



AVANTI HOUSE

EXCELLENCE · VIRTUE · DEVOTION

ATTENDANCE STRATEGY 2024/25

Approval	Staff/Parents/Carers
Date approved	July 2024
Date to be reviewed	July 2025
	Principal: Mr Simon Arnell Signed : _____

1. Aims

Our school aims to meet its obligations with regards to school attendance by:

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

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

Avanti House School works in close partnership with both our pupils and their families, in order to ensure that school attendance is the best that it can be. We recognise that good attendance can be influenced by a number of factors and these are as follows:

- Emotional wellbeing, self-worth and self-esteem of our pupils;
- Relationships at different levels, extending into the home environment;
- Different forms of communication between different individuals and at each level;
- Pupil attitudes and engagement in their learning;
- Behaviour management systems which are employed to motivate pupils for good or better attendance levels;
- Staffing structures within schools;
- Pupil and/or family awareness;
- Tracking and monitoring systems;
- Health;
- Responses and consistencies in approaches; □ Ethos and culture of the organisation.

We believe that all pupils will only achieve academic excellence, character development and spiritual enlightenment, if they attend school on a very regular basis. Taking into consideration the above key factors and by adopting a proactive, personalised and holistic approach, specific interventions are carefully planned in order to address any attendance issues in a timely manner.

2. Legislation and Guidance

This policy meets the requirements of the [school attendance guidance](#) 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:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#) □ [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- [Harrow Guidance on Improving Attendance](#)

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

This policy complies with our funding agreement and articles of association.

3. School procedures

3.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken 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.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Pupils must arrive in school by 7.55am on each school day.

The register for the first session will be taken at 8.00am and will be kept open until 8.30am.

3.2 Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8.15am or as soon as practically possible (see also section 6).

Absence due to illness will be 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 parents 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 will be notified of this in advance.

ABSENCE	PROCEDURE
Illness During the day	Students to see Welfare Officer (Mrs Goodey) who will contact parents to collect their child if necessary...
Absence through illness	<p>Email from parent/guardian to the Attendance Officer by 8.15 am each morning of absence to: attendance.ahs@avanti.org.uk</p> <p>Please provide:</p> <ul style="list-style-type: none"> • Child's full name (including surname) • Child's form class • Reason for absence <p><i>In the case of prolonged or repeated absences due to illness, a doctor's letter may be requested or absences will be unauthorised</i></p>
Medical appointments <i>Where possible all medical appointments should be made outside of school hours</i>	<p>Letter, email or note from parent/guardian to the Welfare Officer and cc Attendance Officer in advance where possible (<i>with a copy of the appointment letter/ card/ prescription on the day</i>). Students should only be absent from lessons for a reasonable amount of time depending on the location and duration of an appointment. Students must collect an exit slip to leave lessons from Mrs Goodey in advance. Sign in/ out at Reception.</p> <p><i>N.B Excessive appointments may be unauthorised.</i></p>
Request for Absence in exceptional circumstances <i>Please Note: Holidays will not be authorised during term time</i>	<p>Email from parent/guardian to the Attendance Officer in advance of the absence. Attendance.ahs@avanti.org.uk</p> <p><i>Please provide a reason for the leave request and where possible attach documents to support the leave request.</i></p> <p><i>Requests are at the discretion of the Principal.</i></p>
Lateness For school (any reason)	<p>If there is an unavoidable reason for a student's lateness, please notify the school by email. <i>Lateness will be unauthorised after registers have closed (9.30am) unless there is an exceptional and unavoidable reason.</i></p> <p><i>Please ensure your child signs in at Reception if they arrive late to school.</i></p>

3.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents 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.

Parents who need to take their child(ren) out of school during term time due to exceptional circumstances must send a written request to the attention of the Principal as soon as possible in advance of the absence. All requests for will be responded to in writing. Retrospective requests will not be considered and will therefore be recorded as unauthorised.

Exit Slips

If a student needs to leave the premises during school hours for a medical appointment or other preapproved reason they must have an exit slip. This must be obtained in advance from either Ms Goody, Welfare. Students should be collected from school by a parent or guardian. Where a student needs to leave by themselves the school will require a written statement from a parent that they take full responsibility for their child once they have left the school.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

3.4 Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

The school works in a proactive manner with our pupils and families and recognises that persistent lateness to school impacts very negatively on a child's learning, however, the school also recognises that there will be occasions where this may be unavoidable due to external factors or family issues. The Pastoral and Inclusion teams work with all families on an individual basis, in order to address any concerns surrounding the punctuality of pupils to school. The impact of actions are tracked.

3.4 a Monitoring, Tracking and Analysing Attendance Data

Attendance is monitored, tracked and analysed in meetings and as an integral part of our daily, weekly, half and termly practice. Individuals and specific groups of learners are identified and interventions to support good or better attendance are implemented

3.5 Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

3.6 Reporting to parents

Parents are able to check their child's attendance via Arbor.

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'. We define 'exceptional circumstances' as

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Principals discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. Please note Avanti House takes into consideration the faith element of our school and its ethos and this is reflected in our school calendar. The school does not endorse holidays being taken during term time. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set
- 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

- The school actively targets unauthorised attendance – students who the school identifies pupils and families where attendance is poor ie under 95% are closely monitored and a series of meetings, letters, closer monitoring occurs. We strive to work with families to understand the cause of the problem and to provide solutions and support. This could result in a referral to Childrens Services or to other professionals such as the Education Welfare Officer.
- Study leave – study leave is not granted by default, and is only granted to pupils in year 11 at the discretion of the Principal. Provision will still be made available for pupils who wish to revise in school.

4.2 Legal sanctions and Legal Enforcement by Harrow Local Authority

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the Principal, following the local authority's code of conduct for issuing penalty notices. This may take into account:

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

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

As part of promoting good attendance and punctuality Harrow Local Authority has set up the Attendance Intervention Model (AIM) for all Harrow schools. AIM will use its legal powers to enforce school attendance where this becomes problematic; including powers to prosecute parents who fail to comply with a school attendance order (Section 443 of the Education Act 1996) or failure to ensure their child's regular attendance at school (Section 444 of the Education Act 1996).

In addition, the Local Authority will impose Penalty Notices as an alternative to prosecution on parents/ carers for unauthorised absence and may also be issued where parents/ carers allow their children to be present in a public place during school hours without reasonable justification.

The Education (Penalty Notices) Regulation 2007 sets out the details of how the penalty notice scheme must operate. (see appendix 2)

5. Strategies for promoting attendance

Avanti House Secondary School actively promotes good attendance and has high expectations. The school works closely with parents to support regular attendance – for example, communicating early about issues, acknowledging positive improvements and also providing students with a positive praise report etc.

6. Attendance monitoring

The attendance officer monitors pupil absence on a daily/weekly/monthly basis.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2).

Parents are expected to email the school each day a child is ill by 8.15am.

If a pupil's absence goes above 3 days, we will contact the parents to discuss the reasons for this. If after contacting parents a pupil's absence continues to rise, we will consider involving an education welfare officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is 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. We compare our attendance data to the national average, and share this with the School Standards Committee.

The school collects and stores attendance data on their secure system (Arbor) and it may be used for internal purposes – for example, to track the attendance of individual pupils, identify whether or not there are particular groups of children whose absences may be a cause for concern, and monitor and evaluate those children identified as being in need of intervention and support.

7. Roles and responsibilities

7.1 The School Standards Committee (SSC)

The School Standards Committee is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Principal to account for the implementation of this policy.

7.2 The Principal

The Principal is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to the SSC.

The Principal also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

7.3 The attendance officer in conjunction with Pastoral Leads and Progress Leads

- Monitors attendance data at the school and individual pupil level
- Reports concerns about attendance to the Principal
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the Principal when to issue fixed-penalty notices

7.4 Class teachers/form tutors

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

7.5 Office/reception staff

Office/reception staff are expected to take calls from parents about absence and record it on the school system if the attendance officer is unavailable.

8. Monitoring arrangements

This policy will be reviewed annually by the Principal together with members of the SET. At every review, the policy will be shared with the SSC.

9. Links with other policies

This policy is linked to the school's child protection and safeguarding policies.

Appendix 1: attendance codes

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

Summary of Attendance Codes and Meanings

In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 a pupil should be recorded as present or absent in the Attendance Register

On each occasion the register is taken the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non –compulsory school age) whose name is listed in the admissions register at the time (exception boarder)

Full information contained in the School Attendance (Pupil Registration) (England) Regulations 2024 and the Statutory Attendance Guidance Working Together to Improve Attendance 2024.

1. If a pupil is present in school the following codes from table 1 should be used

Code	Meaning	Criteria	Statistical Value
I	Present at school AM	Must be in school at registration	Attending (Present)
\	Present at school PM	Must be in school at registration	Attending (Present)
L	Late arrival before register is closed	The pupil was absent when the register started being taken but arrives before the register is closed.	Attending (present)

2. If a pupil is absent from school so that they can attend a place other than school for any of the following reasons the relevant code from table 2 should be used.

Code	Meaning	Criteria	Statistical Value
K	Attending Education provision arranged the LA	<ul style="list-style-type: none"> The nature of the provision must also be recorded. Code K can only be used if the child is present at the provision. 	Attending an approved educational activity (present)
V	Attending an Educational visit or trip	<ul style="list-style-type: none"> The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip Arranged by or on behalf of the school and supervised by a member of school staff. The visit or trip must take place during the session for which it is recorded. Code V can only be used if the pupil is present at the visit. 	Attending an approved educational activity (present)
P	Participating in a Sporting Activity P code can only be used if the pupil is present at the activity	<ul style="list-style-type: none"> P code can only be used if the pupil is present at the activity The sporting activity must take place during the session for which it is recorded. The place is somewhere other than the school, 	Attending an approved educational activity (present)

		<p>another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;</p> <ul style="list-style-type: none"> • the activity is of an educational nature; • the school has approved the pupil's attendance at the place for the activity; and • the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved. 	
W	Attending Work Experience	<ul style="list-style-type: none"> • W code can only be used if the pupil is present at the activity Under arrangements by school or LA • In session for which it is recorded • The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014; • the activity is of an educational nature; • the school has approved the pupil's attendance at the place for the activity; and • the activity is supervised by a person considered by the 	Attending an approved educational activity (present)

		<p>school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.</p>	
B	Attending any other approved Educational Activity	<ul style="list-style-type: none"> • B code can only be used if the pupil is present at the activity Under arrangements by school or LA • In session for which it is recorded • The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014; • the activity is of an educational nature; • the school has approved the pupil's attendance at the place for the activity; and • the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved. • As set out in the DfE's guidance on 'Providing remote education'. pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. Schools should keep a 	Attending an approved educational activity (present)

		record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register	
D	Dual Registered at another school	<ul style="list-style-type: none"> The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code. Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered. Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absences are promptly followed up 	Not a possible attendance (neither present or absent)

3. If a pupil is absent with leave (NB schools not required to follow regulation 11 in granting a leave of absence should still use the relevant code)

Code	Meaning	Criteria	Statistical Value
C1	Leave of absence – performance or regulated employment abroad	<ul style="list-style-type: none"> Performance licence issued by LA or Body of Persons Approval issued by LA or Justice of peace has given licence for pupil to go abroad for performance or regulated purpose 	Authorised absence
M	Leave of absence for Medical or dental Appointment	<ul style="list-style-type: none"> Agreement in advance Application by parent child normally lives with Minimum time necessary Where pupil is absent at registration 	Authorised absence
J1	Leave of absence for Interview	<ul style="list-style-type: none"> Agreement in Advance Application by parent child normally lives with In session absence recorded 	Authorised absence
S	Leave of absence for Studying for public examination	<ul style="list-style-type: none"> 	Authorised absence
X	Non – Compulsory School age pupil not required to attend school	<ul style="list-style-type: none"> For part time attendance Absence for timetabled sessions to use appropriate code and not X 	Not a possible attendance (neither present or absent)

C2	Leave of absence – compulsory school age pupil subject to part time timetable	<ul style="list-style-type: none"> • Exceptional circumstances • if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part-time • Temporary • See Working Together to improve attendance 	Authorised Absence
C	Leave of absence exceptional circumstances	<ul style="list-style-type: none"> • Exceptional circumstances • No blanket approach • School discretion • Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance. 	Authorised absence

4. Pupil Absent other Authorised reasons

Code	Meaning	Criteria	Statistical Value
T	Parent travelling for occupational purposes.	<ul style="list-style-type: none"> • The pupil is a mobile child and their parent(s) is 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) is engaged in a trade or business of such a nature as to require them to travel from place to place. • To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a school where their parent(s) is travelling and be dual registered at that school and their main school. 	Authorised absence
R	Religious Observance	<ul style="list-style-type: none"> • The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the 	Authorised Absence

		parent(s) belong to (not the parents themselves)	
I	Illness (not medical appointment)	<ul style="list-style-type: none"> The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness. 	Authorised Absence
E	Suspended or Permanently excluded with no alternative provision made	<ul style="list-style-type: none"> The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education 	Authorised Absence

5. Pupil Absent – Unavoidable Cause

Code	Meaning	Criteria	Statistical Value
Q	Unable to attend school because of lack of access arrangements	There is a lack of access arrangements for a pupil whose home is in England if— (a) a local authority have a duty to make travel arrangements in relation to the pupil under section 508B(1) of the 1996 Act(13) for the purpose of facilitating the pupil's attendance at the school and have failed to discharge that duty; (b) a local authority have a duty to make travel arrangements in relation to the pupil because of section 508E(2)(c) of the 1996 Act(14) for the purpose of facilitating the pupil's attendance at the school and have failed to discharge that duty; or (c) the school is an independent school that is not a qualifying school and— (i) the school is not within walking distance of the pupil's home; (ii) no suitable arrangements have been made by a local authority for boarding accommodation for the pupil at or near the school; and (iii) no suitable arrangements have been made by a local authority for enabling the pupil to become a registered pupil at a qualifying school nearer to their home.	Not a possible attendance

Y1	Unable to attend due to transport normally provided not been available	The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available	Not a possible attendance
Y2	Unable to attend due to widespread travel disruption	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency	Not a possible attendance
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.	Not a possible attendance
Y4	Unable to attend due to the whole school site being unexpectedly closed	Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the school is closed.	Not a possible attendance
Y5	Unable to attend as pupil is in criminal justice detention	<p>The pupil is unable to attend the school because they are:</p> <ul style="list-style-type: none"> • in police detention, • remanded to youth detention, awaiting trial or sentencing, or • detained under a sentence of detention. <p>A pupil's absence should be recorded under code Y7 (Unable to attend because of any other unavoidable cause) if they are unable to attend because they are serving a community based (i.e. non-detained) part of a sentence of detention, referral order, or youth rehabilitation order that requires them to be absent during the school day</p>	Not a possible attendance
Y6	Unable to attend in accordance with public health guidance or law	<p>The pupil's travel to or attendance at the school would be:</p> <ul style="list-style-type: none"> • contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales and Northern Ireland), or • prohibited by any 	Not a possible attendance

		legislation relating to the incidence or transmission of infection or disease.	
Y7	Unable to attend because of any other unavoidable cause	This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause. Schools must also record the nature of the unavoidable cause (regulation 10(6))	Not a possible attendance

6. Absent for unauthorised reasons

Code	Meaning	Criteria	Statistical Value
G	Holiday not granted by school	The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday. A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted.	Unauthorised absence
N	Reason for absence not yet established	Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session (regulation 10(7) to (9)). Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O	Unauthorised absence
O	Absent in other or unknown circumstances	Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.	Unauthorised absence
U	Arrived in school after registration closed	Where a pupil has arrived late after the register has closed but before the end of session.	Unauthorised absence

		chools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes	
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Administrative Codes

Code	Meaning	Statistical Value
Z	Prospective pupil not on admission register	NOT COLLECTED
#	Planned whole school closure	NOT COLLECTED

APPENDIX 2

What should I do if my child is truanting?

If your child is truanting you should:

Talk to them to find out why.

Meet with a member of school staff to discuss the situation and look for solutions.

Contact the School for advice and guidance - try to understand what is happening for your child and help them resolve the problem.

Education is key to their future success so it is vitally important

Why am I being sent this leaflet?

This leaflet is being sent to every parent/carer so everyone is aware of the need for their child to attend regularly and on time in order to achieve their best. It is important parents and carers understand their responsibilities and the consequences of their child having unauthorised absence from school.

What should I do if my child is off school?

Telephone the school as early as possible on the first morning of their absence to give the reason. Make routine dentist & doctor appointments after school or during holidays. If you have to make an appointment during school time, help your child to be at school for most of the day and let the school know about the appointment. You may be asked for a medical certificate or appointment card if your child is regularly absent due to illness or dental/medical appointments.

Can I get help if my child is not attending regularly?

Yes, your child's school will give you advice and support if you need help with your child's attendance. It is very important that you speak with the school at the earliest opportunity if you have any worries at all about securing your child's attendance.

For more information, please contact your child's school or, if you have further enquiries, contact:

courtattendanceofficer@harrow.gov.uk

School Attendance and Education Penalty Notices (EPNs)

What Parents and Carers need to know



Why attend every day?

Good school attendance gives your child the opportunity for success and helps develop skills for life. Your child should attend school every day unless there is an unavoidable cause like illness.

Missing school damages a child's learning and their grades. We know that 6 in 10 young people who miss school for 17 days or more do not get good GCSE grades. However, more than 9 in 10 young people who miss less than 8 days of school go on to get good GCSE grades. Missing school regularly could affect your child's chances in life, for example, their ability to get into university or be accepted into a qualification of their choice.

Children should never miss school for reasons like shopping, birthdays or to wait in for a repair person.

You have a legal duty to ensure that your child attends school every day and is on time.

Taking your child out of school during term time for holidays is also likely to impact on their achievement. There are 38 weeks in the year when schools are open, and 14 weeks when families can take holidays. Head teachers can only authorise a leave of absence in exceptional circumstances.

Consequences

If your child takes unauthorised holidays or takes longer than the time agreed by your Headteacher, this absence will be recorded as unauthorised. Sanctions could be imposed including:

-Your child could lose their school place

-You could face a penalty fine (per parent per child)

-You could be subject to legal action by the authority that could result in a fine of up to £2,500.

If your child has an unauthorised absence, such as taking holidays during term time, re-occurring lateness, or persistent absence for any other reason other than certified illness, the school will refer the matter to the Council for consideration of a Penalty Notice and/or Prosecution in the Magistrates' Court which may lead to a criminal record with a maximum fine of £2,500 and/or 3 months imprisonment.

Regular and punctual attendance is both a legal requirement and essential for your child to maximise the opportunities available to them.

Why are Penalty Notices issued?

Parents/carers commit an offence if a child doesn't attend school regularly and the absence is not agreed by the school (unauthorised). In some cases unauthorised absence may result in prosecution under Section 444 of the Education Act 1996. The Anti Social Behaviour Act 2003 introduced Penalty Notices as an alternative to prosecution. If paid within deadlines a Penalty Notice does not require a court appearance, but still aims to improve attendance.

How much is a Penalty Notice?

£60 if payment is made within 21 days. £120 if paid after 21 days but within 28 days.

When will they be used?

A Penalty Notice will only be issued when 'unauthorised' absences have been recorded.

If I get a Penalty Notice and don't pay, what happens?

You have up to 28 days from receipt to pay the Penalty Notice in full. If full payment is not received within this time the local authority is required under the Act to commence proceedings in the Magistrates Court for the original offence of unauthorised absence by your child. If proven, this can result in fines of up to £2,500 and/or a range of disposals such as Parenting Orders, Community Sentences and imprisonment. If a parent is found guilty of the aggravated offence of failing to secure regular attendance, the parent will receive a criminal record.

Can I be prosecuted if I pay the Penalty notice but my child is still missing school?

Not for the period included in the Penalty Notice as payment discharges your liability in this respect. However, it may be the case that a prosecution might be considered for further periods of unauthorised absence not covered by the Penalty Notice, depending upon the circumstances. If this is an issue, it is vital that you work closely with your child's school and support agencies such as the

Early Support, Education Services or Social
Services.
