

ATTENDANCE AND PUNCTUALITY POLICY

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CONTENTS

1 Aim	3
2 Expectations.....	3
3 Attendance.....	3
4 Guidance for Parents/Carers.....	4
5 Absences will be authorised for the following reasons:	4
6 Completing Registers	5
7 Marking Registers	6
8 Authorising Absence	6
9 Leave of absence in Term Time.....	7
10 Procedures for Student Absences.....	7
11 Penalty Notices (see Appendix 3 for Code of Conduct).....	7
12 Punctuality and Attendance Registers.....	8
13 ABSENCE REGISTERS	9
<u>Appendix 1</u>	<u>11</u>
<u>Appendix 2</u>	<u>12</u>
<u>Appendix 3</u>	<u>14</u>

Ken Stimpson Community School believes that in order for students to achieve academically and to develop personally and socially, good attendance and punctuality are essential.

Parents of children of compulsory school age (aged between 5 and 16 at the start of the academic year) are, by law, required to ensure that their children receive a suitable education through regular attendance at school.

The Department for Education collects each pupil enrolment's overall sessions missed and number of possible sessions available to them. DFE guidance following research (DFE 2013-2014) has shown shows that in general the higher the percentage of sessions missed across the key stage, the lower the likely level of attainment at the end of KS4. Specifically, pupils with no absence are 1.5 times more likely to achieve 5+ GCSEs 4-9 or equivalent and 2.8 times more likely to achieve 5+ GCSEs 4-9 or equivalent including English and mathematics than pupils missing 15-20 per cent of KS4 lessons.

Attendance is a whole school priority. Supporting attendance at Ken Stimpson Community School is the responsibility of everyone involved with the students. The school believes that working in partnership with parents/carers and the community is essential in promoting good attendance.

1 AIM

- 1.1 To promote good student attendance and punctuality in partnership with parents/carers.

2 EXPECTATIONS

Ken Stimpson Community School expects that:

- 2.1 Students will attend school regularly.
- 2.2 Students will arrive on time.
- 2.3 Students will arrive equipped to work.
- 2.4 Parents/carers will inform the school of any problems affecting their son/daughter's attendance.
- 2.5 The school will provide a welcoming and safe working environment.
- 2.6 The school will support students in their attendance and will work together with parents/carers and Local Authority Attendance Officers to overcome difficulties.

3 ATTENDANCE

Ken Stimpson Community School will promote attendance by:

- 3.1 The accurate completion of registers at the beginning of each session.
- 3.2 Tutors monitoring day-to-day attendance and referring to Heads of Year, Student Support and the Attendance Officer when appropriate.
- 3.3 Recording attendance in reports to parents/carers at the end of each term.
- 3.4 Awarding rewards and certificates for good and improved attendance.
- 3.5 Meeting with parents/carers of those students experiencing problems with attendance.

- 3.6 Completing home visits for students who are absent from school to support the home school link.

Completing meetings with parents and students to regularly review attendance concerns.

4 GUIDANCE FOR PARENTS/CARERS

- 4.1 Ken Stimpson Community School is committed to providing a complete education for all students.
- 4.2 We believe that all students benefit from regular attendance.
- 4.3 We will try to ensure that all students gain the maximum possible attendance.
- 4.4 We will do this by making sure that any problems which prevent full attendance are identified and acted upon promptly.
- 4.5 The school will make contact with parents/carers when a student is absent from school without good reason.

To help us, we would ask parents/carers to:

- 4.6 Ensure that your son/daughter attends school regularly and arrives on time.
- 4.7 Ensure that, unless an exceptional circumstance, holidays are not taken during term time.
- 4.8 Contact the school for each day of absence between 8.00AM. and 9.30AM, giving details of the reason for the absence, and the length of time she/he will be away. If the absence is for the afternoon session only, please contact the school before 12PM.
- 4.9 Ensure that you provide an absence note when your son/daughter returns to school.
- 4.10 Help your son/daughter to prepare for the day by ensuring that homework has been completed and that they have the equipment and books they need for the day ahead.
- 4.11 Inform the Heads of Year, Student Support and Tutors if there are problems or changes in circumstances which may affect your son/daughter.
- 4.12 Inform the school reception of any changes to contact details.
- 4.13 Attend meetings to discuss progress or problems.
- 4.14 Contact the Heads of Year, Tutors or Student Support if problems arise which may keep your son/daughter from school so that help and support can be provided.

5 ABSENCES WILL BE AUTHORISED FOR THE FOLLOWING REASONS:

- 5.1 Illness – on receipt of a letter from home. On the third day of absence, a certificate from a medical professional (or completion of the Ken Stimpson Community School Medical Note [Appendix 1] by a medical professional) is required.
- 5.2 Medical/Dental appointments – on receipt of a letter from home or a medical professional. Appointments will normally be authorised for half a day only and should be taken outside of school times where possible.
- 5.3 Work or college interview.
- 5.4 One authorised day will be given for religious observance if notified previously to the school.

- 5.5 'Exceptional circumstances' if applied for and granted at the discretion of the Principal. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. 'Unavoidable' means an event that could not reasonably be scheduled at another time.

6 COMPLETING REGISTERS

- 6.1 Teachers and Tutors have the responsibility to complete the register for their class/tutor group and all sessions have a register completed. It is the teachers responsibility during the lesson to complete accurate registers.
- 6.2 Registers are completed each lesson from 8.45AM.
- 6.2 Register to be completed at the start of the day by unit 1 teachers as this will be used each day as the fire register.
- 6.3 All registers to be completed within the first 10 minutes of the lesson.
- 6.4 Students arriving to school after 8.45AM. are marked as late. If a student is late they will have a 45 minute after school detention on the night of the late. Failure to attend this will result in a 45-minute detention the following day and in addition the loss of social times.
- 6.5 Students arriving late must sign in at reception.

7 MARKING REGISTERS

7.1 Tutors should record:

Daily

/ Present

L Late for a lesson

U Late after the registration process has closed

Absence Returns

M Medical

I Illness

H Holiday (after authorised by Holiday Form)

V Educational Visit

W Work Experience

R Religious Observance

J Interview

Y Exceptional Circumstances

G Family Holiday not agreed

N No reason yet provided

T Traveller absence

S Study Leave

Consult with Head of House for:

C Other authorised absence

B Educated off site

O **Unauthorised absence**

D **Dual registration**

7.2 Absences should be marked on that day.

8 AUTHORISING ABSENCE

8.1 The Principal has responsibility for authorising absence. The completion of the absence request requesting an absence is required, but unless exceptional circumstances this may not be granted.

8.2 Penalty notices may be awarded from the Local Authority if holidays are taken without authorisation in term time.

- 8.3 All letters from home should be signed and dated by the form tutor and filed by administration staff.
- 8.4 Any other absences should be discussed with Heads of **Year**/Student Support or Leadership team.

9 LEAVE OF ABSENCE IN TERM TIME

- 9.1 Following a change in Government legislation the school is no longer authorised to allow any leave, except in extenuating circumstances which can only be agreed by the Principal.
- 9.2 Parents **do not have any right to have leave of absence during the term** and if their request is refused the absence **will not** be authorised and legal action, such as a penalty notice, may be issued. This could be a fine of a minimum of £60.00 for each child, per parent. If unpaid after 21 days this rises to £120 per child per parent if paid within 28 days. (e.g. the total fine for two children with two parents would be £240.00 if paid within 21 days). ***You also risk having your child taken off the school roll.***
- 9.3 If you intend to request a leave of absence during term time you are required to advise the school by completing the form in Appendix 2. **Where possible this form should be completed a minimum of 4 weeks before the required date.** Please complete one form for each child for whom you are requesting the absence.
- 9.4 Leave of absence can only be authorised by the Principal on receipt of a Leave of Absence Form. (Appendix 2).
- 9.5 Leave of absence will only be granted for exceptional circumstances.
- 9.6 Leave of absence taken for the following reasons cannot be authorised:
- a) Availability of cheap holidays.
 - b) Availability of desired accommodation.
 - c) Poor weather experienced in school holiday periods.
 - d) Overlap with the beginning of term.

10 PROCEDURES FOR STUDENT ABSENCES

- 10.1 Parents will be contacted on the first day of absence by truancy call, via text / email. Parents are asked to contact the school to advise on the reason for absence. Home visits may be conducted to students who are absent to ensure school are working with the parents.
- 10.2 If absence falls below 90% parents may be asked to attend an attendance meeting to review the child's attendance. Should it continue to decrease the Local Authority will ask for medical evidence to be provided. If this is not forthcoming then the Local Authority may take further legal action such as meeting, medical evidence requests, penalty notices or court proceedings.

11 PENALTY NOTICES (SEE APPENDIX 3 FOR CODE OF CONDUCT)

- 11.1 Penalty notices may be issued:
- 11.1.1 Level of unauthorised absence leads to an unauthorised absence rate of 10% or more within a minimum period of any 8 school weeks

- 11.1.2 A single unauthorised absence event of at least 2 consecutive school days (4 consecutive sessions)
- 11.1.3 Persistent late arrival at school after the register has closed contribute to a level of unauthorised absence at 10% or above
- 11.1.4 Lack of adherence to the dates agreed for any authorised leave of absence without reasonable justification
- 11.1.5 Pupils identified in a public place whilst excluded from school (during the first five days of the exclusion period) without reasonable justification.

12 PUNCTUALITY AND ATTENDANCE REGISTERS

- 12.1 Ken Stimpson Community School believe it is vital students learn the importance of good time keeping.
- 12.2 Persistent lateness to work will almost inevitably result in a dismissal and so arriving at school on time is a key life skill. Furthermore, when a pupil arrives late to school, there are many other consequences:
 - He or she misses out on essential instructions given at the beginning of lessons. In fact, arriving 5 minutes late each day adds up to missing 3 entire days of school by the end of the year.
 - Pupils might feel awkward and embarrassed going into the classroom when everyone else is already settled.
 - When one person arrives late everyone loses out as the class is disrupted and the teacher must take time away from the other pupils to explain what is going on for the lesson.
 - Students who are frequently late develop a pattern of lateness which often means they arrive late for GCSE or A' Level examinations, negatively affecting their performance in their terminal examinations.
- 12.3 The school will take account of individual circumstances in each case. We will adopt the same fundamental principles for defining an 'exceptional' reasons for lateness, as we do for defining an 'exceptional' reason for school absence. (rare, significant, unavoidable and short). It is the responsibility of the parent/carer to phone the school and explain the exceptional circumstance; we will not except excuses from students without a parent/carer validating this.

However, we wish to make it very clear that the following are not valid reasons for being late to school and will results in a "late after registration closed" code being issued, alongside the 45-minute late detention after school.

- "I got up late" or "My alarm did not go off"
- "The bus was late", "My taxi did not turn up on time" or "Traffic" (except in exceptional circumstances, such as a break down)
- "I couldn't find my uniform / coursework / PE kit / etc"
- "My parents made me late"
- "I was taking my brother or sister to school."
- "I had an appointment" or "Mum/Dad had an appointment" (These should be made outside of school term unless it is an emergency or no other option)

- 12.4 Students should be in lesson for an 8.45am start and this means they should be through the gates by 8.40am. Year gates will remain open until 8.45am to reduce queues at reception and further delays of students getting into their lessons. Students arriving prior to 8.45AM should go to their designated year group gate. Students who arrive after 8.45AM should go directly to main reception. Students will then make their way to their Unit 1 lesson aware that they have a 45-minute after school detention.
- 12.5 All attendance registers are completed electronically in SIMS. These are monitored by the School Attendance Officer, reception, tutors, Heads of Year and Student Support. Registers are completed in the first 10 minutes of each lesson and immediately for morning registration. It is the responsibility of the class teacher to ensure all registers are up to date and also to ensure any lessons that are covered are completed by the cover teacher. In order to do this the teacher needs to let the SIMS Manager (P. Greenwood) know the register is incomplete. If the electronic system is not available please send paper registers to reception immediately.
- 12.6 If a student is not present when the register is called, they should be marked absent [N]. Students who arrive at school after this time will be marked as "Arrived in school after registration closed". This will count as an unauthorised absence and the consequence of this is that the parents of students who are persistently late will now face being issued with a penalty notice by the Local Authority.
- 12.7 If a new student joins your class and their name is not on the register the teacher/tutor needs to inform admin via email immediately.
- 12.8 A student late to school will receive a 45-minute late detention. Students who have been late on 3 occasions will receive a warning letter (LO1) from the School Attendance Officer and a phone call from their Head of Year / Student Support Officer to discuss punctuality and the importance of being on time. Both the letter and the date/time of the phone call will be logged on Class Charts. A Penalty notice may be issued if a student is persistently late after the close of the registers and their attendance is below 90%.
- 12.9 With effect from Monday 22 November, if a student arrives to a lesson (Units 2-5, including tutor times) more than 5 minutes late, without a note from a member of staff, they will be refused entry and informed they "have been removed from lesson and must go to the exit room". Such an incident will be logged as a Remove on Class Charts and the student will serve a 45-minute Exit detention.
- 2.10 Registers for lessons need to be completed promptly throughout the day. This means within the first 10 minutes of each lesson.
- 12.11 If a member of staff keeps a student behind or meets with a student which would result in them being late to their next lesson, they must ensure they issue the student with a note that they can give to their next teacher. This will avoid a sanction being issued to a student who has a genuine reasons for being late.

13 ABSENCE REGISTERS

- 13.1 If a student is absent, please mark students with an N. The Attendance Officer / administration staff will change this once we receive an absence note. Tutors need to

ensure that all absence notes from home are shared with the Admin team / respective Student Support Officer on the day of receipt. If it is a medical appointment, it will be coded with a M and an illness (parental note) will be coded as an I. If we are awaiting medical evidence, it will be an O (as we cannot authorise the absence).

- 13.2 If you are having a problem getting a letter from home a letter can be generated showing all unexplained absences which can be posted home to the parent/carer, please inform the administration staff in reception to generate this letter.

APPENDIX 1

Ken Stimpson Community School

Medical Note

WORKING IN PARTNERSHIP TO RAISE SCHOOL ATTENDANCE

Surgery Details:		
Name of Pupil:		DOB:
Address:		
Post Code	Tel Number:	
Name of Parent/Carer :		
Parent Carer Consent:		
Signature of Parent/Carer		

The above child reported to this surgery today DATED _____ and was seen by
DR/PRACTICE NURSE _____.

And because of the following conditions:-

This form requires the practice stamp.

--

***Delete as applicable**

- A) The child's diagnosis/treatment will not impact on his/her ability to attend school – therefore **they are able to attend school.**
- B) The child will be expected to remain absent from school for ____ days.
- C) The child was unable to attend school from _____ to _____ due to this illness.

Additional Information by Practitioner:		
Signed:		Date:
Position Held:		Dr/Practice Nurse:

We reserve the right to check any details supplied by medical practitioners

APPENDIX 2

KEN STIMPSON COMMUNITY SCHOOL LEAVE OF ABSENCE REQUEST FORM

Full school attendance is vital for our children's educational progress and the Local Authority expects all parents and carers to ensure their children attend school to achieve their maximum potential. Following a change in Government legislation the school is no longer authorised to allow any leave, except in extenuating circumstances which can only be agreed by the Principal.

Parents do not have any right to have leave of absence during the term and if their request is refused the absence will not be authorised and legal action, such as a penalty notice, may be issued. This could be a fine of a minimum of £60.00 for each child, per parent. If unpaid after 21 days this rises to £120 per child per parent if paid within 28 days. (e.g. the total fine for two children with two parents would be £240.00 if paid within 21 days). You also risk having your child taken off the school roll.

Please note examination or test periods MUST be avoided; therefore any requests over such periods will always be unauthorised.

If you intend to request a leave of absence during term time you are required to advise the school by completing the form below. Where possible this form should be completed a minimum of 4 weeks before the required date. Please complete one form for each child for whom you are requesting the absence.

Child's Name:		D o B:	
Class:		Year:	
Main Parent(s)/Carer(s)			
Surname:		Surname:	
First Name:		First Name:	
Date of Birth: (for legal purposes in the event of prosecution)			
Date of Birth:		Date of Birth:	
Address and Postcode:			
First written language if not English:			
Telephone contact No's:			
Siblings / Siblings School (if different)			
Siblings / Siblings School (if different):			
Additional Parent/Carer (Please complete if parents live separately)			
Surname:		First Name:	
		D o B:	
Address and Postcode:			
Telephone contact Nos:			

On the reverse of this form, provide full details of the planned absence and the exceptional circumstances. Please attach any appropriate evidence to the form before submitting to the Principal

Start date of absence:	
Date of return to school:	
Exceptional circumstance resulting in this request for absence, WITH EVIDENCE:	

I/We understand that a penalty notice may be issued if this request is denied and my/our child is absent during this period. I/we understand that a fine will be payable **per child, per parent of £120 if paid within 28 days but reduced to £60 per child, per parent if paid within 21 days.**

(All parents/carers to sign where appropriate)

Signed:		Full Name:		Date:	
Signed:		Full Name:		Date:	

To be completed by the school:

Total number of days requested:					
Leave of absence AGREED / DECLINED for the following reason/s:					
Date of decision letter sent to each parent/carers:					
Headteacher:					
Signed:				Date:	



School Attendance Team

Attendance Policy

Appendix 6

Penalty Notices - Code of Conduct

September 2021

Penalty Notices (Unauthorised Absence, Leave and Exclusion)

Code of Conduct

1. Legal Basis

1.1 This code ensures that penalty notices for unauthorised absence or exclusion are issued consistently and fairly in order to comply with the Human Rights Act and all Equal Opportunities legislation. For children attending schools in the Peterborough City Council area, it is only officers of Peterborough City Council who may issue a penalty notice. This will ensure consistent and equitable delivery, avoid duplication of issue, allow schools to maintain good relationships with parents and ensure that they reinforce other enforcement sanctions.

1.2 In cases of unauthorised absence, Section 444 of the Education Act 1996 states that if a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school then her/his parent/carer is guilty of an offence.

1.3 Compulsory school age is defined as beginning from the start of the first term commencing after the child's following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). Therefore:

For children born between 1 September and 31 December, they reach compulsory school age on 31 December and must be receiving full-time education at the start of the Spring term (i.e. after the Christmas holidays, in January).

For children born between 1 January and 31 March, they reach compulsory school age on 31 March and must be receiving full-time education by the start of the Summer term (i.e. after the Easter holidays, in March or April).

For children born between 1 April and 31 August, they reach compulsory school age on 31 August and must be receiving full-time education at the start of the new school year (i.e. after the summer holidays, in September)

1.4 The education-related provisions of the Anti-social Behaviour Act 2003 apply to all parents who fall within the definition set out in section 576 of the Education Act 1996. 'Parent' means all natural parents, whether they are married or not; and includes any person who, although not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person; and any person who, although not a natural parent, irrespective of Parental Responsibility has care of a child or young person. In essence, having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law.

1.5 Sections 444A and 444B of the Education Act 1996 introduced penalty notices under Section

23 of the Anti-social Behaviour Act 2003. A penalty notice is an alternative to prosecution under Section 444 and enables parents to discharge potential liability for that offence by

paying a penalty. There is no legal requirement for there first to have been a penalty notice before proceeding to prosecution. If a parent fails to pay the penalty notice the prosecution that follows will be for the offence not for the non-payment.

1.6 In cases of exclusion, Section 103 of the Education and Inspections Act 2006 places a duty on parents in relation to an excluded pupil. A parent has to ensure that their child is not present in a public place during school hours without reasonable justification during the first five days of any fixed period or permanent exclusion.

1.7 The days of exclusion when this duty applies are known as the 'specified days of exclusion' and will be detailed in a notice given to the parent under Section 104 of the 2006 Act (the designated notice). The Section 104 notice will also specify what the arrangements will be for the full-time education of the excluded pupil if the pupil is excluded for 6 days or more. The parent is responsible for the child during the first five days of the exclusion.

1.8 Section 105 of the 2006 Act allows for a penalty notice to be given to a parent guilty of an offence under Section 103. The penalty notice allows a parent to pay a penalty as a way of discharging any liability for the offence of failing to ensure that their child is not present in a public place on the days specified in a notice given to them.

1.9 In cases relating to exclusion the Local Authority will consider a request for a penalty notice from Headteachers, Deputy Headteachers, Police Officers and Police Community Support Officers. In cases of unauthorised absence the Local Authority will consider a request for a penalty notice from Headteachers and Deputy Headteachers.

2. Circumstances where a penalty notice may be issued by the LA

2.1 A penalty notice can be issued if one of the following criteria can be met:

Level of unauthorised absence leads to an unauthorised absence rate of **10%** or more within a minimum period of any 8 school weeks (A maximum of 3 penalty notices may be issued in any academic year);

A single unauthorised absence event of at least 2 consecutive school days (4 consecutive sessions);

Persistent late arrival at school after the register has closed contribute to a level of

unauthorised absence at 10% or above (registers should be closed after a period of time agreed by the school but no more than 30 minutes after they have opened. We recommend that this should be no more than 20 minutes);

Lack of adherence to the dates agreed for any authorised leave of absence without reasonable justification;

Pupils identified in a public place whilst excluded from school (during the first five days of the exclusion period) without reasonable justification.

2.2 Unauthorised absence contributing to an unauthorised absence rate of 10% or above in a minimum eight school week period:

If there have been at least 8 sessions of unauthorised absence, usually containing more than one instance, which may include persistent late arrival (arrival after the register has closed and coded 'U'), or an unauthorised single absence event (usually a holiday) as described in 2.1 above, the school will complete a request for a penalty notice to be considered.

A meeting must have been attempted with the parents/carers to discuss any absences and a warning letter will have been sent to each parent/carer. The parents/carers will be required to ensure that their child attends over a 30 school day period (15 days for Y11 in the spring term) where there should be no unauthorised absences. If there are any unauthorised absences within this period each parent/carer must be notified then a penalty notice may be issued to each parent/carer from the point of the first unauthorised absence.

If the monitoring period ends without further unauthorised absence the parent/carer may receive a letter explaining that a penalty notice will not be issued on this occasion. The letter will also contain an expectation that the improved attendance should continue and that if there are further unauthorised absences following this letter, a penalty notice may be issued or legal action under section 444 Education Act 1996 taken.

2.3 Leave of absence in term time which has not been authorised by the school

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. However, code G continues to refer to holiday absence. The amendments make it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the circumstance is considered to be exceptional and the leave is granted.

All schools should have a clear policy and procedure for granting leave of absence. This information should be included within the school's Attendance Policy which should be easily accessible to parents and be drawn to their attention on an annual basis.

The following factors should be considered when deciding if a request for leave should be authorised or not:

- Whether there are exceptional circumstances relating to the request for leave;

- Whether the application was made in advance to the Headteacher by a parent/carer with whom the pupil normally resides;

Schools must, wherever possible, check with sibling schools whether a Leave of Absence has been recorded on their records and add any siblings to the request.

2.4 Pupil is identified in a public place whilst excluded from school (during the first five days of the exclusion period) without reasonable justification

It is important that parents/carers are notified of their responsibilities and possible consequences should they fail to meet them. The Section 104 Notice (exclusion letter from Headteacher) must therefore inform a parent/carer of their duty under Section 103.

There will be some circumstances where it may be necessary for a child to be in a public place during school hours on a day when they are excluded. For example, the child may have a

pre-arranged medical appointment or there may be a medical emergency which needs immediate attention. In all cases it will be for the parent to prove reasonable justification. A justification which is capable of being reasonable will depend upon points of fact and proof and may ultimately be decided by the Courts.

3. Circumstances where a penalty notice may not be issued by the LA.

3.1 There are very few circumstances that the LA may refuse a request from a school to issue a penalty notice, however the following are examples, although not exhaustive:

The penalty notice request form has not been completed correctly;

The paperwork is inaccurate or missing;

The Attendance Certificate is not coded correctly or has missing marks;

All of the above can be rectified by the school and resubmitted.

3.2 In very extreme cases the LA may refuse to issue a penalty notice to a parent/carer where records show that they have been to court and convicted of the lesser offence under Section

444 (1) on at least two previous occasions.

In these cases the recommendation of the LA is that the case is escalated either by the school or academy or referred to the LA for consideration of the higher offence, Section 444 (1a). This requires an interview under caution and can be carried out by the relevant trained officer in the school or academy or referred to the LA using the relevant referral form (Appendix 9a).

3.3 The LA may refuse to issue a PN to the parent/carer where casework does not support the request – these will be returned to the School/Academy for review/update.

4. Procedure for issuing a penalty notice

4.1 These procedures apply to the parents/carers of children of compulsory school age who are registered at a maintained school, pupil referral unit, or an Academy and those attending alternative provisions.

4.2 As with prosecutions under Section 444 Education Act 1996, a penalty notice may be issued to each parent/carer liable for the offence or offences (where there is more than one child involved).

4.3 A penalty notice can only be issued to a parent/carer who is an individual. Where a child is in the care of the Local Authority or other agency, the Local Authority or other agency is not classified as a 'parent' for the purposes of considering whether to issue a penalty notice. A penalty notice cannot therefore be issued in these cases. (See section 1.4 for clarification of who is a 'parent').

4.4 The School Attendance Team may receive requests either online using the link

<https://forms.peterborough.gov.uk/356855> or via email to the PNInbox@peterborough.gov.uk

to issue a penalty notice from Headteachers, Acting Headteachers, Deputy Headteachers, Police Officers and Police Community Support Officers.

The School Attendance Team may issue the penalty notice provided that it meets at least one of the criteria set out in 2.1 above. Requests from the school should be made within 4 school weeks of the last date of absence or at the end of the monitoring period via the online form <https://forms.peterborough.gov.uk/356855> or by scanning and emailing using the penalty notice Request Form and will be considered by the Local Authority in line with the Penalty Notice Code of Conduct (Appendix 6).

4.5 Where the penalty notice relates to Non School Attendance, the school must have been attempted to hold a meeting with the parent/carer, to which an Attendance Officer may be invited at the school's discretion.

Penalty notices will only be issued when the school or the Local Authority has given the parent/carer formal written warning of the possibility of a notice being issued. The exception to this is during Truancy Sweeps or where single absence events of at least 2 consecutive school days (4 consecutive sessions).

4.6 For a penalty notice to be issued in relation to a child found in a public place during the first five days of an exclusion, the school must have given the parent/carer notice of their duty under Section 103 of the Education and Inspections Act 2006. There is no monitoring period for the issue of these penalty notices.

4.7 In relation to an individual pupil, a parent/carer will not receive more than 3 separate penalty notices resulting from unauthorised absence or from a child being found in a public place during the first five days of each fixed period or permanent exclusion, in any academic year. Penalty notices will be issued to each parent/carer, in respect of each child concerned.

4.8 Penalty notices will only be issued to a parent/carer by first class post, at the address held by the School/Academy. It is the School's/Academy's responsibility to inform the Attendance Service of any changes of address or circumstance that may affect the issuing of a penalty notice. Failure to provide this information may result in the notice being withdrawn at a cost to the school/academy (see Scale of Charges).

4.9 In any case where the penalty is not paid within 28 days of issue, the School Attendance Team will instigate statutory action under Section 444 (1) of the Education Act 1996, unless the penalty notice has been withdrawn.

5. Procedure for withdrawing a penalty notice

5.1 A penalty notice can only be withdrawn by The School Attendance Team where:

- it ought not to have been issued, i.e. it was issued outside of the terms of the local code of conduct; or
- it has been issued to the wrong person;
- it contains material errors;

5.2 Where a penalty notice is withdrawn in accordance with the above, a notice of the withdrawal shall be sent to the recipient and any amount already paid by way of penalty shall be repaid to the person who paid it.