borough Council will issue a Penalty Notice for any unauthorised absence where the student has been:

- Absent for 10 or more half-day sessions (five school days of unauthorised absence) during any 100 possible school sessions – these do not need to be consecutive.
- Persistently late (coded U) for up to 10 sessions (five days) after the register has closed.
- Persistently late before the close of the register (coded L), but the school has met with parents/carers and has clearly communicated that it will categorise as unauthorised any further lateness (code O), and where the threshold of 10 sessions (five days) has been met.
- Absent for any public examinations of which dates are published in advance.
- Absent for any formal school assessments, tests or examinations where the dates have been published in advance.

Before Issuing Penalty Notices

Schools should take all reasonable steps to ensure good attendance without the use of Penalty Notices.

When a child has become a concern the school will issue a penalty warning and if there is no improvement the school will start the Penalty Notice process. Penalty warnings can be given verbally or in writing. Slough and Eton will do its utmost to contact parents/carers before starting the Penalty Notice process.

The Process of Penalty Notices

At Slough and Eton the authorised person who can action a Penalty Notice is;

- The Headteacher

Other appropriate adults will be involved in attendance matters and will pass necessary information to the authorised person who will then pass this on to the attendance legal panel. In cases where an authorised person has concerns about a student's attendance, he/she must ensure that contact has been made with the parents/carers in order to try to resolve any difficulties.

If the issuing of a Penalty Notice is under consideration the authorised person should, in most cases, arrange for a Penalty Notice warning letter, signed by the Headteacher in the case of schools, to be sent to the parent/carer. This is completed on the Slough Borough Council Penalty Notice (and warning) proforma. The letter should include:

Details of the student's absence (including attendance certificate)

- An offer to meet with the parent/carer to discuss the concerns and to provide advice and support in an attempt to resolve any difficulties.
- A statement of the legal responsibilities of the parent/carer regarding attendance.
- The consequences for the parent/carer in failing to ensure his/her child's regular attendance; in particular, warning that further unauthorised absences could result in a Penalty Notice or prosecution.
- An expectation that, after receipt of the warning letter, the level of attendance will significantly improve and that this improvement will be maintained.

Process to a Penalty Notice

1. Parent/carer contacted regarding attendance concerns.
2. School issues penalty warning to encourage improvement.
3. If there is no improvement, school issues Penalty Notice paperwork.
4. Slough Borough Council is informed and a Penalty Notice is issued.

Further Guidance

Each Penalty Notice carries a fine of £60 if paid within 21 days of the Penalty Notice being posted. If the fine is not paid within 21 days the penalty is automatically increased to £120 if paid within 28 days. If the fine remains unpaid the Slough Borough Council will consider prosecution for the non-attendance. Payment methods are detailed on the Penalty Notices themselves. Penalties are to be paid to Slough Borough Council and revenue resulting from payment of Penalties is used by the Council to help cover the costs of issuing Penalty Notices and/or the cost of prosecuting recipients who do not pay.

Who as affected by Penalty Notices for Non-Attendance

In education law, parents/carers are committing an offence if they fail to ensure the regular attendance of their child, of compulsory school age, at the school at which the child is registered, unless the absence has been authorised by the school.

All parents/carers involved in the child's attendance are subject to the legal measures unless they do not have the capacity to change the attendance pattern. Parents/carers must inform the school immediately and access a range of support offered they feel unable to secure effective change in their child's attendance. The authorised person should consider every aspect of a student's circumstances before deciding whether to issue a Penalty Notice.

Parent/carers will be warned of the likelihood of a Penalty Notice being issued for unauthorised absence either via a letter, through the leave of absence request form, or through the school's attendance policy and website.

The Penalty Notice is a fine that is issued to each parent/carer who condoned the absence (or was responsible for the child) during the period of unauthorised absence for which the fine has been issued. For each case of unauthorised absence Slough Borough Council will decide whether a Penalty Notice is issued to one or more parents/carers for each child. N.B. This could mean four Penalty Notices for a family with two siblings both with unauthorised absence for holiday i.e. one PN for each child to each parent/carer.

If parents/carers do not condone their child's absence they must notify the school immediately. Any adult who lives within the family home is deemed to have 'parental responsibility' and is responsible for the child and his/her absence.

In all cases involving a child in care the authorised person must also send a copy of the warning letter to the child's social worker, as well as to the Director of Children's Services for the LA which has responsibility for the child if he/she is not exempt.

6. SUPPORT WITH ATTENDANCE

Leavers

If a student is transferring to another school, parents/carers are asked to: Give the Attendance Officer comprehensive information about their plans, including any date of a move and their new address and telephone numbers, their child's new education provider and the start date when known. This should be submitted to our school in writing.

If a student transfers and the school do not have the above information, then he/she is considered to be a CME. This requires schools and LAs to carry out investigations to try to locate the child, which includes liaising with Children's Services, the police and other agencies. Through giving us the above information parents/carers can avoid these investigations.

Study Leave

We believe that students' needs are best met if they attend school every day in the period leading up to examinations. No study leave will be granted during this period, therefore, and students will be expected to attend school in the usual way. A bespoke timetable will be provided for the Year 11 students to ensure they get the most from this revision period for their GCSE examinations. Study leave will only be granted to Year 11 students during the time of the GCSE examination period. Should any students wish to attend school (or should their parents/carers wish them to) on the days and at times when they are not sitting examinations, arrangements will be made for them to do so. The school will work within the following legal requirements:

- Study leave should only be granted to Year 11 students and never to those in other year groups.
- It should never exceed 15 school days in a year and is most appropriately granted during the examination period itself, i.e. not before the beginning of that period.
- It should always be granted sparingly, taking account of an individual student's/ability to manage and benefit from unsupervised study.
- Any student has the right to attend school during study leave and a parent/carer has the right to insist he/she does so.
- Any sessions given to students as study leave are classified as authorised absence (coded S as it is not an 'approved educational activity') and should be recorded and reported on by the school as such.

Teenage Pregnancy

Support will be directed by the key worker to keeping a pregnant student in school and wherever possible to securing her return to full time education as soon as possible after the birth. A student who becomes pregnant should be allowed no more than 18 weeks authorised absence to cover the time immediately before and after the birth of the child. After that time, any absence should be treated as unauthorised.

Slough Borough Council – School Attendance, A Guide for parents/carers

[https://www.slough.gov.uk/downloads/Attendance - a guide for parents/carers.pdf](https://www.slough.gov.uk/downloads/Attendance_-_a_guide_for_parents/carers.pdf)

The Law

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable:

[a] to his/her age, ability and aptitude and

[b] to any special needs he/she may have either by regular attendance at school or otherwise.

For educational purposes, the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

Register and Admission Roll keeping

The legal requirements are found in: The Education [Pupil Registration] (England) Regulations 2006

Guidance documents on Attendance

The following DfE documents are used to guide attendance recording:

- Absence and Attendance codes (Guidance for Schools and Local Authorities).
- Keeping Pupil Registers (Guidance on applying the Education Pupil Registration Regulations).

These and other guidance documents are available on the DfE website.

Persistent Absence (PA) thresholds

- The PA thresholds for academic year 2018/2019 remain the same as last year.
- A child is deemed a “persistent absentee” if they reach 38 sessions of absence by the end of half term 6 – this equates to a 90% or below attendance rate of the child’s possible attendances
- In order for schools to keep track of potential PA’s the following thresholds for each half term can be used to monitor and track potential PA’s – if a child reaches the thresholds shown below at the end of each half term, and their absence levels continued, then it is likely they will reach PA level at the end of the academic year;

HT1	Any child who reaches 7 sessions of absence (Auth or UA)
HT2	Any child who reaches 14 sessions of absence (Auth or UA)
HT3	Any child who reaches 20 sessions of absence (Auth or UA)
HT4	Any child who reaches 25 sessions of absence (Auth or UA)
HT5	Any child who reaches 32 sessions of absence (Auth or UA)
HT6	Any child who reaches 38 sessions of absence (Auth or UA)

Appendix 1

September 2017

Attendance Service Information for Schools

This document provides information and guidance for schools regarding;

- Attendance Service Referrals
- Persistent Absence (PA) thresholds

Referral Forms

The following areas operate on a referral basis to the Attendance Service. Schools and academies are therefore required to complete the relevant referral form to meet the notification/request;

- A) CME/Pupil Tracking
- B) School Attendance
- C) Fixed Penalty Notice and Warning Requests.

The following guidance provides some key information regarding each of the forms and when and how they should be completed and submitted. Please read the guidance and if you have any questions or would like to discuss further please contact Jeannette Walker, Attendance Team Manager on 01753 875256 or jeannette.walker@slough.gov.uk

Note; Definition of "parent" for the purpose of this document;

Under *section 576* of the *Education Act 1996* (EA 1996), a "parent" in relation to a *child* or *young person* is defined as:

- The natural parents/carers of a child, whether they are married or not.
- Anyone who although not a natural parent has parental responsibility for a child.
- Any person, who although not a natural parent, has care of a child.

Appendix 2

Referral Form Guidance

CME / Pupil Tracking Referral Form 2017/2018

Attendance Referral Form 2017/2018

Purpose:

This form is to be used to refer children to the LA where schools have concerns about their overall attendance rates / absence patterns despite the schools own intervention's. The pupil will remain on the school roll

General Information:

- Schools can refer pupils with attendance concerns to the LA once they have reached a certain level of absence (see thresholds below)
- The LA will take the relevant action within their process to address the concerns with the aim of improving the child's attendance at school
- These referrals are available for schools to use in addition to, or instead of enforcement action (Warning of Penalty Notice, Issue of Penalty Notice and/or Prosecution)
- Prior to a referral to the LA it is expected that the school would have carried out their own interventions with the child / family (see pre-referral information below)

Pre – referral actions required by schools:

- Prior to referring a child to the LA for poor attendance concerns it is expected that the school has carried out all intervention available to them. This could include;
 - Telephone calls to parent/s
 - Letters sent to parent/s stating concerns around attendance
 - Meetings held at the school with the parent/s
 - Parenting contracts implemented between school and parent/s
- These interventions should be listed on the referral form in the "Record of School Action" section and copies of any relevant correspondence/notes should be attached to/ included with the referral

Which parent/s should be included on the form?

- Your school records may show the details of both parents/carers with both having PR, however it may not always be appropriate to include both parents/carers on the referral form
- To the parent/s whose details you enter onto the form we will address all correspondence. They could therefore ultimately be prosecuted if the attendance continues to be a Concern
- If you are aware that the 2 parents/carers live separately and the child for example, only sees parent B on weekends, you should consider if it is appropriate for enforcement action to be taken against parent

B when it is evident they are not part of the child's day to day schooling matters (i.e. getting the child into school)

- Please ensure that you consider the position and situation with the parents/carers prior to sending the referral form to the Attendance Service. During the 16/17 academic year 43% of fines were withdrawn because they were issued to the wrong person.

Form Completion

- All sections of the form must be completed in full
- Parent/Carer details must include the "Full name" - both the first name and the surname
- Please ensure that you attach a copy of the registration certificate to the referral form
- Completed forms should be submitted by email as a word document and sent to;

attendance@slough.gov.uk

Penalty Notice and Warning Proforma 2017/2018

Page 1 of 2

Purpose:

- This form is to be used to submit a request for the Local Authority to start enforcement by issuing either a “warning of fine” or a Fixed Penalty Notice (fine) to parent/s of a statutory aged child related to unauthorised absence. The aim of using warnings and fines is for the purpose of improving a child’s attendance to a satisfactory level.

General rule

Once thresholds have been reached, the general rule to assist the decision making process for schools when deciding if a warning/fine should be issued is;

- Only issue a warning if school is prepared for the parent/s to be fined
- Only issue a fine if school is prepared for the parent/s to be prosecuted (if they do not pay the fine)
- Only support the LA’s prosecution if school is prepared to be called, if required, as a witness in court.

Pre – referral actions required by schools:

- Schools must obtain all medical evidence/supporting documents from the parents/carers prior to sending the proforma to the attendance team
- Referrals must be made for instant fines within 4 weeks of the child’s return to school following the absence period. Referrals submitted after this time reduces the possibility of progressing through the enforcement process due to legal requirements
- It is inevitable that many parent/s will contact the Attendance Team to raise concerns when they receive a warning or a fine. The Attendance Team will do everything they can to keep the parent/s complaint/challenge at LA level, however there are times when the parent/s have to be re-directed back to school
- Only a Headteacher can authorise a child’s absence and therefore if parent/s supply the LA with evidence the case will have to be reverted back to school for consideration based on the new information

PN & Warning Proforma

- The same proforma is used for the issue of a warning and an instant fine
- All sections of the form must be completed and it must be clear if you wish for a warning or a fine to be issued
- It is essential that the parents/carers full name (first name and surname) are included. Enforcement cannot be triggered without the full names for legal reasons

- The proforma for issuing warnings/fines must be signed by the Headteacher of the school

Which parent/s should be included on the form?

- Your school records may show the details of both parents/carers with both having PR, however it may not always be appropriate to include both parents/carers on the proforma
- The parent/s whose details you enter onto the form will be the parent/s that we issue a warning/fine to and could therefore ultimately be prosecuted if the attendance continues to be a concern
- If you are aware that the 2 parents/carers live separately and the child for example, only sees one parent on weekends, you should consider if it is appropriate for enforcement action to be taken against this parent when it is evident they are not part of the child's day to day schooling matters (i.e getting the child into school)

Warning of Penalty Notice (fine)

- A warning of fine can be issued to parent/s when a child has 10 sessions of unauthorised absences in any 12 week period.
- These absences do not have to be consecutive
- Codes that constitute an unauthorised absence include;
 - Code "O" – unauthorised absence
 - Code "U" – recorded late after registration has closed –counts as absent for that session
 - Code "G" – unauthorised leave – please note that if there are 10 consecutive sessions of code "G" a fine can be instantly issued without a warning period
- The warning letter sent by the LA to the parent/s states a 15 school day period of time that the child must attend with no further unauthorised absence
- If there are any unauthorised absences during the warning period a fine will be issued to the parent/s

Issue of Penalty Notice (fine)

- There are 2 ways a fine is issued in Slough.
 - 1) fine issued following unauthorised absences during the warning period as detailed above and
 - 2) an instant fine following an unauthorised holiday
- Instant fines for unauthorised holiday/leave can be issued when a pupil has 10 consecutive sessions of unauthorised absence which is coded "G".
- Fines are £120 each and are issued on a "per parent, per child basis". Parents/carers have 28 days in which to make full payment. They can pay the lesser amount of £60 per fine if payment is made within 21 days
- SBS's protocol states that parent/s will only be issued with one fine per academic year. If attendance continues to be a concern following this, alternative enforcement will be triggered i.e. Panels/prosecution

Prosecution

- If parent/s do not pay the fine prosecution will be considered.
- It is important for schools to know that although fines have not been paid, it is not

always appropriate for prosecution to take place

- Various factors need to be considered at this stage which includes child's overall attendance, improvements made in attendance throughout the enforcement process, social care/other agency involvement and ultimately the prosecution "must be in the public's interest"
- The decision regarding prosecution ultimately lies Slough Borough Council's legal services
- When a case does go to court it is important for schools to know that if a parent pleads "not guilty" in court the case is automatically listed for "Trial". At this stage you may be called as a witness and subject to cross examination from the parent/s and the court

Form Completion

- All sections of the form must be completed in full
- Parent/Carer details must include the "Full name" - both the first name and the surname
- Please ensure that you attach a copy of the registration certificate to the referral form
- Completed forms should be submitted by email as a word document, along with a copy of the registration certificate and sent to; attendance@slough.gov.uk.

Alternatively they should be posted to:

The Attendance Service
Slough Borough Council, St Martins Place
2nd Floor East
51 Bath Road, Slough
SL1 3UF

or sent in the internal post.

Appendix 4



Taking pride in our communities and town

Attendance Service Referral Form

Please only complete this form if the pupil has had 38 sessions of absence which includes at least 10 sessions of unauthorised absences in any 12 week period.

SCHOOL Contact Name / Phone.....

Pupil Details	Parent/Carer Details
NAME (FULL).....	Parent/Carer 1
...	NAME (FULL).....
M/F.....DOB:	Address (if different from pupil)
Address.....Post Code.....
.....	Contact Details :
.....Post Code.....	Tel numbers/email address:
Ethnicity.....
...	Parent/Carer 2
Year Group.....Tutor Group.....	NAME (FULL).....
Is the pupil a Child in Care (CLA) ? Yes/No.....	Address (if different from pupil)
Is the pupil eligible for FSM? Yes/No.....Post Code.....
Does the pupil have a Statement of SEN/ EHC Plan? Yes/No.....	Contact Details :
Has a MARF been completed? Yes/No.....	Tel numbers/email address:.....
Other relevant information	

<p>Known previous enforcement action (i.e warnings/fines/prosecution)...</p> <p>.....</p> <p>Current attendance rate:</p> <p>Number of sessions absent:</p> <p><u>Please attach Attendance Certificate</u></p>	<p>.....</p> <p>If parents/carers live separately do both parents/carers have an active involvement with the child's education? Yes/No/Other info.....</p> <p>.....</p> <p><i>Any other relevant parental information? Yes/No.....</i></p> <p>.....</p>
---	--

Reasons for absence— schools to provide as much detail as possible, this could include a print out of reasons from SIMs

Record of school action before referral to Attendance Service	
Details of contact- (for example) Telephone calls, letters, school meeting etc (N.B. Please attach copies of each)	
Action	Date

Other agencies involved: e.g. Social Care, Police, Youth Justice or any other relevant information:

.....

I confirm that the school will not routinely authorise any further absences without justifiable evidence and that parent(s)/carer(s) will be advised of this fact and that this referral has been made to the Attendance Service once the parent has been notified.

SIGNED **PRINT NAME** **DATE**

.....

POSITION.....

LA only: Date received by AS..... Approved referral (Officers name and date).....

Appendix 5



Taking pride in our communities and town

Child Missing Education (CME) / School 2 School Referral Form

REFERRAL FROM (School Name/Local Authority).....

CONTACT NAME & NUMBER

For CME / Pupil Tracking Referrals complete Parts A & B

For School 2 School transfers complete Part C only

For new starters complete Part D only

For non-school attendance matters in cases where the whereabouts of the child is known (i.e. still at their home address) this form should **NOT** be completed as this would be a non-school attendance matter– Please contact the Attendance Service on 01753 787670 for guidance

PART A

CME / Tracking

Pupil Details			
Child's Full Name		Gender	
Current Address		Date of Birth	
New Address (moving to)		Date Moved	
Date of Last Attendance		Ethnicity	
Known Siblings in Other Schools	Name/s: School Name/s:		
Is the pupil known to Children's Services? Yes/No		Name of Social Worker:	

Other relevant information (SEND, safeguarding concerns, poor attendance, parent non-engagement, communication)	

Parent/Carer Details

Parent / Carer 1		Telephone	
Full Name:		Number	
Email Address			
Parent / Carer 2		Telephone	
Full Name:		Number	
Email Address			
Home Address (if different from pupil)			

Additional information

Please give details of any other relevant information that might help us locate this child or children
--

Schools please ensure these checks are completed before you send the referral.

School Action taken – please provide information on actions school has taken to locate this pupil i.e. home visit, letter sent to home address, spoken to neighbours/other family members + emergency contacts, other schools contacted where any siblings attend;

Pupil Removed from School Roll

New CME guidance September 2016 states schools **must** inform LA of all pupils removed from their roll

Please tick relevant box

LA approved change of education provision due to SAO		Pupil failed to return following authorised leave of absence		Child is not statutory school age	
Pupil registered in another school		Pupil medically unfit to attend school		Pupil leaving independent school	
Pupil on dual roll has ceased to attend		Pupil continuously absent at least 20 days and cannot locate child		Permanent exclusion	
Pupil receiving Elective Home Education		Pupil given custodial sentence for 4 months or longer		Nursery child not continuing to Primary School	
Home school distance is unreasonable (left area)		Death of pupil		Pupil leaving boarding school, fees unpaid	

Date child will be removed from roll:

(Ensure this referral allows 10 days for the LA to carry out tracking checks prior to this off roll date)

Date CTF is uploaded to Missing Pupils on S2S:

(Including those that have moved abroad)

PART C

School to School Transfer

Schools can complete this section for any pupil moving from your school to another school.
10 days' notice is not required to be given to the LA for school to school transfers as long as the new school start date has been confirmed.

Child Name:	DOB:
Address:	
Parents/carers Name and contact number:	
New School:	Start Date:
Reason Taken off roll: Pupil registered in another school	Date taken off roll:

PART D

New Starter (In-year)

New CME guidance September 2016 states schools must inform LA within 5 days of all students taken onto their roll.

Child's Full Name	DOB	Start date

Completed form to be emailed to pupiltracking@slough.gov.uk

It is mandatory to complete the form accurately. Failure to do so will result in the form being returned.

PENALTY NOTICE PROFORMA 1

Request for SBC to issue a Penalty Notice/Warning

SCHOOLS – It is mandatory to complete the form accurately. Failure to do so will result in the form being returned.

School Name:			
Pupil Details:	Year group:	Date of Birth:	Ethnicity:
Name			
Address			
Parent/Carer details (1):	Mr, Mrs, Miss, Ms, other – please specify		
Name (must include first name and surname in full of parent/carers)			
Address (<i>if different to above-by completing this parents/carers details you are confirming that, aside from PR, the parent is actively involved in the child's school attendance</i>)			
Telephone numbers: Home			
Mobile			
Parent/Carer details (2):	Mr, Mrs, Miss, Ms, other – please specify		

Name (must include first name in full of parent/carer)	
Address (<i>if different to above-by completing this parents/carers details you are confirming that, aside from PR, the parent is actively involved in the child's school attendance</i>)	
Telephone numbers: Home	
Mobile	
PLEASE SELECT ONE:	
PN WARNING REQUEST	<input type="checkbox"/>
10 unauthorised sessions of absence over a 12 week period. Please attach the attendance certificate	
PN (FINE) REQUEST	<input type="checkbox"/>
Dates of absence:	
10 consecutive sessions of unauthorised absence, code G. Please attach the attendance certificate	
Declaration: I confirm that the details contained on this form are true to the best of my knowledge and belief.	
Signed (Headteacher):	Please print name:
Completed by (school attendance):	Please print name:
Date:	
LA Office Use;	
Signed (Attendance/CME Officer at SBC):	Please print name:
Date:	

Appendix 6

Letter A - Request for term time holiday

You are advised not to make any arrangements until your request has been considered.

SLOUGH AND ETON CHURCH OF ENGLAND
BUSINESS AND ENTERPRISE COLLEGE
Ragstone Road, Chatvey, Slough, Berkshire, SI12PV

Tel: 01753520824
E-mail: reception@slougheton.com
HNdteacher: www.slougheton.com
Mr rCOLlins



Dear Parent/Carer

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional.

Please note: There is no general right to authorise absence for a family holiday. If you take your child out of school without permission the absence will be unauthorised and we will consider legal action.

You are advised not to make any arrangements until your request has been considered.

Section A

To the Headteacher, I wish to apply for

Child's name: _____ Class: - - - - -

I would like to be authorised as absent from school (please include dates and time): from _____ to _____ (inclusive dates)

If your child has siblings who are also applying for a leave of absence please enter their name and school below:

Child's name(s): _____ School(s): - - - - -

Section B

Please explain why you are applying for an authorised absence and the circumstances which make your application exceptional; and therefore the leave cannot be taken within the normal 13 weeks annual holiday your child has from school. If you are requesting authorisation to attend a specific event please confirm the date of the event and explain your travel arrangements. If you require additional space please continue on the other side of the page.

Please inform us if you have siblings in local schools as we may discuss your request with them.



Section C

I am the parent/Carer with whom the pupil normally resides. The information I have given on this form is correct. Signature (parent/Carer) = ----- Date: -----

Education (Pupil Registration) (England) Regulations 2006 have been amended (as of 1 September 2013) to prohibit the proprietor (headteacher) of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

Continuation of section B (if required):

Appendix 7 Exemplar letters to parents/carers

Letter B - Returning letter following absence request

SLOUGH AND ETON CHURCH OF ENGLAND
BUSINESS AND ENTERPRISE COLLEGE
Ragstone Road, Chateaux, Slough, Berkshire, SU 2PV

Tel: 01753 520824
E-mail: reception@slougheton.co.uk
Website: www.slougheton.com
Headteacher: Mr Peter Collins



Dear Parent/Carer of

Thank you for completing the absence request form. In all cases of student absence we take our decision very seriously as any missed education can negatively impact the progress of your child.

You will find our decision on the rear of the original absence request form, which also acts as the penalty warning if appropriate. If you have siblings in other schools please share this with us to ensure a consistent decision is reached.

We enclose the following additional information on attendance that you may find useful:

- Your child's attendance certificate
- Parent leaflet on Penalty Notices
- Our school leaflet on absence
- DFE guidance on attendance.

Attendance is measured by sessions which are equivalent to one half day. We use percentages to support students and help them gauge their attendance across the year. We strongly recommend that you take all holiday out of term time and check all internal/external school assessments before taking your child out of school.

All guidance is found in our attendance policy, found at www.slougheton.com/Policies

Please note this is one of the following legal changes that have come into force in September 2015. Parents/carers will receive a Penalty Notice if their son/daughter is marked as being:

- absent for 10 or more half-day sessions (five school days), which is unauthorised, during any 100 possible school sessions – these do not need to be consecutive.

Thank you for supporting your child's attendance. We trust that your child's full attendance will be encouraged given this information and our decision. If you have further attendance queries please contact your child's Head of Year or, if it is regarding this specific request, please write to the Headteacher.

Yours sincerely

Mr P Collins
Headteacher



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Letter C - Drop to 96% after Term 1 School Attendance

SLOUGH AND ETON CHURCH OF ENGLAND
BUSINESS AND ENTERPRISE COLLEGE
Ragstone Road, Watwy, Slough, Berkshire, SU 2PV

Tel: 01753520824
E-mail: reception@sloughleton.com
Website: www.sloughleton.com
ttheadteacher. MrPeterCollins



Dear Parent/Carer of

School Attendance

I am writing to you because <name's> attendance has dropped below 96% this school year. I enclose his/her attendance certificate and our school leaflet on absence.

Good attendance at school is linked to better GCSE grades. Please speak with your child about the importance of attending school every day.

Your child's tutor will be keeping a close eye on his/her attendance. I will also offer support as highlighted in our attendance policy, found at www.sloughleton.com/Policies

We appreciate that 96% may appear to be a good level of attendance but we strive for 100% where possible. We are therefore keen to explore how we can help you to improve your child's attendance.

We are grateful for your support.

Yours sincerely

Mrs F Kazmi

Attendance Officer

Enc. Attendance certificate



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SLOUGH AND ETON CHURCH OF ENGLAND
BUSINESS AND ENTERPRISE COLLEGE
Ragstone Road, Chatwy, Slough, Berkshire, SI12PV

Tel: 01753520824
E-mail: recepti@slougheton.com
website: www.slougheton.com
ttheadteacher. Mr rCollins



Dear Parent/Carer of

School attendance issues

I am writing to you because <name's> attendance has dropped below 93% this school year.

I enclose his/her Registration certificate and our school leaflet on absence.

Please speak with your child about the importance of attending school every day. We would also like to speak with you to talk through any issues and barriers to your child attending school. Please could you call the school to speak with me.

We will set targets for improvement across the rest of the year.

Attendance at 93% is the same as missing a whole term's work across the five years.

Evidence shows that this impacts on GCSE grades.

We are grateful for your support regarding your child's attendance.

Yours sincerely

Head of Year

Enc. Registration certificate

Leaflet on absence



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SLOUGH AND ETON CHURCH OF ENGLAND
BUSINESS AND ENTERPRISE COLLEGE
Ragstone Road, Crowthorne, Slough, Berkshire, SU 2PV

Tel: 01753 520824
E-mail: reception@slol.lgheton.com
Website: www.sSougheton.com
ttheadteacher. Mr Peter Collins



Dear Parent/Carer of

Attendance meeting

Your child's attendance has reached below 90%. Please find enclosed his/her Registration certificate. We have reviewed <name's> attendance since our previous meeting and it has not improved. Please could you attend a meeting at school on <date> at <time> to discuss how we can improve the situation.

An attendance of less than 90% means that <name> is categorised as a persistent absentee. Falling into this attendance category has profound effects on his/her future; he/she will miss the equivalent of half a year off school across five years if this pattern continues. Please speak with your child about the importance of attendance. We enclose the following additional information on attendance that you may find useful:

- Parent leaflet on Penalty Notices
- Our school leaflet on absence
- DFE guidance on attendance

The new guidelines also require the school to monitor punctuality. All guidance is found in our attendance policy, found at www.beaufort.hants.sch.uk/about-us. Please note the following legal changes that have come into force in September 2015. Parents/carers will receive a Penalty Notice if their son/daughter is marked as being:

- absent for 10 or more half-day sessions (five school days), which is unauthorised, during any 100 possible school sessions - these do not need to be consecutive
- persistently late (coded U) for up to 10 sessions (five days) after the register has closed; our registration closes at 09:00
- persistently late before the close of the register (coded L), but the school has met with parents/carers and has clearly communicated that they will categorise as unauthorised any further lateness (code O), and where the threshold of 10 sessions (five days) has been met
- absent for any public examinations of which dates are published in advance
- absent for any formal school assessments, tests or examinations where the dates have been published in advance.

Thank you for your support regarding your child's attendance.

Yours sincerely

Assistant Headteacher (Mr M Culkeen KS3/Miss F Shallow KS4/Mrs M Bow KSS)



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SLOUGH AND ETON CHURCH OF ENGLAND
BUSINESS AND ENTERPRISE COLLEGE
Ragstone Road,ct(atwy, Slough, Berkshi'e, SU 2PV

Tel: 01753520824
E-mail: reception@slougheton.com
Website: www.slougheton.com
theadteacher. Mr Peter Collins



Dear Parent/Carer of

Your child, <name>, has now been referred to me as his/her attendance is of significant concern despite intervention from a range of staff at Slough and Eton Business College.

I enclose his/her Registration certificate.

I would now like to invite you to a meeting on <date> at <time> to review the current situation with <child's name> attendance.

I must point out that if there is no improvement in attendance you could become liable to a prosecution under Section 444 of The Education Act 1996 and we will refer to the Attendance Legal Panel for consideration. Alternatively, we could consider a Penalty Notice issued by the school under the Anti-

Social Behaviour Act 2003. Headteachers and Local Authorities are empowered to issue Penalty Notices to parents/carers/carers whose children fail to attend school regularly and punctually and where the absence is unauthorised (leaflet enclosed for your information).

For further information please see our attendance policy, found at www.slougheton.com/Policies

Thank you for your continued support in working together to improve your child's attendance.

Yours sincerely

Mr A. Eane

Deputy Headteacher



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SLOUGH AND ETON CHURCH OF ENGLAND
BUSINESS AND ENTERPRISE COLLEGE
Ragstone Road, Watwy, Slough, Berkshire, SU 2PV

Tel: 01753 520824
E-mail: reception@slougheton.com
Website: www.slougheton.com
Headteacher: Mr Peter Collins



Dear Parent/Carer of

Medical absence

I am writing to you because <name's> attendance is <%>.

I enclose his/her Registration Certificate. There is a pattern of continued medical absence that we are obliged to discuss in case we can better support you and your child. We would therefore like to invite you to a meeting at the school on <date> at <time> to discuss an action plan on how we can work together to improve the situation. At the meeting we will look at the evidence you have provided and let you know whether or not we will authorise any further medical absence.

Please speak to your child about the importance of attendance. We enclose the following additional information on attendance that you may find useful:

- Parent leaflet on Penalty Notices
- Our school leaflet on absence
- DFE guidance on attendance

I would like to remind you that medical evidence (this can be in the form of a doctor's note or a prescription slip) is required to authorise any further absences. If you are happy for us to speak to your child's GP, please could you let the GP Practice know, and give us the name of his/her GP. There is also an attached slip for you to complete and return at the meeting.

Thank you for your continued support in working together to improve your child's attendance. Yours sincerely

Head of Year

MEDICAL ABSENCE FROM SCHOOL AUTHORISATION

Please return the reply slip to your child's Head of Year at Slough and Eton once completed

Today's date: (parent to complete)

Student's name: (parent to

complete)

Having met the above named child I would expect that they will return to school in days' time. (Surgery to complete)

He/She has/has not been prescribed medication to support his/her recovery.

Proof of attendance (Surgery Stamp)



SLOUGH AND ETON CHURCH OF ENGLAND
BUSINESS AND ENTERPRISE COLLEGE
Ragstone Road, Watwy, Slough, Berkshire, SU 2PV

Tel: 01753520824
E-mail: reception@sklugheton.com
Website: www.slougheton.com
ttheadteacher. Mr Peter Collins



Dear Parent/Carer of

I am writing to you because <name> has been late to school <r> times.

I enclose your child's attendance certificate and our school attendance leaflet. We would therefore like to invite you to a meeting at school on <date> at <time> to discuss an action plan on how we can work together to improve the situation. It is important to be on time at the start of the morning and afternoon school sessions and to lessons. The starts of school/lessons are used to give out instructions and organise work. If a child is late he/she can miss work time with the class teacher getting vital information, and cause disruption to the lesson for others. The schoolday begins at 8.30am and all students are expected to be in school at this time. Research shows a link between attendance at school and a child's achievement. Being late adds up to a loss of learning.

Minutes late per day	Equivalent of missing
5 mins	3.4 school days a year
10 mins	6.9 school days a year
15 mins	10.3 schooldays a year
20 mins	13.8 schooldays a year
30 mins	20.7 schooldays a year

If there are any further late arrivals and <name's> punctuality does not improve, and that improvement be maintained, you will be issued with a Penalty Notice without further warning. Please note the following legal changes that have come into force in September 2015. Parents will receive a Penalty Notice if their son/daughter is marked as being:

- persistently late (coded U) for up to 10 sessions (five days) after the register has closed; our registration closes at 09:00
- persistently late before the close of the register (coded I), but the school has met with parents/carers and has clearly communicated that they will categorise as unauthorised any further lateness (code OI and where the threshold of 10 sessions (five days) has been met

Thank you for your continued support in working together to improve your child's attendance.

Yours sincerely

Head of Year



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SLOUGH AND ETON CHURCH OF ENGLAND
BUSINESS AND ENTERPRISE COLLEGE
Ragstone Road, Crowthorne, Slough, Berkshire, SU2 2PQ

Tel: 01753520824
E-mail: reception@slol.lg.eton.com
Website: www.sSougheton.com
theadteacher. Mr Peter Collins



Dear Parent/Carer of

It has come to my attention that your child is in breach of the attendance code of conduct for Hampshire. It is our duty to provide you with a penalty warning letter in order to promote improvement in rates of attendance. If there is no improvement, the pastoral team will continue to update me and the school will be forced to alert Hampshire County Council to follow legal measures. We would very much like to support you and your child before this stage so please contact your Head of Year as soon as possible.

We enclose the following additional information on attendance that you may find useful:

- Your child's attendance certificate
- Parent leaflet on Penalty Notices
- Our school leaflet on absence
- DFE guidance on attendance

Attendance is measured by sessions which are equivalent to one half day. We use percentages to support students and help them gauge their attendance across the year. We strongly recommend you to take all holiday out of term time and check all internal/external school assessments before taking your child out of school to avoid penalty warnings or Penalty Notices. The new guidelines also require the school to monitor punctuality.

All guidance is found in our attendance policy accessible through our website www.sougheton.com/Policies

Please note the following legal changes that have come into force in September 2015. We have highlighted the section you should take note of in this instance.



Parents/carers will receive a Penalty Notice if their son/daughter is marked as being:

- absent for 10 or more half-day sessions (five schooldays), which is unauthorised, during any 100 possible school sessions - these do not need to be consecutive
- persistently late (coded U) for up to 10 sessions (five days) after the register has closed; our registration closes at 09:00
- persistently late before the close of the register (coded L), but the school has met with parents and has clearly communicated that they will categorise as unauthorised any further lateness (code 0), and where the threshold of 10 sessions (five days) has been met
- absent for any public examinations of which dates are published in advance
- absent for any formal school assessment tests or examinations where the dates have been published in advance.

Thank you for your support in your child's attendance. We trust that your child's attendance will be encouraged given this information and our decision. If you have further attendance queries please contact your child's Head of Year.

Yours sincerely

Mr A. Eane

Deputy Headteacher

Enc.