

Stoughton Infant and Nursery School

Northmead Junior School



**Northmead
Junior School**

Attendance Policy

Date Reviewed: 10/2024

Reviewed By: LGB

Next Review Due: 10/2026

Review Cycle: 2 Years

1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance and punctuality
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance \(applies from 19 August 2024\)](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

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

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. Roles and responsibilities

3.1 The Local Governing Body

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfill expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure the school and/or trust have provided staff with adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

3.2 The Headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

3.3 In Partnership the Headteacher, the Home School Link Workers (HSLW) and the Administration Staff

Is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to the Headteacher and LGB and reporting concerns about attendance to the Headteacher.
- Working with Surrey Attendance Advice Officers to tackle persistent absence
- Advising the Headteacher when to issue fixed-penalty notices

The dedicated Senior Attendance Champions are:

Rachael Pollard at Stoughton Infant School (rpollard@stoughton.surrey.sch.uk)

Denise Lewis at Northmead Junior School (denise.lewis@northmead.surrey.sch.uk)

The Home-School Link Workers are:

Claire Marrow at Stoughton Infant School (clairemarrow@stoughton.surrey.sch.uk)

Jackie Wells at Northmead Junior School (Jackie.wells@northmead.surrey.sch.uk)

School Office Staff:

Kathryn Shepherd leads on monitoring attendance at Stoughton Infant School

Natalie Day leads on monitoring attendance at Northmead Junior School

3.4 Class Teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office. Attendance is recorded first thing in the morning and after lunch.

3.6 School Administration Staff

School administration staff will:

- Take calls, messages and emails from parents and carers about absence on a day-to-day basis and record it on the school MIS system
- Monitor Studybugs for absence messages and ensure that this is transferred to the school MIS system.

3.7 Parents/Carers

Parents/Carers are expected to:

- Make sure their child attends every day on time
- Call the school or message via Studybugs to report their child's absence before 9am, preferably 8:30am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with 4 emergency contact numbers for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

4. Recording Attendance

4.1 Attendance Register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil 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 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if 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 3 years after the date on which the entry was made.

Pupils must arrive on time each school day:

	Doors Open	Register Opens	Register Closes
Nursery	8:50am	8:50am	9:10am
Reception	8:30am	8:30am	8:50am
Year 1	8:35am	8:35am	8:55am
Year 2	8:40am	8:40am	9:00am
Year 3	8.30am	8.45am	9.05am
Year 4	8.30am	8.45am	9.05am
Year 5	8.30am	8.45am	9.05am
Year 6	8.30am	8.45am	9.05am

The register for the first session will be taken at each year group's arrival time and will be kept open for 20 minutes. The register for the second session will be taken at:

Nursery & Reception – 12:45pm

Year 1 & Year 2 – 1:00pm

Year 3 - 1:00pm

Year 4, 5 & Year 6 - 1:15pm

4.2 Unplanned Absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9:00am or earlier by calling the school absence line or messaging the school via Studybugs or sending an email to infants@stoughton.surrey.sch.uk or info@northmead.surrey.sch.uk

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

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

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

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment. The school requires proof of the appointment such as a text message, appointment card or letter.

Parents/Carers can inform the school of appointments by telephoning the school office, emailing infants@stoughton.surrey.sch.uk or info@northmead.surrey.sch.uk or via Studybugs.

Please also inform the school of your child's lunch choice.

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

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. If a parent/carer is applying for a leave of absence, a request form must be completed in advance of the absence. Paper copies of the form are available from both school offices. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and Punctuality

A pupil who arrives late:

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

The school tracks lateness weekly. We will engage with families to see how we can support them in getting their child to school on time.

4.5 Following-up Unexplained Absence

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

Stoughton

- We will contact parents via Studybugs as soon as possible (if you do not have the app on your phone, this will come through to your email inbox)
- If we do not receive a response by 9.45am, parents will receive a text message.
- If we do not receive a response by 10am, we will telephone all contacts starting with contact priority 1 until we have had a response.
- If we still do not know where the child is by 10.30am, our Designated Safeguarding Leads (DSL's) will be notified, they will conduct a risk assessment and will most likely conduct a home visit by 11am. If there is no-one at home, we will contact the Police to conduct a welfare visit.

Northmead

- We will contact parents via email using Studybugs or Parentmail as soon as possible (if you do not have the app on your phone, this will come through to your email inbox)
- If we do not receive a response by 9.45am, parents will receive a text message.
- If we do not receive a response by 10am, we will telephone all contacts starting with contact priority 1 until we have had a response.
- If we still do not know where the child is by 10.30am, our Designated Safeguarding Leads (DSL's) will be notified, they will conduct a risk assessment and will most likely conduct a home visit by 11am. If there is no-one at home, we will contact the Police to conduct a welfare visit.

4.6 Reporting to Parents/Carers

The school will report to parents/carers their child's annual attendance at the end of the school year. If a child's attendance is below 90% a parent will be informed prior to this as attendance is of concern.

5. Authorised and Unauthorised Absence

5.1 Approval for Term-time Absence

The Headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as one off, unavoidable events

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

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with any leave of absence request form. A Leave of Absence Request Form can be accessed via the school websites (or a paper copy if necessary can be collected from the school offices). The Headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- To attend a wedding or funeral
- A housing crisis which prevents attendance

5.2 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 Education (Pupil Registration)(England)(Amendment) Regulations 2013, state that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Head teacher is required to determine the number of school days a child can be away from school if leave is granted.

Where a child is taken out of school for 10 sessions or more and the 'leave of absence' is without the authority of the head teacher, 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.

6. Strategies for Promoting Attendance

Making school a wonderful place to be so children enjoy coming and are therefore eager to attend.

Reporting half-termly attendance for each class in the newsletter.

Reminding parents/carers of the impact of taking their child out of school.

7. Attendance Monitoring

The school monitors attendance weekly, analysing reports received via Studybugs or produced from our MIS systems. These reports include: persistent absentees, attendance by group e.g. pupil premium and SEND, attendance by registration group and year group. The school looks to see if attendance is improving or declining and decides what action needs to be taken.

7.1 Monitoring Attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

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

7.2 Analysing Attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using Data to Improve Attendance

The school will:

- Provide regular attendance reports to class teachers and the HSLW to facilitate discussions with pupils and families

- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing Persistent and Severe Absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school and Surrey considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Only authorise pupil absence if it is backed up by medical evidence

7.5 Changing Education Provision

It is important that if families decide to send their child to a different school that they inform school staff as soon as possible. A pupil will not be removed from the school roll until they are on roll at their new school.

The school requires the following information:

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

If a family are moving to another country we will still require the information above. If the child is of statutory school age to the country they are moving to we will contact the new school to check they are on roll and attending.

The pupil's school records will then be sent on 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 Attendance Advice Officer.

If a parent removes their child from the roll of the school to home educate, the school will notify the Attendance Advice Officer as soon as we have received written notification from the parent of their intention to home educate.

The Attendance Advice Officer will then visit the family to ensure parents are aware of their responsibilities and know where to access support.

8. Monitoring Arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum 2 years by the Headteacher. At every review, the policy will be approved by the full governing board.

9. Links with Other Policies

This policy links to the following policies:

- Child protection and Safeguarding Policy
- Behaviour Policy
- Home School Agreements
- Parent Code of Conduct

Appendix 1: Attendance Codes

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

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
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
C1*	Leave of absence for a regulated performance or regulated employment abroad	Pupil has been allowed to attend a regulated performance or employment abroad

C2*	Leave of absence for a child on a part-time timetable	School has agreed a part-time timetable with parents/carers. This should be a temporary measure and the timetable should be frequently reviewed. Unauthorised sessions will be recorded if the child fails to attend expected sessions.
E	Excluded	Pupil has been excluded but no alternative provision has been made
I	Illness	School has been notified that a pupil will be absent due to illness
K	Alternative Provision	Pupil is attending an alternative provision arranged by the Local Authority to ensure Section 19 duties are met
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
Q	Access	Pupil is unable to attend due to lack of access arrangements

U	Arrival after registration	Pupil arrived at school after the register closed
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Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Y1	Transport Unavailable	Pupil is unable to attend due to normal transport arrangements being unavailable
Y2	Travel Disruption	Pupil is unable to attend due to widespread travel disruption
Y3	Part of school premises closed	Pupil is unable to attend due to part of the school premises being closed
Y4	Whole school closed	Pupil is unable to attend due to whole school unexpectedly closed (NOT due to half-term/bank holiday/INSET day)
Y5	Criminally detained	Pupil is unable to attend due to being criminally detained
Y6	Public health guidance, or law	Pupil is unable to attend due to public health guidance, or law
Y7	Any other unavoidable cause	Pupil is unable to attend due to any other unavoidable cause or reason
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2 - Late Letter

Stoughton Infant & Nursery and Northmead Junior Schools

INSERT DATE

Dear XXXXX

I wish to inform you that over the past two week period, Joe has been late to school for the following sessions:

INSERT DATES

We acknowledge that sometimes lateness is caused by things outside our control but we wish to encourage all children to be on time for school, it is important.

Children arriving late to class can cause them to feel self-conscious about entering the classroom as their peers are settled and engaged with a task, they may feel unsettled as they don't know what to do and they may miss valuable learning time and key messages about the school day.

On the next page of this letter, you can see how lateness really adds up over a school year and there is also a reminder of what time doors open and registers close.

We politely ask that you complete and return the reply slip included on the final page of this letter, or contact the school office as soon as possible with a reason for each of the latest listed above. If you have already contacted the school regarding the above periods of late, please ignore this letter.

If you need any support or advice with getting your child to school on time, please contact the Home School Link Worker for your child's school.

Claire Marrow – clairemarrow@stoughton.surrey.sch.uk

Jackie Wells – Jackie.wells@northmead.surrey.sch.uk

Kindest regards,



Sarah Carrington
Executive Head Teacher
Stoughton Infant & Nursery & Northmead Junior Schools

Lateness really adds up:

5 minutes late every day = 3 school days over a year

10 minutes late every day = 6 school days over a year

15 minutes late every day = 10 days over a year

30 minutes late every day = 19 days over a year

	Doors Open	Register Opens <i>Children will be marked late after the register is completed</i>	Register Closes <i>Children will be marked as a U code if arriving after this time which will also negatively affect their attendance</i>
Nursery	8:50am	8:50am	9:10am
Reception	8:30am	8:30am	8:50am
Year 1	8:35am	8:35am	8:55am
Year 2	8:40am	8:40am	9:00am
Year 3	8.30am	8.45am	9.05am
Year 4	8.30am	8.45am	9.05am
Year 5	8.30am	8.45am	9.05am
Year 6	8.30am	8.45am	9.05am

Late Letter Reply Slip

XXXX was late to school for the following reasons:

INSET DATE

INSET DATE

INSET DATE

INSET DATE

INSET DATE

INSET DATE

Signed: Date:.....

Parent/Guardian of XXXX, Year X /XXXXXX class

Appendix 3 - Letter 1 - Attendance Below 90%

Stoughton Infant & Nursery and Northmead Junior Schools

INSERT DATE

Dear XXXX,

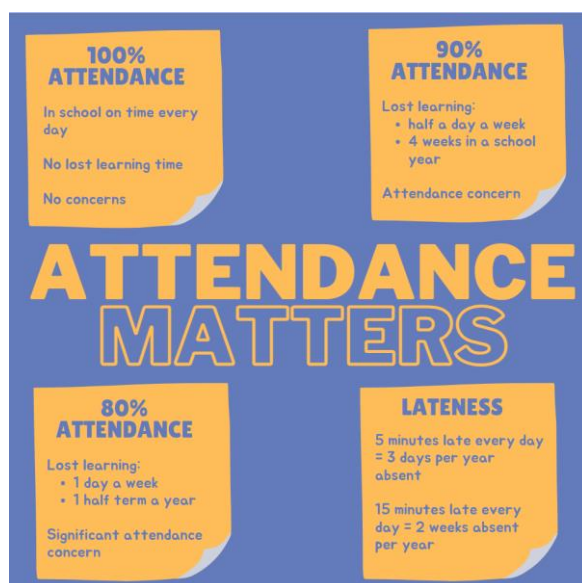
We regularly monitor every child's attendance and we wanted to inform you that your child's attendance has fallen below 90% and is currently at XX%. Any attendance below 90% is classed as persistent absence and is of concern to us as good attendance is essential for a successful education.

It is a parent's legal responsibility to ensure that their children attend school regularly and on time for registration.

We understand that low attendance can be for a variety of reasons such as illness or bereavement and for this we understand and are compassionate. Equally, if you have taken unauthorised leave of absence, this will have affected your child's attendance.

We are drawing your attention to this so you can work with us to improve your child's overall attendance through the rest of the academic year, to give your child the best chance of success.

Please take a look at the image below for more information about how attendance matters.



We are here to help and we look forward to an improvement in your child's attendance.

Kindest regards,

Sarah Carrington
Executive Head Teacher
Stoughton Infant and Nursery & Northmead Junior Schools

Appendix 4 - Thank you - Attendance Improved but still below 90%
Stoughton Infant & Nursery and Northmead Junior Schools

INSERT DATE

Dear XXXX,

We wanted to write to THANK YOU for all your efforts supporting your child with their education and attendance.

Since our last letter to you, your child's attendance has gone up and we are delighted to see this improvement.

To be clear, your child's attendance is still below 90% and therefore we will continue to monitor it. Keep going and we hope that by next term they'll be above 90% which will provide them with a greater chance of success.

Thank you for working with us.

Kindest regards,



Sarah Carrington
Executive Head Teacher
Stoughton Infant and Nursery & Northmead Junior Schools

Appendix 5 - Thank you - Attendance Improved and above 90%
Stoughton Infant & Nursery and Northmead Junior Schools

Dear XXXX,

We wanted to write to THANK YOU for all your efforts supporting your child with their education and attendance.

Since our last letter to you, your child's attendance has gone up and we are delighted to see this improvement.

Your child's attendance is now above 90% and no longer of a concern.

Thank you for working with us.

Kindest regards,

A handwritten signature in blue ink, appearing to read 'Sarah Carrington', written in a cursive style.

Sarah Carrington
Executive Head Teacher
Stoughton Infant and Nursery & Northmead Junior Schools

Appendix 6 - Letter 2 - Attendance Meeting
Stoughton Infant & Nursery and Northmead Junior Schools

Dear XXXX,

You'll be aware that we have been monitoring your child's attendance closely as we have written to you previously. We have recently carried out another review of your child's attendance and we are still very concerned with regard to their high level of absence from school as shown on the attached attendance grid.

It is the responsibility of parents and carers to ensure that their children attend school regularly and on time and that days are only missed for exceptional reasons.

We really wish to support you in improving your child's attendance and therefore we would like to invite you to a meeting to be held at school to discuss this. We will call you to arrange this at a mutually convenient time.

If you do not attend our meeting the school may be forced to ask Surrey County Council to consider issuing a Penalty notice or consider prosecution.

We are here to help and we look forward to meeting with you soon to help you improve your child's attendance.

Kindest regards,



Sarah Carrington
Executive Head Teacher
Stoughton Infant and Nursery & Northmead Junior Schools

Appendix 7 - Letter 3 - Medical Evidence Request
Stoughton Infant & Nursery and Northmead Junior Schools

INSERT DATES

Dear XXXX,

We have previously written to you to make you aware that we have had concerns regarding your child's attendance. Unfortunately, as your child's attendance hasn't improved we are no longer able to authorise absences without medical evidence of illness. This evidence must take the form of correspondence from your GP, a hospital appointment card/text or a letter from a Consultant outlining the current issues.

I am sure you are aware it is vitally important that we ensure all children have the opportunity to reach their full potential, both socially and academically. Regular attendance at school is one of the ways we can achieve this.

We will continue to monitor your child's attendance for the next half term and we really hope that it improves. If for any reason, your child's attendance doesn't improve we would then need to seek further support from our Local Authority Attendance Advice Officer.

If you need any further support or advice on this matter, please contact the Home School Link Worker for your child's school.

Claire Marrow - clairemarrow@stoughton.surrey.sch.uk
Jackie Wells - jackie.wells@northmead.surrey.sch.uk

Kindest regards,



Sarah Carrington
Executive Head Teacher
Stoughton Infant and Nursery & Northmead Junior Schools

Appendix 8 - Notice to Improve

Stoughton Infant & Nursery and Northmead Junior School

INSERT DATE

Dear Parent/Carer

As you are aware, we met on INSERT DATE to discuss INSERT NAME attendance. During our meeting we drew up an Attendance Contract, stipulating the following strategies and ways to improve INSERT NAME's attendance at school:

- 1
- 2
- 3

Having carried out a review prior to our meeting of INSERT NAME's attendance, our records showed that there has been little improvement/a lack of engagement (detail offences here) and his/her attendance remains at ---%

Attendance is crucially important for children's success at school. This includes social as well as academic success.

The Education Act 1966 states that 'The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable:

- (a) to his age, ability and aptitude, and
- (b) to any special educational needs (in the case of a child who is in the area of a local authority in England) or additional learning needs (in the case of a child who is in the area of a local authority in Wales) he may have, either by regular attendance at school or otherwise.

In order to better INSERT NAME's attendance, we are now issuing you a '**Notice to Improve**' with immediate effect. The improvement period applies to the next 15 school days. At the end of this 15 day period we will review INSERT NAME's attendance once again and decide on the best course of action.

If there is insufficient improvement within this period the school may ask Surrey County Council to consider issuing a Penalty notice or consider prosecution.

Sufficient improvement includes:

- Arriving to school in time for register at INSERT ARRIVAL TIME daily
- Attending school daily

Please be reminded that if INSERT NAME misses a period of 10 sessions (5 days) within this time, you may be issued a penalty notice before the Improvement period comes to an end.

We are here to help and we look forward to an improvement in your child's attendance.

Kindest regards,



Sarah Carrington

Executive Head Teacher
Stoughton Infant and Nursery & Northmead Junior Schools

Appendix 9 - Penalty Notice

Stoughton Infant & Nursery and Northmead Junior Schools

INSERT DATE

Dear (NAME OF PARENT(S))

I am writing to inform you that CHILDS NAME's absence from DATE until DATE has been recorded as Unauthorised for NUMBER days. As per our Attendance Policy, this absence will therefore incur a penalty notice. A further letter will be sent to you in the post.

Penalty Notices to Address Poor Attendance at School

The Education (Pupil Registration) (England)(Amendment) Regulations 2013, which became law on 1st September 2013 states that Head teachers may not grant any leave of absence during term time unless there are **exceptional circumstances**. The Head teacher is also required to determine the number of school days a child can be away from school if leave is granted.

A Penalty Notice may be issued as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and will be used by Surrey County Council in the following circumstances:-

1. Pupils identified by police and Surrey Attendance Advice Officers engaged on Truancy Patrols and who have incurred unauthorised absences.
2. The Education (Pupil Registration)(England)(Amendment) Regulations 2013, state that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Head teacher is required to determine the number of school days a child can be away from school if leave is granted.

Where a child is taken out of school for 10 sessions or more and the 'leave of absence' is without the authority of the head teacher, 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.

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

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.

Please be aware that each parent is liable to receive a Penalty Notice for each child who incurs unauthorised absences, for example, if there are two parents and one child, each parent will receive one Penalty Notice.

If there are two parents, and two children incur unauthorised absences, each parent will receive two Penalty Notices.

Advice and support is available by contacting your local Education Office as follows:- South West - Tel: 01483 517179

Full details of the joint attendance policy can be found on the school's websites.

Kindest regards,



Sarah Carrington
Executive Head Teacher
Stoughton Infant and Nursery & Northmead Junior Schools