



Shawfield Primary School

Attendance Policy –
19th August 2024 onwards

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Next Review: July 2027

SHAWFIELD PRIMARY SCHOOL

ATTENDANCE POLICY

At Shawfield Primary we firmly believe that all children benefit from regular school attendance. In order for the school's Attendance Policy to be successful, every member of staff must make attendance a high priority and convey this to the children at all times. Parents/carers need to support these views in the home to ensure that children are receiving corresponding messages about the value of education.

Good attendance is fostered in an environment where children are eager to learn. At Shawfield Primary, we understand that the foundation of good attendance is a school that is calm, orderly, safe, and supportive. We strive to create such an environment, where all children are motivated and ready to learn.

Securing good attendance is not seen in isolation and links closely with the school's efforts on curriculum, behaviour, bullying, supporting children with Special Educational Needs and Disabilities, effective support for children's mental health and wellbeing, and the effective use of resources, including pupil premium funding.

At Shawfield Primary, we believe that attendance is everyone's responsibility. All school staff and governors are committed to working in partnership with parents, the Local Authority, and other local partners to ensure the best possible attendance for every child at our school.

Aims

- To ensure that the children achieve maximum possible attendance.
- To identify any problems that prevent full attendance.
- To implement strategies to overcome barriers to good attendance.

Principles

- The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have.
- It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.
- Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill or being given permission for an absence in advance from school.

Legislation and Guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set 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, and 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- The School Attendance (Pupil Registration) (England) Regulations 2024

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

The School will:

- Provide a welcoming atmosphere for children.
- Provide a safe learning environment.
- Set high expectations for school attendance.
- Build strong working relationships with families.
- Provide a sympathetic response to any child's concerns.
- Meet, where possible, the requirements of the United Nations Convention - The Rights Of The Child, by ensuring that children are consulted in all decisions that relate to them
- Work in partnership with parents, the Local Authority and wider school partners to better understand the root cause of absence and work to remove the barriers.
- Be mindful of children absent from school due to mental or physical ill health or their special needs and disabilities and provide them additional support.
- Recognise that attendance is never 'solved' and is a continuous process by regularly reviewing and updating messages, processes, and strategies.
- Recognise children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

All parents/carers will:

In relation to a child or young person, a 'parent' includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility for the child, or who has care of the child. (Section 576 Education Act 1996)

- Ensure their child attends every day that school is open and that their child arrives at school by 8:50am
- Ensure that their children arrive at school punctually and they are prepared for the school day;
- **Ensure that they contact the school before 9.10 am on the first day of absence, if their child is unable to attend through illness, and every day thereafter for the duration of the absence.**
- Contact the school promptly whenever any other problem occurs that may keep the child away from school.
- Endeavour to arrange medical/dental appointments outside school time. If appointments have to occur during school time, provide the School Office with appointment cards/letters at least 48hrs beforehand.
- Provide the school with more than 1 emergency contact for their child
- Seek support, where necessary, for maintaining good attendance by contacting the Pastoral Care Lead, who can be reached at 01252 320379, Option 2.

Governors will:

- Set high expectations for all school leaders, staff, children and parents.
- Ensure school leaders fulfil expectations and statutory duties.
- Ensure the effectiveness of attendance strategies and check that additional support is in place.
- Regularly monitor, review and challenge attendance in the school.
- Ensure staff receive training on attendance and that this remains part of all staff CPD so that staff understand the importance of good attendance, that absence is almost always symptom of wider issue and the school's strategies to work with children, their parents and wider professional partners.

The Headteacher will:

- Emphasise to parents the importance of regular attendance by referring to it in newsletters and at parent meetings.
- Ensure that the registration procedures are carried out efficiently and that appropriate resources are provided;
- Work with the Pastoral Care Lead/School Attendance Champion to discuss attendance concerns
- Make a decision regarding exceptional absence within 10 days of request being made.
- Work with other local school leaders to share information and collaborate on effective attendance strategies.
- Monitor attendance data and report this half-termly to the Governing Body.

Teachers will

- Keep regular and accurate records of attendance for all children twice daily;
- Encourage good attendance.
- Build and maintain strong relationships to work with children and their families.
- Work with parents/carers to address any barriers to school attendance.
- Talk to parents regarding attendance at parent's evenings.
- Provide a welcoming and safe learning environment for children.
- Undertake regular Continuing Professional Development (CPD) linked to the importance of good attendance.
- Make telephone calls or hold informal meetings with parents/carers where children's attendance is between 97% and 95% (Appendix I)

Pastoral Care Lead/School Attendance Champion will:

- Be a designated leader with responsibility for championing and improving attendance in schools.
- Be the named School Attendance Champion.
- Work closely with parents and children to address any in-school barriers to attendance.
- Contact parents whose child's attendance is below 95%.
- Monitor children's attendance, which is below 95% (Appendix J)
- Contact parents of any other child whose absence/lateness is cause for concern.
- Monitor requests for Exceptional Leaves of Absence.
- Produce attendance letters for children whose attendance is below 95% every half term. (Appendix K)
- Work with SCC and other professional partners to address persistent absence.
- Consult with School Attendance Support Team and make referrals.
- Support the Headteacher, or other designated adult about when to issue a fixed penalty notice.

Office Staff will:

- Contact parents by 10:00am on the first day when a child fails to attend where no message has been received to explain their absence;
- A telephone call from the School Office will be made by 10:00am
- Should we receive no response, a text message will be sent home, by 11:00am, when an absence is unexplained to seek reasons
- A record of this message being sent will be added to the SIMS register.
- If no contact made by 2pm further telephone calls will be made to ascertain reasons for absence.
- Send a pro-forma letter home if a child has been marked late 3 times or more in a 3-week period. (Appendix G) This will be recorded onto CPOMS.
- Record accurate reasons for absences in the register.
- Will liaise with the Pastoral Care Lead/School Attendance Champion on matters concerning absence.
- Keep a record of the children for whom exceptional absence has been authorised.
- Request evidence for medical/dental appointments.

All children will:

- Attend school every day that school is open if they are well enough to do so.
- Attend school punctually – arriving on time and by 8:50am
- Attend school appropriately prepared for the day.
- Speak to a member of staff if they have problems that stop them from attending the school.

School Attendance Support Team

- The School Attendance Team analyse the registers half-termly and will advise the Pastoral Care Lead of any attendance concerns in the form of Targeted Support Meetings.
- The School Attendance Team will communicate with the Headteacher and Pastoral Care Lead at least termly.
- Monitor and improve the attendance of children with a Social Worker through the support of their Virtual School.

Recording Attendance

We will keep an electronic attendance register and place all children onto this register.

We will take our attendance register at the start of the first session of each school day (at 8:50am)

We will take it once during the second session (1:15pm)

It will mark, using the appropriate national attendance and absence codes from Attendance (Pupil Registration) (England) Regulations 2024, whether every child is:

- Present
- Attending an approved off-site educational activity
- 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

See Appendix A for the DfE attendance codes.

We will also record:

- For children of compulsory school age, whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 8:40am and ends at 3:10pm for children in Reception, Year 1 and Year 2, 3:15pm for children in Year 3 and Year 4 and 3:20pm for children in Year 5 and Year 6.

Pupils must arrive in school by 8:50am on each school day.

The register for the first session will be taken at 8:50am and will be kept open until 9:20am after the session begins, the register for the second session will be taken at 1:15pm

Unexplained Absence

A child's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9:10am, or as soon as practically possible, by calling the School Office, who can be contacted via 01252 320379 or a child absence can be reported via the ParentMail app.

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for 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 with the authenticity of the illness, the absence will be recorded as unauthorised, and parents will be notified of this in advance.

Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the child's parent notifies the school in advance of the appointment.

Parents may request leave for their child/children by making a request for absence to be considered an exceptional circumstance. The 'Application for leave of absence for exceptional circumstances' form (Appendix B) should be completed and submitted to the Headteacher, via the School Office (at least two weeks prior to the scheduled absence)

We encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, a child should be out of school for the minimum amount of time necessary.

The child's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence.

Lateness and punctuality

A child who arrives late:

- Before the register has closed will be marked as late, using the appropriate code (L)
- After the register has closed will be marked as absent, using the appropriate code (U)

Shawfield Primary School will monitor registers to identify where patterns of lateness and poor punctuality occur. The school will contact parents to discuss barriers to their child attending school on time. A letter will be sent home where 3 late codes (L) have been recorded in a 3-week period. (Appendix G)

School staff will employ a range of strategies, including late gates, telephone calls, and meetings with parents, to best support children to attend school on time.

All children who arrive late will need to be signed in by their parents using the school Sign In App, in the School Office. Parents should expect to be asked by school staff, why their child is late and provide a reason.

Every half term, the school will review the number of minutes late. Where this total is over an hour– letters will be sent to parents encouraging them to meet the Pastoral Care Lead/School Attendance Champion. (Appendix H)

Following up unexplained absence

Where any child we expect to attend school does not attend or stops attending without reason, the school will:

- Call the child's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the child's emergency contacts, the school may call the Police and consider referral to the C-SPA.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the child was absent.
- Call the parent on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If the absence continues, the school will consider contacting the Surrey C-SPA or the Police.
- Call parents to discuss attendance concerns and explore increased levels of absence.
- Where relevant, report the unexplained absence to the Surrey Youth Offending Team Officer.
- Where appropriate, offer support to the child and/or their parents to improve attendance.
- Identify whether the child needs support from wider partners as quickly as possible – this may include an offer from the school to complete an Early Help Referral.
- Where support is not appropriate, not successful, or not engaged with, parents will be issued with a Notice to Improve. Where children continue to be absent during the next 3-week period, the school may determine that issuing a penalty notice or prosecution is appropriate.
- The school may seek legal intervention where a child has been absent for more than 10 sessions (equivalent to 5 school days) in a rolling 10-week period.

Reporting to Parents

- The school will regularly inform parents of their child's attendance.
- Every half-term, parents will receive a copy of their child's attendance certificate.
- Where attendance, each half term, falls below 97%, an 'Attendance Overview Letter' will be sent. (Appendix I) This is to make parents aware of the number of days a child has been absent from school since the start of the academic year.
- School leaders will use their discretion where absences occur over the first half term of the school year.
- The school will also consider any prior agreed leave of absences.
- Shawfield Primary School will report on attendance annually as part of a child's yearly report to parents/carers.

Authorised and unauthorised absence approval for term-time absence

The headteacher will allow children to be absent from the school site for certain educational activities or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a child during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance or regulated employment abroad
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the child is authorised to be absent for.

Exceptional circumstances will only be considered at the Headteacher's discretion.

Leave of absence will not be granted for a child to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday. (Appendix C-E)

The school considers each application for term-time absence individually, considering the specific facts, circumstances, and relevant background context behind the request. Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via www.shawfield.surrey.sch.uk. The headteacher will require evidence to support any request for leave of absence.

Other valid reasons for authorised absence (Appendix F) include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the child’s parent(s) belong(s). If necessary, the school will seek advice from the parent’s religious body to confirm whether the day is set apart.
- If the pupil is a mobile child, and their parent(s) is/are travelling in the course of their trade or business, and the pupil is travelling with them. A mobile child is a child of compulsory school age who has **no fixed abode** and whose parent(s) are engaged in a trade or business. (see paragraph 351. Working together to improve school attendance)
- If the child is currently suspended or excluded from school (and no alternative provision has been made.)

Other reasons the school may allow a child to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school.
- Attending another school at which the child is also registered. (dual registration)
- Attending provision arranged by the local authority.
- If there is any other unavoidable cause for the child not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed.

Support and Sanctions

Our school will make use of the full range of potential supports and sanctions – including, but not limited to, those listed below – to address possible barriers to school attendance. Decisions will be made on an individual, case-by-case basis.

- Provide adjustments within class or consider if support from an Emotional Literacy Support Assistant (ELSA) would improve school attendance.
- Where absence intensifies so will the support provided – this may include access via an Education, Health and Care Plan (EHCP), the offer of Early Help to signpost families to voluntarily support or alternative provision.
- Where engagement in support is proving challenging, a formal meeting will be held and may include the school’s point of contact in the Local Authority. These meetings will explain the consequences of persistent and severe absence for the child and family, and the potential need for legal intervention in the future.
- Where voluntary support has not been effective and/or has not been engaged with, Formal Support will be put in place in the form of an Attendance Contract (Appendix O) or Education Supervision Order.
- The school will issue a Notice to Improve (Appendix N) and/or penalty notice where support would not be appropriate or has not been successful or engaged with and it is likely to change the parents’ behaviour.
- Intensify support through statutory children’s social care involvement where there are

- safeguarding concerns, especially where absence becomes severe (below 50% attendance).
- Prosecute parents where all other routes have failed or are not deemed appropriate. This could include making the case for a community or parenting order where the parent is convicted to secure engagement with support.

Penalty Notices

The Surrey Attendance Service, acting on behalf of Surrey County Council may issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and require the recipient to pay a fixed amount.

Circumstances when a Penalty Notices may be issued

1. Pupils identified by police and Surrey Attendance Advice Officers engaged on Truancy Patrols and who have incurred unauthorised absences.
2. The School Attendance (Pupil Registration) (England) Regulations 2024 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Where a child is taken out of school for 10 sessions or more and the 'leave of absence' is without the authority of the headteacher, each parent is liable to receive a penalty notice for each child who is absent. In these circumstances, a warning will not be given where it can be shown that parents had previously been warned that such absences would not be authorised and that they will be liable to receive a Penalty Notice if the leave of absence is taken.

3. The issue of a Penalty Notice will also be considered where a pupil has incurred 10 or more unauthorised sessions during the preceding 10 school weeks. The parents' failure to engage with supportive measures proposed by the school will be a factor when considering the issue of a Penalty Notice. Unauthorised absence will include late arrival after the close of registration without good reason.
4. Section 103 of the Education and Inspections Act 2006 places a duty on parents to ensure that their child is not in a public place without justifiable cause during school hours when they are excluded from school. This duty applies to the first five days of each exclusion. Failure to do so will render the parent liable to a Penalty Notice. If the Penalty Notice is not paid, the recipient will be prosecuted for the offence under Section 103. Alternative education provision will be made from the sixth day of any exclusion and failure to attend such provision without good reason will be treated as unauthorised absence.

With the exception of unauthorised leave of absence taken in term time (Paragraph 2 above) parents will be sent a 'Notice to Improve' their child's attendance, warning them of their liability to receive such a notice before it is issued.

Amount Payable Under a Penalty Notice: The Education (Penalty Notices) (England) (Amendment) Regulations 2024

1. If a parent/carer has not incurred a penalty notice relating to the relevant child/children since 19 August 2024, then the penalty notice will be charged at the rate of £160.00, **per parent/carer per child**, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.
2. If you have incurred a penalty notice relating to this child/children since 19 August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, **per parent/carer per child**, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.
3. If you have incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice was issued, then you will NOT receive a third penalty notice – Surrey County Council will have no option but to consider a prosecution, **per parent/carer per child**, in the Magistrates Court under s 444 Education Act 1996.

Notices to Improve

Where a child has low attendance, Shawfield Primary School will investigate the reasons behind these absences. If supportive measures (including offering a meeting with the parent/carer) have not resulted in an improvement in the pupil's attendance, AND there are at least 10 unauthorised absences in the previous 10 school weeks, Shawfield Primary School can issue a Notice to Improve to the parent/carer.

Attendance will then be monitored by the school for a maximum of 15 school days, the school can then request Surrey County Council to issue a penalty notice to the parent/carer.

Each parent/carer will be liable to receive a penalty notice. Please see paragraph 175 onwards in Working Together to Improve School Attendance (applies from 19 August 2024)

Notice to Improve documentation will contain:

- Details of the child's attendance record and details of the offences.
- The benefits of regular attendance and parents' duty under section 7 of the Education Act 1996.
- Details of the support provided so far.
- Opportunities for further support and the option to access previously provided support that was not engaged with.
- A clear warning that a penalty notice may be issued or prosecution considered if attendance improvement is not secured within the improvement period.
- A clear timeframe for the improvement period (15 school days)
- Sufficient improvement within this period would see no further unauthorised absences.
- Should the school have doubts about the authenticity of absences, a penalty notice may be issued before the end of the improvement period.

Penalty Notice relating to Suspension and Exclusions

Section 103 of the Education and Inspections Act 2006 places a duty on parents to ensure that their child is not in a public place without justifiable cause during school hours when they are suspended or excluded from school. This duty applies to the first five days of each suspension. Failure to do so will render the parent liable to a Penalty Notice.

Changing schools

It is important that if families decide to send their child to a different school, they inform Shawfield Primary School's Office staff as soon as possible. A child will not be removed from the school roll until the following information has been received and investigated:

- the date the child will be leaving this school and starting the next school;
- the address of the new school;
- the new home address

The child's school records will then be sent to the new school as soon as possible. In the event that the school has not been informed of the above information, the family will be referred to the School Attendance Support Team

Appendices

Appendix A – Register codes

Appendix B – Application for leave of absence for exceptional circumstances

Appendix C – Leave not approved template letter

Appendix D – No Leave of Absence Provided – Parent Claims Child ill

Appendix E – No Explanation of Absence Given

Appendix F – Leave Approved in Exceptional Circumstances letter template

Appendix G – Late 3 in 3 weeks

Appendix H – Minutes Late Letter

Appendix I – General Message about School Attendance Letter (Less than 97%)

Appendix J – Less than 95% attendance (number of days)

Appendix K – Less than 90% attendance (Persistent Absence)

Appendix L – Letter/text to be sent to parents regarding unexplained absence

Appendix M - Possible Newsletter Wording

Appendix N – Notice to Improve Template

Appendix O – Attendance Contract Template

Appendix P – Ways in which Shawfield Primary School will monitor School Attendance

Appendix Q – Legislation and Guidance

Appendix A – Register Codes

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed (prior to 9:20am)
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes

Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session (after 9:20am)
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

SHAWFIELD PRIMARY SCHOOL

Application for leave of absence for exceptional circumstances

Please read the following guidance carefully.

As parents, you have a legal responsibility to ensure your child's attendance at school. During the academic year, pupils are at school for 190 days and at home for 175 days.

Please be aware that the School Attendance (Pupil Registration) (England) Regulations 2024, state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.

Please complete and submit this form if you want the Headteacher to consider your request for your child's leave of absence for exceptional circumstances. We may ask for proof to validate your request.

Unauthorised absence of 10 sessions (equivalent to 5 school days) or more will result in the following action being taken:

1. If you have not incurred a penalty notice relating to this child/children since 19 August 2024, then the penalty notice will be charged at the rate of £160.00, **per parent/carer per child**, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.
2. *If you have incurred a penalty notice relating to this child/children since 19 August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, **per parent/carer per child**, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.*
3. *If you have incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice was issued, then you will NOT receive a third penalty notice – Surrey County Council will have no option but to consider a prosecution, **per parent/carer per child**, in the Magistrates Court under s 444 Education Act 1996.*

The Headteacher will consider the reasons for the request carefully and will notify you of the decision. In the absence of a decision, parents/carers cannot assume that permission for the absence has been given.

For further information, please refer to our School Attendance Policy.

Name of child:	Class:
I am applying for leave of absence for my child for	
from:	to:
Number of school days:	
The exceptional circumstances for which leave is requested:	
Has your child/children already had any leave of absence since 01 September 2024 resulting in a penalty notice being issued to you (applicant) or any other parent/carer? YES / NO	
If YES, please give dates and details:	
I also have children at...	
Signed: (Parent/Carer)	Date:
Address :	

<i>To be completed by the Headteacher</i>		
Having considered your request carefully, my decision is that leave of absence is:		
Approved		The absence will be recorded as authorised.
Not approved		The absence will be recorded as unauthorised and we will be requesting the Surrey County Council to issue a penalty notice per parent/carer per child.
Explanatory notes:		
Signed: _____		Date: _____
(Headteacher)		

Evidence Attached	
Text or Email Seen	
Signed	
Dated	
On SIMS	
Headteacher Signed	
Parent Notified (where applicable)	
Logged by AD	
CPOMS/Filed	

Appendix C - Leave Not Approved Letter



Shawfield Primary School
Winchester Road
Ash
GU12 6SX

Tel: (01252) 320379

Email: info@shawfield.surrey.sch.uk

Website: www.shawfield.surrey.sch.uk

Headteacher: Mr Stephen Corcoran

Leave NOT Approved – Attendance at Shawfield Primary School

Dear:

Re: _____ d.o.b. _____

I am writing to inform you that your request for _____ to be absent from school from _____ until _____ has not been approved as the reasons given for the absence are not considered to be 'exceptional circumstances'.

The School Attendance (Pupil Registration) (England) Regulations 2024, state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

If you take your child out of school without the approval of the school, you will be liable to receive a penalty notice per parent/carer and the following will apply:

- 1. If you have not incurred a penalty notice relating to this child/children since 19 August 2024, then the penalty notice will be charged at the rate of £160.00, **per parent/carer per child**, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.*
- 2. If you have incurred a penalty notice relating to this child/children since 19 August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, **per parent/carer per child**, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.*
- 3. If you have incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice was issued, then you will NOT receive a third penalty notice – Surrey County Council will have no option but to consider a prosecution, **per parent/carer per child**, in the Magistrates Court under s 444 Education Act 1996.*

I hope that you will re-consider your application.

Yours sincerely,

Mr Corcoran
Headteacher

Appendix D No request made – parent claiming child was ill



Shawfield Primary School
Winchester Road
Ash
GU12 6SX

Tel: (01252) 320379

Email: info@shawfield.surrey.sch.uk

Website: www.shawfield.surrey.sch.uk

Headteacher: Mr Stephen Corcoran

Dear

The School Attendance (Pupil Registration) (England) Regulations 2024, states that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Periods of unauthorised absence of (10- session) 5 days or more, may result in parents/carers being liable to receive a Penalty Notice.

_____ was absent from school from _____ to _____ and you informed the school on _____ that they were ill and this was the reason for the absence.

It has since come to my notice that _____ was absent because they were on unauthorised leave of absence, and in the absence of any exceptional circumstances for which the leave may be granted, or medical evidence to show that they were too ill to attend school, the absence has been recorded as such. You will be liable to receive a penalty notice per parent/carer and the following will apply:

1. If you have not incurred a penalty notice relating to this child/children since 19 August 2024, then the penalty notice will be charged at the rate of £160.00, **per parent/carer per child**, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.
2. If you have incurred a penalty notice relating to this child/children since 19 August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, **per parent/carer per child**, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.
3. If you have incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice was issued, then you will NOT receive a third penalty notice – Surrey County Council will have no option but to consider a prosecution, **per parent/carer per child**, in the Magistrates Court under s 444 Education Act 1996.

Yours sincerely,

Mr Stephen Corcoran
Headteacher

Appendix E Leave of Absence - No explanation for absence given



Shawfield Primary School
Winchester Road
Ash
GU12 6SX

Tel: (01252) 320379

Email: info@shawfield.surrey.sch.uk

Website: www.shawfield.surrey.sch.uk

Headteacher: Mr Stephen Corcoran

Date :

Re:

D of B:

Dear

_____ was absent from school from.....to..... and no explanation for the absence had been received from you. I am now aware that _____ was absent because they were away on holiday, and in the absence of any exceptional circumstances for which the leave may be granted, the absence is recorded as unauthorised and you will be liable to receive a penalty notice per parent/carer.

The School Attendance (Pupil Registration) (England) Regulations 2024, states that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is required to determine the number of school days a child can be away from school if leave is granted.

Each request is individually considered and if the circumstances are considered to be exceptional by the Head Teacher, the absence may be authorised. In this case, we were not notified in advance of your intention to take _____ out of school, nor have you provided a reason to justify the absence prior to taking _____ out of school. Therefore the absence is unauthorised and you are liable to receive a penalty notice per parent/carer. As the total amount of absence is (10 sessions)5 or more days (including this absence) the following will apply:

1. If you have not incurred a penalty notice relating to this child/children since 19 August 2024, then the penalty notice will be charged at the rate of £160.00, per parent/carer per child, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.
2. If you have incurred a penalty notice relating to this child/children since 19 August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, per parent/carer per child, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.
3. If you have incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice was issued, then you will NOT receive a third penalty notice – Surrey County Council will have no option but to consider a prosecution, per parent/carer per child, in the Magistrates Court under s 444 Education Act 1996.

Although you may be disappointed with this decision, we do hope that you understand School's policy which is in line with current Regulations.

Yours sincerely,

Mr Stephen Corcoran
Headteacher

Appendix F Leave Approved



Shawfield Primary School
Winchester Road
Ash
GU12 6SX

Tel: (01252) 320379

Email: info@shawfield.surrey.sch.uk

Website: www.shawfield.surrey.sch.uk

Headteacher: Mr Stephen Corcoran

Date.....

Dear

Attendance at Shawfield Primary School

I am writing to inform you that your request for.....to be absent from school from.....until.....has been approved.

All requests for leave of absence are treated sympathetically, but the policy of Surrey County Council, to which this school has agreed, is that other than in exceptional circumstances, holidays during term time will not be authorised.

Yours sincerely

Mr Stephen Corcoran
Headteacher

Appendix G – Late 3 in 3 weeks



Shawfield Primary School
Winchester Road
Ash
GU12 6SX

Tel: (01252) 320379

Email: info@shawfield.surrey.sch.uk

Website: www.shawfield.surrey.sch.uk

Headteacher: Mr Stephen Corcoran

Dear.....

Date

CHILD'S NAME **CLASS**.....

I am writing to advise you that your child has been late three times or more in a three-week period.

Please ensure they are in school ready to start lessons at 8.50am. Registers close at 9:20am and lessons will have already started. Children who arrive late don't just miss out on the introduction of lessons themselves but interrupt the learning of others.

Please contact us if you would like to discuss this further,

Yours sincerely

Mr Stephen Corcoran
Headteacher

Appendix H – Punctuality letter (minutes late)



Shawfield Primary School
Winchester Road
Ash

GU12 6SX

Tel: (01252) 320379

Email: info@shawfield.surrey.sch.uk

Website: www.shawfield.surrey.sch.uk

Headteacher: Mr Stephen Corcoran

Date

Dear Parent's Name,

We have reviewed punctuality across the school and it has come to our attention that <child's name> is a cause for concern.

For the period of _____ to _____ <child's name> was late for a total of <number of minutes>, which relates to over an hour of schooling lost. Obviously, there are times when unforeseen events arise and lateness results. However, it is important that you are made aware so that you can work with us in order to minimise the impact on <child's name>'s education. May I take this opportunity to remind you that children are expected to arrive at school by 8:50am, when the register will be taken, and lessons start promptly.

The issue of a Fixed Penalty Notice will also be considered where attendance falls below the expectations outlined in our school policy. Parents' failure to engage with the supportive measures proposed by the school or Surrey Attendance Service will be a factor when considering the issue of a Penalty Notice. Unauthorised absence will include late arrival after the register has closed without good reason.

If you wish to discuss <child's name>'s attendance, please contact Mrs Dixon, our Pastoral Care Lead/School Attendance Champion via the School Office.

We will continue to monitor <child's name>'s attendance over the coming term. If there is no improvement, we will request you make an appointment to come to the school office and speak to us about our concerns.

Yours Sincerely

Mr Stephen Corcoran
Headteacher

Appendix I - General message about School Attendance Letter (Less than 97%)



Shawfield Primary School
Winchester Road
Ash
GU12 6SX
Tel: (01252) 320379
Email: info@shawfield.surrey.sch.uk

Headteacher: Mr Stephen Corcoran

Website: www.shawfield.surrey.sch.uk

{Current Date}

Dear Parent/Carer of {First name} {Last name},
I'm writing to share {First Name}'s current attendance information.

Since the start of the academic year, {First Name} has been absent from school for {Attendance: Days Missed Count} days.

We understand that absence may be due to illness or other unavoidable circumstances, and we appreciate the efforts families make to ensure children attend whenever they are able to. The NHS provides helpful guidance to support parents in deciding whether their child is well enough for school — you can find this at: www.nhs.uk/live-well/is-my-child-too-ill-for-school.

Where attendance levels become a concern, we will contact you directly to discuss this further.

If there are any barriers affecting {First Name}'s attendance, or if there's anything we can do to support you or your child, please let us know.

Yours sincerely

Mr Stephen Corcoran
Headteacher

Appendix J - Letter Less than 95% attendance (number of days)



Headteacher: Mr Stephen Corcoran

Shawfield Primary School
Winchester Road
Ash
GU12 6SX
Tel: (01252) 320379
Email: info@shawfield.surrey.sch.uk
Website: www.shawfield.surrey.sch.uk

Targeted Support – {Attendance: Days Missed Count} Days Missed
{Current Date}

To the Parent/Carer of {First name} {Last name},

I am writing to share a concern regarding {First name}'s current attendance. As of today, {First name} has missed {Attendance: Days Missed Count} days of school so far this academic year. This reflects either an increase in absence, a high number of days missed overall, or some periods of absence that have not yet been explained.

We understand that there are times when children are unwell and need to remain at home — and we fully support this when necessary. However, frequent absence can have a negative impact on both learning and wellbeing, and we want to ensure that {First name} has the best chance to succeed and feel settled at school.

Where there are ongoing or repeated absences due to illness, you may be asked to provide medical evidence to help us keep accurate records and ensure appropriate support is in place. This could be a GP appointment card, prescription, or other confirmation from a healthcare professional.

If there is anything affecting {First name}'s attendance that you would like to discuss, we are happy to arrange a telephone call or a face-to-face meeting at a time that works for you. Please contact the Mrs Dixon on 01252 320379 Option 2 or email us at a.dixon@shawfield.surrey.sch.uk.

Thank you for your continued support. We are committed to working in partnership with you to support {First name}'s attendance, wellbeing, and progress.

Yours sincerely

Mr Stephen Corcoran
Headteacher

Appendix K – Letter – Less than 90% Attendance (Persistence Absence)



Shawfield Primary School
Winchester Road
Ash
GU12 6SX

Tel: (01252) 320379

Email: info@shawfield.surrey.sch.uk

Website: www.shawfield.surrey.sch.uk

Headteacher: Mr Stephen Corcoran

Persistent Absence – Attendance Below 90%

{Current Date}

To the Parent/Carer of {First name} {Last name},

I am writing to bring to your attention a matter of significant concern regarding your child's attendance at school. Our records indicate that {First name}'s attendance has fallen below 90% to {Attendance: Attended Percentage}, which is well below the acceptable threshold.

Regular attendance is crucial for your child's educational development and overall wellbeing. Persistent absences can have a detrimental impact on their learning progress and social integration within the school environment. As a school, we are committed to providing the best possible support to ensure every child can achieve their full potential.

In light of {First name}'s current attendance record, we are required to initiate a formal process to address this issue. This may include:

Targeted Support Meeting: We will work with you to identify and address any barriers that may be affecting your child's attendance. This could involve personalised support plans, adjustments within the school environment, or referrals to appropriate support services.

Referral to External Agencies: If necessary, we may refer your case to external agencies such as the 'Early Help' team. Their role is to provide additional support to families to overcome difficulties that might be contributing to poor attendance.

Potential Penalty Notices: It is important to note that continued non-attendance may lead to more formal actions, including the possibility of penalty notices being issued to parents or carers.

We understand that there can be many underlying reasons for a child's absence, and we are here to work collaboratively with you to find the best solutions. Please contact the School Office to arrange a meeting with me at your earliest convenience. During this meeting, we can discuss the specific concerns, explore the support options available, and develop a plan to improve {First name}'s attendance.

Your cooperation and commitment to your child's education are vital. Together, we can ensure that {First name}'s receives the education they deserve and remains on track for a successful future.

Thank you for your prompt attention to this matter. We look forward to working with you to support {First name}.

Yours sincerely,

Mr Stephen Corcoran
Headteacher
Shawfield Primary School

Appendix L –Letter/text to be sent to parents regarding unexplained absence



Shawfield Primary School
Winchester Road
Ash
GU12 6SX

Tel: (01252) 320379

Email: info@shawfield.surrey.sch.uk

Website: www.shawfield.surrey.sch.uk

Headteacher: Mr Stephen Corcoran

Dear..... Date

CHILD'S NAME **CLASS**.....

did not attend school on _____

As a reminder we do need to be informed by 9.10am if your child is going to be absent. As you did not contact the school, please complete the section below with details of your child's absence and return to school as soon as possible. If we do not receive a reply, your child's absence will be recorded as unauthorised.

Thank you

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

Signed Date

Appendix M -Newsletter Wording

Newsletter insert (at least termly)

As parents, you have a legal responsibility to ensure your child's attendance at school. During the academic year, pupils are at school for 190 days and at home for 175 days.

Please be aware that The School Attendance (Pupil Registration) (England) Regulations 2024, state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.

Please complete an Application of Leave of Absence for exceptional circumstances, if you want the Headteacher to consider your request for your child's leave of absence for exceptional circumstances. We may ask for proof to validate your request. This will need to be made at least two weeks in advance of any absence.

Just to remind parents/carers that if they take their children out of school without authority for 5 or more days (which do not have to be consecutive), then the following will apply:

1. If you have not incurred a penalty notice relating to this child/children in a rolling 3 year period since 19 August 2024, then the penalty notice will be charged at the rate of £160.00, **per parent/carer per child**, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.

2. *If you have incurred a penalty notice relating to this child/children since 19 August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, **per parent/carer per child**, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.*

3. *If you have incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice was issued, then you will NOT receive a third penalty notice – Surrey County Council will have no option but to consider a prosecution, **per parent/carer per child**, in the Magistrates Court under s 444 Education Act 1996.*

Surrey County Council is not responsible for authorising pupil absence and therefore cannot withdraw any Penalty Notice requests without the written permission of the Headteacher.

If you consider that there are exceptional circumstances relating to your request, please let the school have full details. Each application for a leave of absence will be considered on a case by case basis.

Penalty Notices to Address Poor Attendance at School

A Penalty Notice may be issued as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school (absence without the agreement of the school or not covered by a medical note) and will be used by Surrey County Council in the following circumstances :-

1. Pupils identified by police and Attendance Advice Officers (formerly Inclusion Officers) engaged on Truancy Patrols and who have incurred unauthorised absences.

2. Leave of absence in term time (5 days or 10 sessions or more).

· Please be aware that the School Attendance (Pupil Registration) (England) Regulations 2024 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

· They may request that Surrey County Council issue Penalty Notices when the absence is not authorised. Warnings will not be given where it can be shown that parents have been notified that such absences will not be authorised.

3. Finally, the issuing of a Penalty Notice will also be considered where it is judged that a parent is failing to ensure their child's regular school attendance.

This will be considered when a pupil has incurred 10 or more unauthorised sessions in the previous 10 school weeks, which may include a pupil arriving late after close of registration.

If you believe at any stage that your child's absence from school may leave you liable to receive a Penalty Notice, it is extremely important that you act without delay to secure their regular attendance.

If you have any questions or require further support to achieve an improvement in your child's attendance, please contact your child's school or the Attendance Advice Officer.

Penalty Notice relating to Exclusions

If a child is excluded from school, Section 103 of the Education and Inspections Act 2006 places a duty on parents/carers to ensure that their child is not in a public place without justifiable cause during school hours.

This duty applies to the first five days of each exclusion. Failure to do so will render the parent/carer liable to a Penalty Notice. (Alternative education provision will be made available from the sixth day of any exclusion.)

Amount Payable for a Penalty Notice and Consequences for repeat unauthorised absences

1. If you have not incurred a penalty notice relating to this child/children in a rolling 3 year period since 19 August 2024, then the penalty notice will be charged at the rate of £160.00, per parent/carer per child, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.

2. If you have incurred a penalty notice relating to this child/children since 19 August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, per parent/carer per child, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.

3. If you have incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice was issued, then you will NOT receive a third penalty notice – Surrey County Council will have no option but to consider a prosecution, per parent/carer per child, in the Magistrates Court under s 444 Education Act 1996.

Surrey County Council is not responsible for authorising pupil absence and therefore cannot withdraw any Penalty Notice requests without the written permission of the Headteacher.

Advice and support is available from an Attendance Advice Officer by contacting Surrey Attendance Service as follows :-

North West - Tel: 01483 518130 South West - Tel: 01483 517874

North East - Tel: 01372 833588 South East - Tel: 01737 737777



Shawfield Primary School
Winchester Road
Ash

GU12 6SX

Tel: (01252) 320379

Email: info@shawfield.surrey.sch.uk

Website: www.shawfield.surrey.sch.uk

Headteacher: Mr Stephen Corcoran

School Attendance Notice to Improve

School attendance is hugely important. For your child to gain the full benefit from their education, for their learning, wellbeing, and wider development, they need to attend on time, every day possible.

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 the child's parent may be guilty of an offence under s.444 Education Act 1996. If your child is a registered pupil at an alternative provision in the circumstances set out in section 444ZA of the Education Act 1996, the child's parent may be guilty of an offence.

You, _____ are a parent/carer of **{First name} {Last name}**, (called in this notice "the pupil") who is a registered pupil at **Shawfield Primary School**

The school have offered support to you and your family to try and help improve {First name}'s attendance, including:

1. **Telephone calls.** The school contacted you every day your child was absent to understand why your child was absent and to offer their support with any issues your child may be having.
2. **An Attendance Overview Letter.** The school wrote to you, letting you know about {First name}'s attendance, the impact of their continued absence, and inviting you to contact the school to discuss the situation further.
3. **An Attendance Support Meeting Invite.** The school invited you to a meeting to discuss your child's unauthorised absences and to offer support to ensure that their attendance improved. You were notified of the consequences should your child continue to have unauthorised absence and you did not effectively engage with the support offered.

Unfortunately, despite the support that was offered to your family, attendance remains a cause for concern. Between _____ and _____, the pupil failed to attend regularly at Shawfield Primary School, which resulted in 10 sessions (half days) or more of unauthorised absences being recorded. Please see the attached registration certificate for details.

You now have 15 school days (3 weeks) in which to improve your child's attendance. During this time your child must show significant improvements in attendance and avoid having any unauthorised absences from school during this period. Should we not see sufficient improvement and further unauthorised absences take place during this period, a Penalty Notice may be issued. A penalty notice is charged at £160 if paid within 28 days. There is usually the opportunity to pay a reduced amount of £80 if paid within 21 days. If this is your second penalty

notice in a rolling 3-year period from 19 August 2024, there will be no reduction in the amount payable.

NB – A Penalty Notice may be issued as soon as an unauthorised absence is recorded.

More information regarding this notice can be found in the attached leaflet. If you wish to discuss this notice, or discuss what further support is available, please contact our team as soon as possible:

Contact Name

Name of Team/Service: Surrey Attendance Service (SAS)

Address

Telephone:

Yours sincerely

Mr Stephen Corcoran
Headteacher
Shawfield Primary School

Appendix O - Shawfield Attendance Contract

Date/time of meeting:	
Venue:	

Pupil name:	
Date of birth:	
Address:	
School:	

Present at meeting:	
----------------------------	--

Action agreed
<p>EXAMPLES OF ACTION AGREED:</p> <ul style="list-style-type: none"> • Pupil will arrive at school by 8.50 a.m. every day. • Parent will inform the school on the first day of a sickness absence and provide a note upon pupil’s return. • Parent will provide medical evidence for every sickness absence pupil may incur. • Are any issues preventing pupil from attending regularly, school staff will be informed?

Attendance target:	100%
Timescale for improvement:	

Date for review meeting:	
---------------------------------	--

I confirm that this Attendance Action Plan was agreed by all present.

Signed:

..... Parent/carer

..... Pupil

..... School Representative

..... Other Agency

Appendix P – Ways in which Shawfield will support attend

Universal ways that school will manage and monitor attendance

All staff will build and maintain positive relationships with children and their families

Communicate what good attendance looks like - through the school website, newsletters and social media channels

Discuss the link between attendance, attainment and wider wellbeing

Champion school attendance at Senior Leadership meetings through the Senior Attendance Champion

Monitor- half termly data on attendance and punctuality

Ensure all school staff receive regular training and development to support children's attendance at school.

Understand specific needs for certain children and cohorts in line with the Equality Act 2010

Send half-termly registration certificates to parents/carers

Where absence is below 97%

Consider writing to parents where there are concerns about the pattern or frequency of absence

Review approved leave of absences

School staff to call or informally talk to parents/carers to 'check in' and offer support.

Where a pattern of absence is at risk of being or becomes problematic (often missing 5% or more)

Write to parents to highlight the amount of time off from school.

School staff to meet with parents or talk to them on the telephone to listen to the barriers to attendance a child or family is experiencing - consider reasonable adjustments

Where barriers are outside the school's control - school will signpost to partner agencies

School will meet with families where children are at risk of being persistently absent to better understand the barriers and agree actions or interventions to address them - this may include referrals to organisations that provide support - this will be regularly discussed and reviewed together with families.

Where absence intensifies (often missing 10% or more)

School staff will work in tandem with Surrey County Council and other partners; this may include

- access to alternative provision
- A blended approach to learning through school-based and online resources
- Where appropriate, applying for an Education, Health and Care Plan
- Consider support from CAMHS or GPs and make necessary referrals.

Where needs are wider and a whole family response is more appropriate, this is likely to include an Early Help Assessment

Where engagement in support is proving challenging - the school will hold a formal meeting with parents led by the School's Attendance Champion and may include the LA School Attendance Support Team. School will make clear the consequences of persistent and severe absence and the potential need for legal intervention. The school will seek to use help that is available to avoid these consequences

Where voluntary support has not been effective/or engaged with, The school will work with the School Attendance Support Team to put formal support in place (often missing 10% or more)

Meet to agree an Attendance Contract or Education Supervision Order

Issue a Notice to Improve/and or Penalty Notice where support would not be appropriate

Intensify support through children's social care involvement - where there are safeguarding concerns or where absence becomes severe (below 50%)

If severe absence continues for unauthorised reasons, it is likely to constitute neglect. School will refer to KCSIE.

Prosecute parents where all other routes have failed or are not deemed appropriate. This could include making the case for a community or parenting order where the parent is convicted to secure engagement with support.

Appendix Q - Legislation

Relevant legislation

The Education Acts 1996 and 2002

The Children Act 1989

The Crime and Disorder Act 1998

The Anti-Social Behaviour Act 2003

The Education and Inspections Act 2006

The Sentencing Act 2020

The School Attendance (Pupil Registration) (England) Regulations 2024

The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007

The Education (Penalty Notices) (England) Regulations 2007, as amended

The Education (Information about Individual Pupils) (England) Regulations 2013

The Children and Young Persons Acts 1933 and 1963

The Equality Act 2010

Relevant government guidance

Children missing education

Keeping children safe in education and Working together to safeguard children

Special educational needs and disability code of practice: 0 to 25 years

Elective home education

Alternative provision: statutory guidance for local authorities

Exclusion from maintained schools, academies and pupil referral units in England

Supporting pupils at school with medical conditions

Arranging education for children who cannot attend school because of health needs

Promoting and supporting mental health and wellbeing in schools and colleges

Preventing and tackling bullying

Providing remote education