



# Redlands Community Primary School

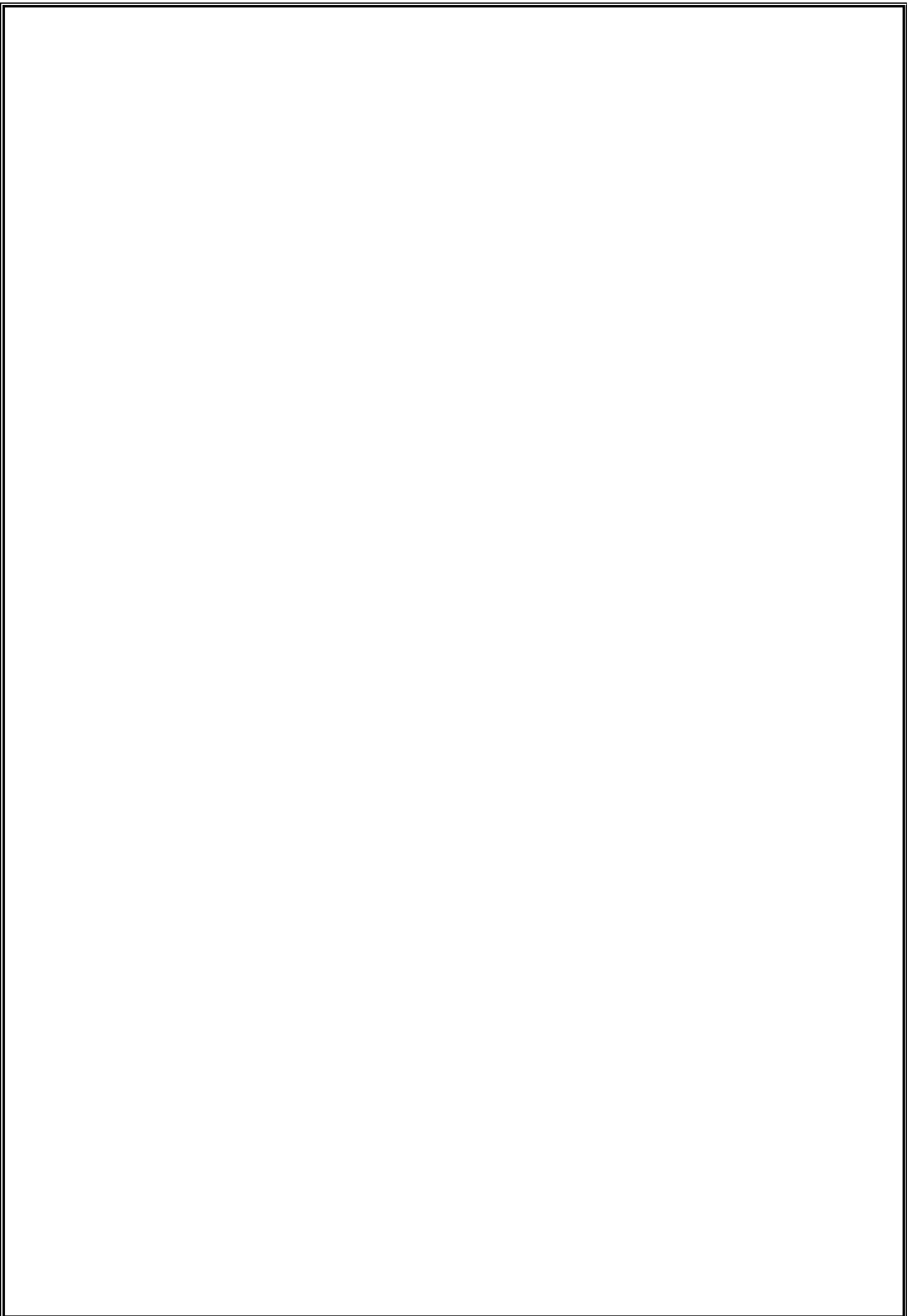
Achieving Excellence Together

## Redlands Community Primary School Attendance Policy

This policy should be read in conjunction with the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- SEND policy
- Exclusions/Suspensions policy

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### 1. Aims

Redlands Community Primary School is committed to providing an education of the highest quality for all its pupils and recognises this can only be achieved by supporting and promoting excellent school attendance for all. For our children to gain the greatest benefit from their education it is vital that they attend regularly, and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable. Registered pupils of compulsory school age are required by law to be in school.

Any absence (including lateness) affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class. Ensuring your child's regular attendance at school is your legal responsibility; failing to ensure your child's regular attendance and permitting their absence from school without a good reason is an offence in law and may result in a Fixed Penalty Notice (for each parent/carer) and/or prosecution.

The whole school community: pupils, parents and carers, teaching and support staff and school advisoryboard, have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone’s part in this.

We are committed to meeting our obligations with regards to school attendance by:

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

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.



## 2. Legislation and guidance

This policy meets the requirements of the [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/working-together-to-improve-school-attendance) from the Department for Education(DfE) which came into effect on 19<sup>th</sup> August 2024.

These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE’s guidance on the [school census](#), which explains the persistent absence threshold.

## 3. Roles and responsibilities

### 3.1 The Advisory Board

The Advisory board is responsible for monitoring attendance figures for the whole school on at least a termly basis.

### 3.2 The Headteacher

The Headteacher is responsible for developing and implementing the attendance policy. In addition, the Headteacher will:

- Monitor school-level absence data and reporting it to the Advisory Board, Discovery Central Services Team and Senior Leadership Team
- Support staff with monitoring the attendance of individual pupils

- Issue fixed-penalty notices, where necessary

### **3.3 The SLT member responsible for Attendance**

The attendance leader is responsible for:

- Overseeing, directing and coordinating the school's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout the school
- Monitoring attendance data across the school and at an individual pupil level
- Ensuring attendance data is up-to-date and issues are shared with the Headteacher and the Senior Leadership Team
- Making information regularly available to all staff, pupils and parents (who will regularly be reminded about the importance of good school attendance) and that the Advisory Board is fully aware of attendance data and targets

### **3.4 Class teachers**

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

### **3.5 School admin staff**

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

### **3.6 All school staff**

All staff (teaching and support) at Redlands Community Primary School will support and promote excellent school attendance and will work to provide an environment in which all our pupils are eager to learn, feel valued members of the school community and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

### **3.7 Parents and Carers**

Parents/carers will support us to:

- Ensure their children attend the school regularly
- Support their children's attendance by keeping requests for absence to a minimum
- Not expect the school to automatically agree any requests for absence, and not condone unjustified from school
- Notify school each day of their child's absence using the school's absence telephone line 0116 3087966, School email [office@dsatredlands.org](mailto:office@dsatredlands.org) or reporting to the school office
- Ensure their children arrive at school on time, properly dressed and with the right equipment for the day
- Work in partnership with the school, for example by attending parents' meetings and consultations, taking an interest in their children's work and activities
- Contact the school without delay if they are concerned about any aspects of their children's school lives. Redlands Primary School will endeavor to support parents to address their concerns

## 4. Recording attendance

### 4.1 Attendance register

We complete an attendance register and place all pupils onto this register. Classroom teachers are responsible for completing the attendance registers. The office staff will complete the register using the prescribed codes (See appendix 1).

We will take our attendance register at the start of the first session of each school day and once at the beginning of the second session which is in the afternoon (after lunch). It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Late
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

### 4.2 When registration takes place

The school gates open at **8:40am**. Children should arrive at school at **8.45am** to be in class for registration. The register will be completed promptly at **8.50am** for the morning session and **1.15pm** for the afternoon session. A mark will be made during the registration period in respect of each child.

The registers will close at **9.00am** for the morning session and **1.20pm** for the afternoon session. Any pupil who arrives **after** the closing of the register will be marked as **absent**. A child will be marked as late up until **9.30am**. Any child arriving after **9.30am** will be marked with a U which means absent for the morning session.

### 4.3 Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence by **9:15am** or as soon as practically possible.

If a parent does not notify the school to confirm the reason for the unplanned absence, we will make contact by telephone or text message to understand why your child is not in school. This will help to identify at an early-stage pupils who do not have a good reason for absence or who may be absent without their parents' knowledge.

We will mark absence due to illness as authorised unless the school has a genuine concern about the

authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents/carers will be notified of this in advance.

If no explanation about an absence is received by the school **within 2 weeks**, the absence will remain unauthorised.

#### **4.4 Planned absence**

Attending a medical or dental appointment will be counted as authorised if the pupil's parent/carer notifies the school in advance of the appointment.

Parents may be asked to provide evidence that they are taking their child out of school for a medical appointment. This is to ensure that the appointment can be authorised.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

#### **4.5 Lateness and punctuality**

Poor punctuality is not acceptable. If your child misses the start of the day, they can miss work, and they don't spend time with their class teacher getting vital information and news for the day. Pupils arriving late disrupt lessons, it can be embarrassing for the child, and this in itself can also encourage absence.

A pupil who arrives late:

- Before the register has closed, they will be marked as late, using the appropriate code
- After the register has closed, they will be marked as absent, using the appropriate code

Pupils who arrive after the registers have closed, they will receive a mark that shows them to be on site, but this will not count as a present mark, and it will mean they have an unauthorised absence.

This absence will be unauthorised unless the school is satisfied that there is a legitimate reason for the pupil to be late. Such a reason will not include things such as missing the bus, clothes in the washing machine or lost shoes. A pupil who is persistently absent by reason of lateness will be dealt with in the same way as other students with an emerging pattern of absence. If the matter is not resolved quickly, follow-up action will be taken which could result in legal action by the Local Authority.

Pupils who arrive late for school but before the register closes must report to the school office and will be recorded using the visitor portal in reception. They will then be marked as late.

For health and safety reasons it is important that the school knows who is in the building. Pupils arriving late should therefore report to the school office. **It is important that all pupils arriving late follow this procedure.**

For the same reason, it is important that parents of pupils leaving the premises legitimately (e.g. for a medical appointment) or returning to school later in the day, inform the school office. The school office will record that the child has left the school site and will mark them back in when they return.

Where children are persistently late after the register has closed, this may be classed as an unauthorised absence. The school will work closely to address these problems and to improve children's attendance rate. If there is no improvement, after 20 unauthorised sessions, a penalty notice may be issued. Further details on the law and attendance are included in appendix 2 of this policy.

#### **4.6 Post-Registration Truancy**

Post-registration truancy occurs when a pupil goes missing from school having previously registered for the session. This behaviour not only means the pupil will not be receiving a full-time education, it also potentially renders them vulnerable to harm. Redlands Primary School takes this very seriously and will endeavour to ensure it does not happen. If, however, a pupil appears to have left the premises without authorisation, the school will try to contact their parents/carers immediately.



#### 4.7 Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by calling parents to understand why a child has not been in school
- Write to you if we are concerned about your child's attendance to alert you to a concerning emerging pattern or level of absence
- Invite parents/carers into a meeting to discuss the reasons for absence and plans put in place to support improving the attendance of the pupil. It will be explained to parents that any future absences will be unauthorised unless there is clear evidence of a good reason for them
- Refer to Leicestershire County Council Inclusion team

The school will also:

- Ensure appropriate safeguarding action is taken where necessary
- Identify whether the absence is approved or not and identify the correct attendance code to use

#### 4.8 Reporting to parents

We will report pupil attendance to parents at the following times:

- At parents evening in the Autumn and Spring term
- In the pupils' end of year report
- In newsletters and whole school displays
- Upon the request of the parents

### 5. Authorised and unauthorised absence

By law, every half-day absence from school has to be classified by the school (not by the parents/carers), as either **authorised** or **unauthorised**. This is why information about the reason for any absence is always required, preferably in writing.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments
- A pupil is participating in an approved performance for which a license has been granted by the Local Authority
- A pupil is involved in an **exceptional** special occasion – in authorising such an absence the individual circumstances of the particular case and the pupil's overall pattern of attendance will be considered
- Where there is an unavoidable cause for the absence, which is beyond the family's control, e.g. extreme weather conditions
- The pupil lives more than two miles (if they are under eight years) or three miles (if they are over eight years) and no suitable transport arrangements have been made by the Local Authority
- In other **exceptional circumstances** (e.g. a family bereavement) and **for a limited period**.

- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision.

Except in the circumstances described above, absences will be **unauthorised**. Some examples of reasons for **not** authorising absence could be:

- no explanation has been given by the parent;
- the school is not satisfied with the explanation;
- the pupil or parents are staying at home to mind the house;
- the pupil or parents are shopping during school hours;
- the pupil is absent for **unexceptional** reasons, eg a birthday;
- the pupil is absent from school on a family holiday;
- the pupil has been stopped during a truancy sweep and is unable (or the parent is unable) to give a satisfactory reason for the absence.

The headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion.

The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request.

## 6. Persistent absence

A child is defined as persistently absent if they miss 10 per cent or more of school time by the Department for Education. It is necessary to monitor all pupils at regular intervals throughout the academic year. Pupils with attendance below 90% will be clearly identified and the reasons for their absences addressed using the range of support and statutory interventions available. Vulnerable groups e.g., pupils on free school meals within this range will be differentiated for additional monitoring and action.

Where the attendance falls below the expected standard, the school will:

- Identify whether the reasons are authorised or unauthorised
- Send letters to make parents aware that their child is at risk of being persistently absent
- Meet with parents to discuss the pupil's attendance and put steps in place to support its improvement
- Work with the school's pastoral team to support school attendance
- Make a referral to the county inclusion team to provide attendance support

### Children Absent from Education

A child absent from Education forms part of the wider safeguarding procedures for children who are regularly absent from school. A pupil absent from education on a number of occasions is a potential indicator of the

following:-

- abuse and neglect
- Child sexual and criminal exploitation
- DA/DV
- County Lines

Should a pupil be regularly absent from Redlands Primary School, The Attendance Lead, will make enquiries directly with the family concerned. Should these enquiries not reach a satisfactory conclusion, then further enquiries will be made with Social Care and/or the Police.

At Redlands Community Primary School, if a child is no longer coming to our school where the parent or carer has removed them, we will ensure that appropriate steps are taken and measures are in place i.e. we will follow our school guidelines in monitoring those parents or carers home tutoring, follow procedures where a child is taken out of school to go on holiday or where a child is removed from school as the family are moving away. We will notify all relevant partner agencies/services including Leicestershire Inclusion Team, correct forms will be completed, information will be recorded, and child folders/information will be passed on to the appropriate person (where applicable).

## **7. Pupils from Traveller Communities**

Traveller children of compulsory school age are expected by law (The Education Pupil Registration England Regulations 2006) to attend at least 200 sessions out of the possible 380 sessions per school academic year. The use of the Traveller code (T) for more than 180 sessions could indicate that the pupil has failed to meet this requirement. Please note that absence for travelling purposes should only be coded "T" when the parent is engaged in trade or business of such a nature as to require them to travel from place to place. If this is not the case, the child is required to be in school as usual.

The attendance of children from travelling families is treated with equity and fairness taking into account the cultural needs of our Traveller community; the culture of travelling families can require travel for work purposes and is recognised nationally. However, it has also been recognised that Traveller children's attendance can be low which can result in significant problems with achievement and attainment.

Of particular importance is the coding of the absence of Traveller pupils in schools. Children may leave and return at the parents' will and at very short notice, with no indication of the whereabouts of a child and their welfare. This in turn makes it difficult for the school to exercise the duty of care to children and to provide a good education to each and every one of our pupils. It is important that the school can monitor, assess and review children's development and ensure that children are progressing.

Whilst respecting the need for Traveller families to conduct their day-to-day businesses, it is important for everyone to work together to maximise the opportunity for all children to achieve and attain through improving attendance and punctuality in school. Traveller families are therefore subject to the same limitations and constraints in regulation as all other families albeit with discretion where travel is for business purposes.

Traveller families will be requested to complete a Traveller Request Form before a child's period of absence from school commences where travel is for business purposes and/or the child will be accessing education in another location. See [Appendix 2](#) for a copy of the form. Requests for absence of any other nature should be made using the school's leave of absence request process.

Absence linked to travel for the reasons listed below will not constitute travel for work purposes. The school must conform with regulations to provide equality for all pupils and set the foundations for a fair Attendance

Policy for the whole school population:

- Bereavement
- Weddings
- Visiting Relatives
- Absence the family feel is religious observance where this is in excess of 1 day exclusively set apart by the religious body
- Pre-wedding preparations and weddings
- Birthdays

**Where a family does not inform the school or seek permission for absence before departure, the absence will not be authorised.**

## **8. Legal sanctions**

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. Where any pupil has any absence recorded as a result of an unauthorised family holiday, we are required to inform Leicestershire County Council who will issue penalty notices as set out in appendix 2.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

Redlands Community Primary School will consider every application individually, its policy is NOT to grant leave of absence other than in the most exceptional circumstances. An application must be made in writing, with appropriate evidence, **in advance** of the absence.

Authorised leave of absence may be considered in the following circumstance:

- Service personnel and other employees who are prevented from taking holidays during term-time
- When a family needs to spend time together to support each other during or after a crisis

Requests for holidays for the following reason will not be authorised:

- Cheaper cost of holiday
- Availability of the desired accommodation
- Poor weather experienced in school holiday periods
- Overlap with beginning or end of term.

A response to all requests for a leave of absence will be made giving the reasons for the decision. Leave of absence during periods of national tests, i.e., SATS will NOT be authorised.

## 9. Strategies for promoting attendance

At Redlands, we actively encourage pupils to attend school. All pupils should be aware of the importance of regular school attendance. To encourage pupils to attend school we:

- Issue certificates for 100% attendance each term
- Celebrate class attendance that is over 96% each week in celebration assembly
- Actively promote good attendance in newsletters, parents evening and school reports
- Regularly sending letters home updating you on your child's attendance and reminding you of your statutory duty and potential consequences if there is a failure in cooperation.

## 10. Attendance monitoring

The Attendance Leader will ensure that attendance data is complete, accurate, analysed and reported to the senior leadership team, parents and the advisory board. Attendance is monitored by year group and by reasons for absence. It is also analysed by gender, ethnicity, pupils with special educational needs and those who are vulnerable to poor attendance e.g. FSM. Accurate attendance returns are made to the DfE (via the Local Authority and Arbor) within the stipulated time frame.

If a pupil's absence goes below 96% the school will follow the monitoring arrangements listed below:

Attendance %	Monitoring arrangements
Below 96%	Initial concerns letter sent (Letter 1)
Below 92%	Attendance letter 2/Late letter/Medical evidence if appropriate
Below 90%	Attendance letter 3
Below 85%	Attendance letter 4

\*In addition, if pupils' attendance was below 96% last academic year a letter is sent to parents at start of the new academic year following an absence to remind them of 96% target.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the advisory board.

### Notification of levels of attendance/absence

We have a legal duty to provide information on levels of attendance, and levels of authorised and unauthorised absence. This information is required by the LA and the DfE. The Head Teacher reports on attendance and levels of authorised and unauthorised absence to the advisory board at each meeting.

Redlands Community Primary School is now required to make a sickness return to the Local Authority if a pupil is recorded in the attendance register as absent using the I code (unable to attend because of sickness) and there are reasonable grounds to believe the pupil will have missed 15 consecutive school days or more for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

**Policy monitoring arrangements**

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum 2 years by the Head Teacher. At every review, the policy will be approved by the Advisory Board.

## Appendix 1: Attendance codes

The following codes are taken from the DfE's guidance on school attendance.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
C1	Leave of absence for the purpose of participating in a regulated performance or employment abroad (includes leave supported by a LA licence)	Authorised Absence
C2	Leave of absence for a compulsory pupil subject to a part-time timetable	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	<i>Not counted in possible attendances</i>
E	Suspended or permanently excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
L	Late (before registers closed)	Present
K	Attending education Provision arranged by the LA	Approved Education Activity
J1	Leave of absence to attend an interview for employment or admission into another educational institution	Authorised absence
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
Q	Unable to attend due to lack of access arrangements	Not counted in possible attendances
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U*	Late (after registers closed no longer than 30 Minutes)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity

<b>X</b>	Untimetabled sessions for non-compulsory school age	Not counted in possible attendances
<b>Y1</b>	Unable to attend due to provided transport not being available	Not counted in possible attendances
<b>Y2</b>	Unable to attend due to widespread disruption to travel	Not counted in possible attendances
<b>Y3</b>	Unable to attend due to part of the school premises being closed	Not counted in possible attendances
<b>Y4</b>	Unable to attend due to the whole school site being unexpectedly closed	Not counted in possible attendances
<b>Y5</b>	Unable to attend as pupil is in criminal justice detention	Not counted in possible attendances
<b>Y6</b>	Unable to attend in accordance with public health guidance or law	Not counted in possible attendances
<b>Y7</b>	Unable to attend because of any other unavoidable cause	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	school closed to pupils	Not counted in possible attendances

\*Coding is decided by the school attendance staff. The 'U' code will only be used at the discretion of the attendance staff.

If you would like a copy of your child's attendance record at any point, please ask at the school office.



## Appendix 2 – Penalty Notice Guidance

### Penalty Notice Fines for School Absence are changing

With the introduction of the new National Framework for penalty notices, the following changes have come into force for Penalty Notice fines issued for unauthorised absence that occurs after 19<sup>th</sup> August 2024.

#### 5 Days of Unauthorised Absence

Penalty Notice fines may be issued for any term-time absences that are unauthorised (for example, a 5-day-term-time holiday) whether these absences are taken consecutively or cumulatively over a rolling period of 10 school weeks.

#### 10 sessions of unauthorised absence in any 10-week period

Penalty Notice fines will also be considered when there have been 10 sessions of unauthorised absence in any rolling period of 10 school weeks.

**A school day has 2 sessions: 1 morning and 1 afternoon session per day.**

A **school week** means any week in which there is at least one school session. The threshold can be met with any combination of unauthorised absence (e.g. 6 sessions of holiday plus 4 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

#### What is a Penalty Notice?

A Penalty Notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution. If repeated penalty notices are being issued and they are not working to change behaviour they are unlikely to be the most appropriate tool. Therefore, from August 2024, only 2 Penalty Notices can be issued to the same parent in respect of the same child within a 3-year rolling period and any second Penalty Notice within that period is charged at a higher rate. Any further offences may result in criminal prosecution.

The law will be clear that where the Penalty Notice threshold is met – in each individual case, the school **must** consider if a Penalty Notice is appropriate.

#### First Offence

The first time a Penalty Notice is issued for a Term-time Leave of Absence or irregular attendance, the amount will be:

**£160** per parent, per child (if paid within 28 days)

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

#### Second Offence (in a 3-year rolling period)

The second time a Penalty Notice is issued for a Term-time Leave of Absence or irregular attendance, to the **same parent** for the **same child** the amount will be:

**£160** per parent, per child (if paid within 28 days)

There is no reduction in the amount.

#### Third Offence or Any Further Offences (in a 3-year rolling period)

The third time an offence is committed for a Term-time Leave of Absence or irregular attendance, to the **same parent** for the **same child** (including those by other Local Authorities) a Penalty Notice will **NOT** be issued but will be referred to Leicestershire's Inclusion Team for Prosecution which may result in fines up to **£2500** per parent, per child.

Cases found guilty in a Magistrate's Court can show on a parent's future DBS certificate.

#### Unchanged

Penalty Notice fines are issued **Per Parent, Per child**. This means that fines are issued to each parent, for each child who is absent.

## Appendix 2 – Traveller Pupil Tracking Form

### **Traveller Pupil Tracking Form - Guidance**

The purpose of the form is to record the proposed leave of pupils from the travelling communities, recording details of their local residence and their current contact numbers. The purpose of the form is also to record information about intended travel dates and the expected date of return. If the family is staying on a Local Authority site in another area of the country, the details can be recorded and confirmed.

If the student is dual registered with a school outside of the local authority, this information should be confirmed and the dual registration procedures undertaken accordingly.

The purpose of this process is to support good practice, to encourage traveller families to share their proposed arrangements prior to leaving and to ensure that effective contact is maintained. The Traveller Pupil Tracking Form should assist in reducing cases of children deemed to be missing in these circumstances and therefore strengthen the safeguarding procedures in place, as well as ensuring that children's school attendance is maximised.

Together, we anticipate a continued improvement in attendance at school by working jointly with parent(s)/carer(s), specialist support from the Traveller Education Service and the Education Welfare Service to achieve better educational outcomes for our Traveller Children and Young People.

### TRAVELLER PUPIL TRACKING FORM

In the interest of pupil welfare the school and parent/s will complete the following information together **before pupil(s) travel:**

Child's Name:	Child's dob:
Base 1: Leicester address with post code:	

<b>Parent(s)/Guardian(s)/ Carer(s) Name(s):</b>
Base 2: Address with post code (other residence):
Reason for travel:
Landline telephone number:
Mobile telephone number:
Email address:

**TRAVEL DATES**

Travel Date	HT1	HT2	HT3	HT4	HT5	HT6
Expected Return date	HT1	HT2	HT3	HT4	HT5	HT6

**School details where child is dual registered:**

Education Packs provided      Y / N

**Please note:** Traveller children whose whereabouts are unknown can be deleted from the school roll in the same way as other (non-traveller) pupils after thorough investigations have been undertaken and the pupil has not been located. In all cases, the school complies with the LA and Maintained Schools Protocol on the Management of Children Missing from Education.