

Attendance and Punctuality Information

Penalty Notices

On Monday 12th March 2018, we advised you of our decision to apply Fixed Penalty Notices for absences from school, to be implemented from Monday 16th April 2018.

Penalty Notice

- Where a Penalty Notice is applied it is a **£60.00 charge, per parent, per child.**
- The Penalty Notice is payable to the Local Authority within 21 days, after that the penalty doubles to **£120.00, per parent, per child.**
- You have a further seven days to pay the penalty, if payment is not received on day 28, the matter is referred to court. This could result in a much higher fine and/or 3 months imprisonment.

Application for Leave of Absence (Holidays)

- Parents will continue to complete a Leave of Absence form, explaining the reasons for taking a holiday in term time.
- Holidays will only be approved in exceptional circumstances as determined by school.
- If your request is declined, you will be issued with a warning letter, outlining the actions that will be taken if you still choose to take the holiday. A warning letter will be sent for each child to each parent.
- Should the holiday still be taken, school will forward a Penalty Notice referral to the Attendance and Exclusion Team, who will issue the Penalty Notice.

Ten Sessions (five days) Unauthorised Absence in a Six Week Period

- Where ten sessions of unauthorised absence within a six week period have been recorded, school will complete a Penalty Notice referral. This will be forwarded to the Attendance and Exclusion Team who will issue a warning letter to each parent.
- There is then a fifteen day monitoring period. Any further unauthorised absence during this time will result in a Penalty Notice being issued. If there are no further absences during this time, no further action will be taken.

You may have already booked holidays, for Summer Term only Leave of Absence forms will be looked at on a case by case basis. If you can provide proof that your holiday was booked prior to Monday 12thth March 2018, your holiday may still be recorded as unauthorised, however we will not refer for a Penalty Notice. The decision to issue Penalty Notices has not been taken lightly, however, we are sure you will agree that attendance at Mandale Mill Primary School must improve. Regular and punctual attendance is a legal requirement (Section 7 of the Education Act 1996) and it is parents' responsibility to ensure their children receive a full-time education.

Absence may be authorised for the following reasons:

- Illness, medical or dental appointments;
- Days of religious observance;
- Exclusion;
- Family bereavement;
- Involvement in a public performance;
- Exceptional circumstances (determined on an individual basis).

Absence will not be authorised for the following reasons:

- No explanation is offered by the parent/carer;
- The explanation offered is unsatisfactory;
- Family holidays, except in exceptional circumstances.

Please note, that only the school, within the context of the law can authorise absence, not parents. Absences of pupils of compulsory school age without a valid reason or for which no explanation has been provided will be treated as unauthorised.

When your child misses school, they miss out!

A child with 95% attendance has missed the equivalent of 2 weeks of school, a child with 90% attendance will have missed the equivalent of 4 weeks of school.

Absence really adds up, make sure your child is in school daily and on time.