

Flying High Trust Partnership



Greythorn Primary School

Attendance Policy September 2025

Review date	By whom	Summary of changes made	Date
July 2024	TC/PP	New Guidance for managing school attendance (Aug 24)	July 2024
Sep 2025			

Tae Carpenter

Introduction

Our aim at Greythorn Primary School is to provide the greatest opportunity for children's learning. We work hard to ensure that all our pupils have an equal chance to make good use of the education that the school offers by providing a positive and encouraging atmosphere.

Greythorn Primary School expects all children on roll to attend every day, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend and to put into place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. We will make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

Aims

At Greythorn Primary School we aim to:

- promote good attendance and punctuality through a clear framework of expectations
- engage the support of parents/carers in ensuring that their children attend school regularly and that they arrive on time
- maintain good electronic records of attendance through registers and to take prompt action to follow up absences
- investigate and act immediately where unauthorised absence is confirmed or suspected
- monitor closely pupils with attendance and punctuality issues and work with parents/carers and other agencies when appropriate, to bring about improvement
- recognise good attendance
- set targets for attendance annually with particular regard to the reduction of unauthorised and authorised absences. **(See Appendix A)**
- deal in partnership with the Local Authority with any families needing targeted support services where measures taken by the school have not met with our expectations.

Legislation

Section 444 (1) of the Education Act 1996 states that "if a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence". Therefore, regular and punctual attendance at school is a legal requirement, as well as being essential to enable pupils to maximise their educational attainments and opportunities. Section 7 of the Education Act 1996 states that "The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education either by regular attendance at school or otherwise". For the purposes of Education Law, the definition 'parental responsibility' lies with whomever the child resides. This could be one parent, both parents and/or carer/s.

Roles and Responsibilities

All teachers at Greythorn Primary School have a responsibility to:

- create a safe, caring and interesting environment for learners, such that they look forward to coming to school
- enter daily attendance data accurately into Scholarpack and notify the office of unexpected absences in the morning
- celebrate and promote good attendance with the class
- ensure that children are aware of the missed learning and support them in maintaining their academic needs and peer relationships’.
- provide suitable work for children when a period of long absence is known about
- inform parents about their children’s attendance at parents’ evenings.

The office staff have the responsibility to:

- check the registers are fully completed
- carry out first day calling by 9.30am for unexpected absences
- enter daily attendance data into Scholarpack where this has not been completed by the class teacher
- ensure any notified absence agreed holiday/ hospital visits are recorded into Scholarpack to avoid calling unnecessarily
- Record absences and relevant explanations into Scholarpack in response to parent calls relating to absence
- Record lateness onto Scholarpack

Greythorn Attendance Team (Head teacher and Attendance lead) will:

- monitor attendance at least half termly
- ensure intervention of pastoral support where necessary
- if following intervention, no improvement has occurred, meet with parents/carers in order to draw up an action plan
- give clear messages to parents about the importance of notifying school of children’s absences and how to do this
- update governors on attendance at termly meetings

Parents and Carers have the responsibility to:

- make sure their children arrive at school on time
- make sure their children come to school when they are well enough
- avoid taking holidays during term time
- avoid making a medical appointment in school time wherever possible
- promote good attendance and punctuality with their child
- inform the school of the reason for their child’s absence on the first day
- support their child in completing set work when absence is prolonged

Attendance and Registration procedures

- At 8:50am children are welcomed into their classroom.
- At 9 am all children are seated and the register is completed.
- Registers close at 9:10am.
- Children will be marked as late if they arrive after 9am via the office.
- Registers will be taken again in the afternoon at 1pm (F2 &KS1), 1.10pm (Y3/4) and 1.20pm (Y5/6).

A full day is made up of 2 sessions- (AM and PM)

Registers must be completed accurately as they constitute a legal document. This is extremely important in the event of an emergency such as a fire and must be managed with the upmost care.

1. Parents should contact the school office before 9am giving reasons for their child's absence. If a valid reason is secured the absence is authorised. Messages can be left on the school answering machine.
2. If the school has not been informed, then a first day contact phone call will be made by 9.30am to establish a reason for the absence. If no contact is made, the office will phone the family's nominated emergency contact.
3. If the office is unable to make contact with parents or their emergency contact to confirm the child's well-being, the Attendance Team will make a home visit. If no contact is made at the home visit, a home visit notification letter will be posted through the door (**Appendix B**). The home visit notification letter will instruct parents to make contact with the school by the end of the day (3.30pm). Failure to make contact with school will result in further escalation.
4. Where the school is not satisfied with the reason given for a particular absence or period of persistent absence, the head teacher or Attendance lead will contact the parents and request an urgent meeting.
5. If a child has a high level of non-attendance, the school may ask parents to provide medical proof. Parents will be notified if this is the case and a meeting with the Attendance Team will be scheduled.
6. Following a meeting with the Attendance Team, the minutes of the meeting will be sent home, then one of the following actions will be taken dependent on the stage the process is at:
 - Monitoring of absence to see if there are quick improvements evident.
 - A letter requesting actual medical proof of any absences lost through persistent medical absences.
 - A full referral made to the Local Authority (targeted support services).

Day 1 Absence Procedure

Parent/Carer must inform the school by 8:30am if their child is going to be absent by calling the school office and leaving an answer phone message.

1) If no contact is made by 8:30am, the office or Attendance lead will call parents/carers by 9.30am.

Parents contact the school office with the reason for absence.

Absence is coded in the register.

2) If no contact is made by 9.30am, school will make a phone call to the parent/carer of the pupil. This will be followed up by a text message.

3) If contact cannot be made to the parent/carer, school will call all available contacts of the pupil.

4) If there has still been no contact, a second call to the parent will be made. If possible, an answer phone message will be left on the parent/carer's phone to inform them that if no contact is made by 12pm, a home visit will be made by school staff.

5) If contact has still not been made by 12pm, a home visit will be carried out in the afternoon.

6) If no contact can be made from a home visit, a home visit letter will be left at the home requesting contact by end of the school day (3.30pm).

7) If contact is not made by the end of the day, Nottinghamshire Multi-Agency Safeguarding Hub (MASH) or Nottingham City Safeguarding Children Partnership will be contacted for advice and to request a safe and wellbeing check. The police will also be contacted. Professional advice to be followed.

If no contact is made on day 1, school will repeat steps 2-7 over the next 9 days and continue to follow professional advice.

On day 10 of no contact, school will contact Children Missing in Education (CME).

Children Missing Education

In order to safeguard children who may be at risk of missing education it remains important for all staff in school to take swift action.

This will include the need to liaise with the relevant colleagues in safeguarding/education within Nottinghamshire County Council for pupils who are to be removed from the admission register and include circumstances where the pupil:

- Has been taken out of school by their parents and the school has received written notification from the parent they are being educated outside the school system e.g. home education – this will be communicated with the Elective Home Education team.
- Does not arrive at the school as part of an admission process and we are not aware of their whereabouts.
- Has ceased to attend school and no longer lives within reasonable distance of the school at which they are registered and has been discussed with the Children Missing Officer (CMO) as they have not been registered at a new school.

Known Pupil Absence Procedure

Day 1 Procedure- Parent/Carer must inform the school by 8:30am if their child is going to be absent by calling the school office and leaving an answer phone message.

Day 2 Procedure- Where there has been contact from the parent/carer but a child is still absent from school, a care call will be made from the Office or Attendance Team, to determine the child's wellbeing and offer any support to the family.

Day 3 Procedure- Pupil should be back in school, if well enough, if not, parent/carer must inform the school by 8:30am if their child is going to be absent by calling the school office and leaving an answer phone message.

Day 4 Procedure- If child is still absent a further care call will be made and the arrangement of the Day 5 procedure will be made with the parent/carer, if the child is unlikely to be in the next day.

Day 5 Procedure- Where there has been contact with the parent/carer but a child has been absent from school for 5 days, a home visit will be undertaken on the 5th day to check on the wellbeing of the child for safeguarding reasons.

If the child is not seen, the Headteacher/Senior Lead Team will undertake a risk assessment to decide on the level of concern. School will contact social services or ask for police advice to request a safe and wellbeing check. Professional advice to be followed.

Medical Absence

Every effort should be made to arrange medical appointments outside school hours. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment. For all appointments, a letter/appointment card or texted documentation should be provided to the school office of the appointment prior or straight after to ensure that it is marked as a medical absence.

Long Term Absence

When children have a long-term absence (e.g. bereavement, medical etc) that means they will be away from school for over five days, the school will do all it can to send material home, if parents request it and feel that it is appropriate. Parents/carers should inform school staff of any such absence and the school will support them as much as possible.

If the absence is likely to continue for an extended period, or be a repetitive absence, the school may contact the targeted support services, where appropriate.

Religious observance

When an important religious festival occurs in term time, parents should request an approved absence from the school, in writing. An R will be entered into the register and the absence will be approved for that day.

Attendance Monitoring System

The Attendance Lead will produce a half termly report. The report will categorise pupil's attendance for the year to date, putting each pupil into either a Red, Amber or Green category.

RED= year to date attendance below 90%

AMBER = year to date attendance below 96%

GREEN = year to date attendance 96% or above

RED

Parents/carers, with children in this category will receive a letter/ email, if absence fails to improve then a meeting between the school and the parents will be arranged and support will be put in place to help with attendance. The parent will be informed of the possibility of a referral for targeted support. **(Appendix D)**

Amber

Parents/ carers, with children in this category will receive a Class Dojo message explaining that we are monitoring the pupil's absence and an attendance meeting maybe appropriate at this stage. **(Appendix E)**

Green

All pupils in this category will receive a Class Dojo message/ letter, home thanking their parents for supporting our attendance policy. **(Appendix C)**

Lateness Procedures

Registration takes place at the beginning of the morning and afternoon sessions of school. The register is opened from 9.00am. Any pupil arriving after this time receives a late mark (L on the register). Our school gates are locked at 9am so any child arriving after this time should be taken by their parents to the school office. Any child arriving after 9.30am will receive a U mark in the register. A U mark in the register is classified as "late mark arrived after the register closed" and this will count towards an unauthorised absence.

1. Parents who bring their children to school late must report to the school office and sign their child onto the school visitor pod (online register). A late mark is entered on the register.
2. Lateness is monitored by the school on a fortnightly basis.

3. A late gate is in operation 2-3 times a week where a member of SLT monitors children arriving after 9.00am
4. A letter is sent to parents of children who are persistently late and the impact of these letters, along with patterns of punctuality will be closely monitored.
5. The registers are audited by the school on a regular basis and pupils whose lateness is causing concern are identified with actions decided with the school. This may result in one of the following actions being taken dependent on the stage the process is at:
 - A letter sent home from the school highlighting the concerns.
 - Monitoring of lateness carried out by the school to see if there are quick improvements.
 - A full targeted support referral made to the Local Authority where punctuality has not met with school expectations.

The same procedures regarding unauthorised absence will be applicable for unauthorised absence through lateness.

Role of the targeted support services

Referrals are made to the targeted support service where it is deemed necessary for their intervention. A standard referral form is filled in by the Attendance Team and the appropriate follow up made. The Attendance lead will then report back on the outcomes of any action. The effectiveness of these outcomes will then be monitored. Where it is appropriate for school to take action, this will be undertaken and feedback given to the head teacher, class teachers and other concerned parties.

Unauthorised Absence

In September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. These regulations also state that holidays cannot be authorised retrospectively.

Any requests should be on an official school 'Request for withdrawal from learning' form and handed into the school office for consideration 4 weeks prior to any holiday/leave arrangements being made.

You may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.

Any requests should be on an official school 'Request for withdrawal from learning' form and handed into the school office for consideration 4 weeks prior to any holiday/leave arrangements being made.

Extended Absences and Holidays in Term Time

Pupils should not be taken out of school during term time unless it is unavoidable. The school is required to consider requests for leave of absence in term time and should only approve the leave if there are exceptional circumstances. If a request for leave is denied and the pupil is absent for 5 days or more then the school is expected to refer the case to the LA. The LA will issue a penalty notice with no requirement for a formal warning to be issued. Penalty notices can also be issued where a pupil is absent for repeated incidents of unauthorised leave in term time that fall below the 5-day threshold. In every case, the request for the Penalty Notice comes in from the school to the LA for the process to be completed.

If you decide that you wish to take your child for an unagreed Leave of Absence, please do complete a form informing us of this. This means we will not have to undertake daily phone calls to you, all your contacts, conduct home visits or refer to external agencies as we know where your child is.

See Appendix H for the Request to miss learning form.

National Framework for penalty notices (From 19th August 2024)

The threshold for when a school should consider next steps is 10 sessions (5 school days) of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be made up of any form of unauthorised absence including late after close (attendance code U) of register and odd days of unauthorised absence (attendance code O) which add up to 5 days within a 10-week period.

At this point the school will consider if it is likely that the attendance will improve with further support. They may then decide to refer the case to the LA for formal monitoring. This may proceed to legal action if the attendance does not improve.

Education Penalty Notices are issued to parents of statutory school age children. They can be issued to each parent or carer who is deemed liable for the child's absence from school. The new costs and process is outlined below:

First Offence - The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:

£160 per parent, per child paid within 28 days.

Reduced to £80 per parent, per child if paid within 21 days.

Second Offence (within 3 years) -The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:

£160 per parent, per child paid within 28 days.

Third Offence and Any Further Offences (within 3 years) - The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court.

Refusal to Attend

Where a child refuses to attend school, parents must contact the school office to inform them on the first day of absence. Parents should explain that their child is refusing to attend; school will aim to work with parents to support their child in returning to school. The child's welfare is paramount and the thoughts and feelings of the child, through the child's voice, will be considered when planning and implementing a structured program/phased return of a child into school.

In the first instance an appointment should be made with the Head Teacher, Deputy Head Teacher or Attendance Lead to see if reasons for the refusal to attend can be identified and addressed. School will then work with parents to offer to support. This may include:

- Referral to the school's Attendance Team
- Nurture support
- Home visits
- Referral to outside agencies

Changing Schools

It is important that if families decide to send their child to a different school that they inform Greythorn Primary School as soon as possible, in writing or by email.

A pupil will not be removed from the school roll until the following information has been received and investigated:

- The date the pupil will be leaving the school and starting the next.
- The address of the new school.
- A new home address (if appropriate).

The pupil's school records will then be sent to the new school within 5 working days.

In the event that the school has not been informed of the above information, the family will be referred to the local authority.

Attendance Incentives

- Class Dojo messages home to celebrate 96+% attendance (termly)

Monitoring and Evaluation

- The systems and policy will be monitored and reviewed annually.
- The attendance and punctuality data is regularly monitored and analysed by the designated member of staff in charge of attendance.
- Findings, patterns and trends are presented on a regular basis to parents, governors, Senior Leadership, teachers and children.
- Pupil records are transferred and received in line with DfE regulations.

Appendix A

Attendance target

Attendance target for 2025/26 = 96+%

Set by Flying High Trust

Confirmed by Greythorn Primary school Governing Board

Appendix B

Greythorn Home Visit Notification

HOME VISIT NOTIFICATION



Greythorn Primary School
162 Greythorn Dr,
West Bridgford,
Nottingham
Tel: 0115 914 9779
Headteacher: Mrs T Carpenter

HOME VISIT NOTIFICATION

Your child has not attended school today and we have not received a reason for their absence. We have made two phone calls to the contact numbers provided, but we have been unable to make contact.

As a result, we have conducted a home visit today (___/___/___) at _____.
If we do not hear from you by the end of the day (3.30pm), we will contact Nottinghamshire County Council, family services for advice and request a safe and wellbeing check. The police will also be contacted as required. We will follow professional advice.

PLEASE CONTACT US AS SOON AS POSSIBLE



Greythorn Primary School

Head Teacher: Mrs Tae Carpenter

Greythorn Drive, West Bridgford

Nottingham, NG2 7GH Telephone:

0115 914 9779

Fax: 0115 914 9778

Email: Aoffice@greythorn.notts.sch.uk



@GreythornPS



Attendance 96% and above

Date:

Parent of:

Dear Parent/Carer

I am writing to let you know that for the past term your child's attendance has been above 96%. This is excellent and gives your child the best possible opportunity of fulfilling their potential at school this year.

I understand that attendance is not always within our control; sometimes children become too ill to attend school and have to be kept at home for their own well-being and in order to ensure a swift recovery. However, you are obviously doing all that you can to ensure that your child attends school whenever they can. This is sending a great message to your child about how important their education is.

So, thank you. We really appreciate your support and your commitment to the message that every day counts. With best wishes

Head teacher

Mrs Tae Carpenter



Greythorn Primary School

Head Teacher: Mrs Tae Carpenter
 Greythorn Drive, West Bridgford
 Nottingham, NG2 7GH Telephone: 0115
 914 9779

Fax: 0115 914 9778

Email: office@greythorn.notts.sch.uk 
 @GreythornPS



Attendance below 90%

Dear Parents and Carers of

I am writing to inform you that over the past few weeks _____'s attendance has fallen below 90%. This is concerning as it makes it much harder for your child to fulfil their potential this year. Ideally your child's attendance should be between 96 and 100%, I hope that we can work together to ensure that _____'s attendance improves so that he/she will achieve this over the year. We will be monitoring their attendance over the next few weeks and if it does not improve then I will ask you to come and speak with me to discuss how we can support you and your child to improve their attendance.

I understand that there are a variety of factors that can affect school attendance. All the staff at Greythorn and I want to work with you to ensure that your child is happy and settled at school, so that they can achieve their best. Our pastoral support manager, Pam Parkin is always happy to meet with families who would welcome support in this area.

The following information shows how important attendance at school is and how it affects achievement.

Above 97%	-less than 6 days absence a year: Excellent attendance! Pupils with this attendanceshould achieve the best grades they can, leading to the best possible start in their secondary education.
96%	- less than 10 days absence in a year: Pupils with this attendance are likely toachieve their targets and will be well prepared for starting secondary education.
96-90%	-up to 19 days absence over the year: Pupils with this attendance are missing a month of school per year and may fall behind in maths and English; it will be difficult for them to achieve their best.
90%-85%	-between 19 and 29 days absence in a year: these pupils are missing 6 weeks of school a year, it will be very difficult for them to keep up and achieve their best. Parents of children with this level of attendance will be asked to come to school to plan how to improve their child's attendance.
Below 85% Pupils with this attendance are missing a up to a day for every week of school. It will be almost impossible to keep up with work. Parents of children with this level of attendance may be referred to the Early Help Unit to support them in getting their child to school.	

I hope that your child's attendance will improve so that they are able to fulfil their potential and move on to the next stage of their education with confidence.

If you would like to discuss this further, please do not hesitate to contact me

Yours sincerely,

Headteacher

Mrs Tae Carpenter

Appendix E



Greythorn Primary School
Head Teacher: Mrs Tae Carpenter
Greythorn Drive, West Bridgford
Nottingham, NG2 7GH Telephone:
0115 914 9779
Fax: 0115 914 9778
Email: office@greythorn.notts.sch.uk
@GreythornPS



Attendance below 96%

Dear parents and carers of _____

I am writing to inform you that over the past few weeks _____'s attendance has fallen below 96%. In order to be successful at school, your child's attendance should be between 96 and 100%, I hope that we can work together to ensure that _____'s attendance improves so that he/she will achieve this over the year.

I understand that there are a variety of factors that can affect school attendance. All the staff at Greythorn and I want to work with you to ensure that your child is happy and settled at school, so that they can achieve their best. If you do have any concerns you would like to discuss, your child's teacher or I would be very happy to meet with you.

The following information shows how important attendance at school is and how it affects achievement.

Above 97%	-less than 6 days absence a year: Excellent attendance! Pupils with this attendance should achieve the best grades they can, leading to the best possible start in their secondary education.
96%	- less than 10 days absence in a year: Pupils with this attendance are likely to achieve their targets and will be well prepared for starting secondary education.
96-90%	-up to 19 days absence over the year: Pupils with this attendance are missing a month of school per year and may fall behind in Maths and English; it will be difficult for them to achieve their best.
90%-85%	-between 19 and 29 days absence in a year: these pupils are missing 6 weeks of school a year, it will be very difficult for them to keep up and achieve their best. Parents of children with this level of attendance will be asked to come to school to plan how to improve their child's attendance.
Below 85%	Pupils with this attendance are missing a up to a day for every week of school. It will be almost impossible to keep up with work. Parents of children with this level of attendance may be referred to the Early Help Unit to support them in getting their child to school.

I hope that your child's attendance will improve so that they are able to fulfil their potential and move on to the next stage of their education with confidence.

If you would like to discuss this further, please do not hesitate to contact me.

Yours sincerely

Headteacher

Mrs Tae Carpenter

Appendix F- Letters regarding penalty notices



Greythorn Primary School

Head Teacher: Mrs Tae Carpenter
Greythorn Drive, West Bridgford Nottingham,
NG2 7GH Telephone: 0115 914 9779
Fax: 0115 914 9778
Email: office@greythorn.notts.sch.uk
@GreythornPS



Date:

Dear Parent/Carer

PENALTY NOTICE WARNING

Child X (dob XX/XX/XXXX)

I note your application to take out of education for days to go on holiday. Schools are only allowed to agree a leave of absence during term time in exceptional circumstances.

I have considered your application and do not feel it meets the exceptional circumstances criteria and therefore your request has been declined. Should you decide to remove your child from school on the dates indicated in your application then their absence will be marked in the register as unauthorised.

An unauthorised leave of absence of 5 or more days for the purpose of a family holiday can lead to you being issued with a penalty notice fine of up to £160 for each child who is absent. The fines can be issued to both parents or carers for each child.

In some circumstances the Local Authorities may decide a prosecution by a Magistrates court is more suitable, for instance lengthy or repeated leave of absence periods.

If you do remove from school for the period stated in your application I will request that the local authority issues a penalty notice.

Yours sincerely

Head teacher
Mrs Tae Carpenter



Greythorn Primary School

Head Teacher: Mrs Tae Carpenter
Greythorn Drive, West Bridgford Nottingham,
NG2 7GH Telephone: 0115 914 9779
Fax: 0115 914 9778
Email: office@greythorn.notts.sch.uk
@GreythornPS



Example letter to Local Authority requesting Penalty Notice to be issued

Date:

Greythorn Primary School:
Our Ref:

Family Service Home Brewery Building Sir John Robinson Way Arnold Nottingham NG5 6DAF or the
Attention of Enforcement Lead

Dear.....

Penalty Notice Request – Greythorn Primary School

I am requesting that Parent/Carer xxxxxxxx and Parent/Carer xxxxxx are issued with a Penalty Notice for failure to ensure that xxxx(child) (date of birth xx/xx/xx) attends school regularly.

I enclose a copy of the letters sent to Parent/Carer xxxxxxxx and Parent/Carer xxxxxx , a copy of child's attendance certificate, showing the unauthorised absences and a copy of the case notes.

I look forward to hearing how the case has progressed.

Yours sincerely

Head teacher
Mrs Tae Carpenter



Greythorn Primary School

Head Teacher: Mrs Tae Carpenter
Greythorn Drive, West Bridgford Nottingham,
NG2 7GH Telephone: 0115 914 9779
Fax: 0115 914 9778
Email: office@greythorn.notts.sch.uk
@GreythornPS



Example letter advising parent that school have requested Penalty Notice to be issued for holiday interm time

Date:

Our Ref:

Parent/Carer xxxxxxx & Parent/Carer xxxxxxx XX XXXXX Rd, Nottingham NG

Dear Parent xxx & Parent xxx

Child X (dob XX/XX/XXXX)

On (Date) we wrote to you to explain that Greythorn Primary School would not authorise.....(child name) absence from school for.....days for a holiday. We also informed you that this could lead to a Penalty Notice being issued to you.

I am now writing to advise you that a request has been made to the Local Authority to issue a PenaltyNotice for failing to ensure that your child attends school regularly.

Should you wish to discuss any of the above, please do not hesitate to contact me.

Yours sincerely

Head teacher

Mrs Tae Carpenter

Appendix G- Example penalty notice

Sample Penalty Notice

Penalty Notice S.444A EDUCATION ACT 1996 Please read the notes attached carefully

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

To:(PARENT/CARER NAME) Of:(PARENT/CARER ADDRESS)

You are a parent of CHILD NAME (called in this notice "the pupil") who is a registered pupil at NAME OFSCHOOL.

Between DATE and DATE the pupil failed to attend school regularly.

This notice gives you the opportunity to pay a penalty fine instead of being prosecuted for the offence given above. The amount of the penalty is £160/£80 in accordance with the table attached. If you pay this penalty within the time limits set out overleaf, no further action will be taken against you in connection with the offence as set out in this notice.

Payments should be made within 28 days. Payment should be made to Nottinghamshire County Council in the manner indicated in attached notes. Payment within 21 days leads to a reduction in the penalty to £80.

Late or part payments will not be accepted and no reminders will be sent. If payment is not received by (DATE) you may be prosecuted for the offence and could be subject to a fine of up to £1000.

Please note you may have received more than one penalty notice. Penalty notices are issued PER CHILD PER PARENT

This notice is issued by (NAME AND JOB TITLE AND ADDRESS)

Date of Issue: Your Reference:

PART TWO- How to Pay

By Post: Please complete your cheque and send to: Mandy Baines, Targeted Support & Youth Justice Services, Lawn View House, Station Road, Sutton In Ashfield, Nottinghamshire, NG15 7GA. Please make your cheque payable to Nottinghamshire County Council and write your penalty notice reference number on the back of the cheque. PLEASE NOTES cheques will be accepted if they arrive with the LA by the payment date.

By Debit or Credit Card: Please telephone Mandy Baines 01623 434002 and have your Penalty Notice reference number to hand. Office hours are 8.30-5pm Mon-Thurs, 8.30-4.30pm Fri.

Payment Queries: If you have any issues with the payment options please contact Mandy Baines on 01623434002

Amount of penalty

The amount of the penalty is as follows:

When paid

Contact Details If you have any queries about this notice, please contact (NAME AND JOB TITLE AND ADDRESS)

Code of Conduct

This notice is issued in accordance with a local code of conduct drawn up by the Nottinghamshire LA. Any questions or correspondence about the code should be addressed to (NAME AND JOB TITLE)

Withdrawal

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

Payment You should make payment choosing your preferred method from options explained in Part Two of the Penalty Notice.

Prosecution If you do not pay the penalty, and the notice is not withdrawn, you will be prosecuted for the offence of failing to ensure your child's regular attendance at school. You will receive a separate summons for this which will give you notice of the time and date of the court hearing. You will be able to defend yourself and you would be advised to seek legal representation; in some circumstances you may be entitled to legal aid.

Appendix H- Request for Withdraw from Learning



Greythorn Primary School

Head Teacher: Mrs Tae Carpenter
Greythorn Drive, West Bridgford Nottingham,
NG2 7GH Telephone: 0115 914 9779
Fax: 0115 914 9778
Email: office@greythorn.notts.sch.uk
@GreythornPS



Request for Withdrawal from Learning

Pupil's Name Class.....

I would like to withdraw my child from learning on the following dates:

First day of absence..... Date of return to school.....

Total number of days learning will be missed

Please explain the reasons why it is necessary for your child to miss the learning provided by the school on these days.

.....
.....

Please note that the school cannot authorise any time off school unless it is for a one off / exceptional reason. Should you choose to take your child away from school in term time it will not be authorised unless it meets the recommended guidelines.

Absences will not be authorised in the following circumstances: Family Holidays

- No explanation is offered by the parent/carer
- The explanation offered is unsatisfactory (i.e. shopping, haircuts etc)
- Lateness – when the child arrives after the register has closed
- 'Special Occasions' (when the school does not agree that leave should be given)

If you proceed to take leave of absence, then this will be marked as "unauthorised absence" and recorded on your child's school record accordingly.

Unauthorised absences are closely monitored and further action could be taken if it's deemed unacceptably high.

Children with poor school attendance are monitored closely.

Persistent lateness or absence from school will result in Parents/Carers being required to attend an Attendance meeting with the head teacher. Parents of children who miss 5 days or more (10 or more sessions within a 10-week period will be issued with a Fixed Penalty Notice from the local authority.

Name of Parent/Carer.....Date of notification.....

Signed.....

Please turn over



Contact details whilst absent

(Current advice requires that we have contact details for any child who is not in school, if different from their home address)

Address whilst absent:

Phone number: _____

Please return to school office- thank you

Headteacher's signature: _____ Authorised/ Unauthorised.
