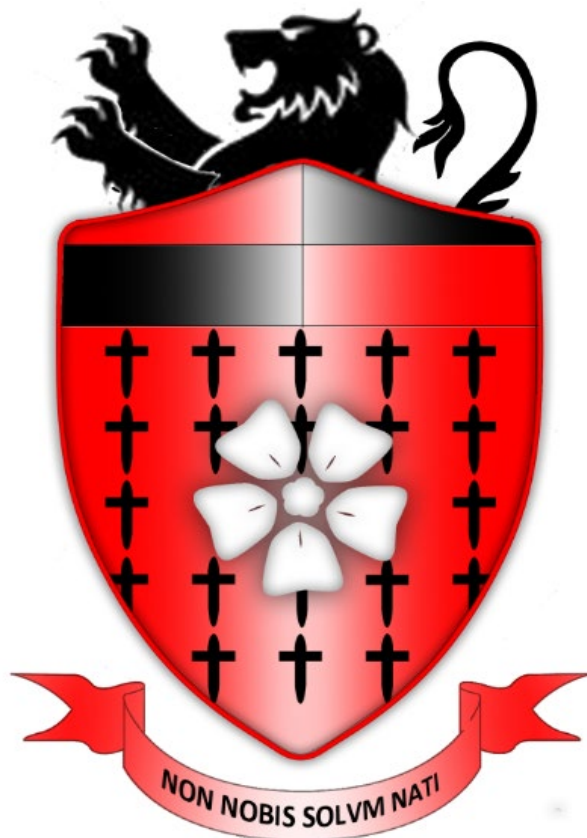


Hornsea School & Language College



Attendance Policy

Last Reviewed:	November 2024	By: Kay Sullivan/Vicky Parnaby
Approved by:	Headteacher: 27.11.24	Governing Body: 27.11.24
Date of Next Review:	November 2025	

School Attendance Policy

The DfE statutory guidance “Working together to improve school attendance (published 29th February 2024, applied from 19th August 2024) outlines that “improving attendance is everyone’s business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. The foundation of securing good attendance is that school is a calm, orderly, safe and supportive environment where all pupils want to be and are keen and ready to learn.”

Working together to improve school attendance. Statutory guidance for maintained schools, academies, independent schools and local authorities.

Published: 29 February 2024/Applies from: 19 August 2024

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

In this policy, HSLC intend to outline how we hope to meet the expectations outlined in this guidance, ensuring best possible outcomes for all pupils.

Aim of the Policy:

The aim of this policy is to maximise the attendance of students in order to facilitate the highest standards of achievement. The school considers attendance to be of paramount importance. Without good attendance, the best efforts of teachers will not have the maximum effect on the learning processes. Education provides a means of advancement for all young people. Students need to attend regularly if they are to take full advantage of the educational opportunities available to them. Our aim is to work collaboratively with parents/carers to offer support around issues relating to absence and punctuality

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Why Attendance Is Important

Regular attendance and punctuality are crucial for a child's academic success and social development. Poor attendance can severely hinder their progress and future opportunities.

Every Day Counts

Regular school attendance supports positive peer relationships, crucial for mental health and well-being. When a child feels unwell or anxious, deciding whether to send them to school can be challenging. But remember, solutions are a team effort involving schools, parents, and children.

What Is Good Attendance?

Good Attendance is vital if a child is to benefit fully from their education. There is a clear link between attendance and attainment. Being in school is important to a child's achievement, wellbeing, and wider development.

At HSLC we expect all young people to have a minimum of 95% attendance.

An attendance record of 90% might seem good but is equal to 1 day missed per fortnight (19 school days missed = 95 missed lessons)

An attendance record of 80% might seem acceptable but is equal to 1 day missed per week (39 school days missed = 195 missed lessons)

School Responsibilities

The school will try to improve attendance by:

- Ensuring that good pupil attendance is a clear priority on the School Strategy Plan
- Reinforcing a school culture of insisting and expecting more in respect of attendance
- Ensuring expectations around attendance are strongly reaffirmed during transition (Y6 to Y7 and for any in-year admission)
- Encouraging students to understand the importance of attendance at their lesson and the relationship between attendance and attainment
- Identifying patterns of non-attendance and then working with students, parents/carers to discuss areas of concern, and formulate a support plan where necessary. Some pupils find it harder than others to attend school and therefore at all stages of improving attendance, the school will work in partnership with pupils and parents/carers collaboratively to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.
- Providing a clear statement of attendance on the student's academic review (at least termly)
- Working proactively with students whose attendance has declined over a period of time.
- Meeting with Progress Leaders/Pastoral Managers regularly to discuss students causing concern.
- Liaising with parents/carers to support improved individual attendance targets
- Any student with attendance ***below 95%** will be monitored (including sixth form)
- Any student with attendance ***below 90% will likely** trigger targeted support through the Attendance and Inclusion Teams at HSLC
- Supporting incentive school based reward system for strong attendance through Positive Discipline
- Reinforcing key messages around attendance through school social media platforms to ensure positive attendance is at the forefront of school communication with parents/carers and pupils
- Ensuring prompt and targeted referrals to the HSLC Embedded Early Help Practitioner, where appropriate
- Providing support for families/young people through the HSLC Targeted Pastoral Manager for Attendance

- Ensuring that parents/carers are aware of their responsibility to communicate with the school to report a student absence. **This can be done via the EDULINK app or telephoning the school direct 01964 532727**

Attendance Team Responsibilities

The Attendance Team are responsible for:

- Ensuring registers are being completed accurately (please see Appendix A: Registration procedure) and challenge any discrepancies that may be apparent
- Providing requested data for Governing Body (termly)
- Providing punctuality data for Progress Leaders
- Rewarding good and improving attendance
- Monitoring attendance levels of all pupils and sharing this data with the Progress Leaders and Form Tutors. Relevant information may also be shared with teaching staff
- Liaising with parents/carers to identify any problems which may be affecting attendance and offer support if appropriate to families /pupils through Inclusion structures at HSLC
- Making home visits if appropriate to meet with parents/carers to discuss issues around attendance.
- Implementing support plans with parents and students and monitoring improvements for attendance.
- When improvements have not made significant changes to liaise with Education Welfare Service and discuss strategies towards necessary improvements.
- Should students have missed a substantial period of learning, the Attendance Team may work in partnership with local authority services to determine an appropriate reintegration plan.

Parent/Carer Responsibilities

Parents/carers will try to improve attendance by:

- Try to make all medical appointments (doctors, dentist and hospital) out of school time. Obviously, this is not always possible, but in such cases, try to minimise the disruption to the day by getting an early morning appointment so that your child can attend afterwards OR a late afternoon appointment so that s/he can complete most of the school day before leaving.
- Encourage your child to take responsibility for being on time for school. Try to make sure s/he has an alarm clock that is reliable. Make sure that s/he has a realistic bedtime and will not be too tired to get up in the morning for school. Bags, books and other equipment should be prepared the night before. Regularly checking your child's planner can help you to do this.
- Discourage your child from staying overnight with friends during the school week. This sometimes leads to them both being late (or not attending at all) the next day.
- Encourage your child to come to school even if s/he is feeling slightly unwell. Many aches and pains are forgotten when they are with friends and school will contact you if it becomes necessary.
- Talk positively about going to school – “What was good about school today?” “Did anything funny happen?”
- If a student is likely to be absent for a known period of time, parent/carers should liaise with school, and where appropriate

Parents/carers have a legal responsibility.

“All parents/carers who have children of compulsory school age are responsible in law for ensuring that their children receive an efficient full-time education, suitable to their age, ability and aptitude and any special educational needs which they have, either by regular attendance at school or otherwise.” (Section 7 Education Act 1996).

This responsibility includes ensuring that all children attend punctually, regularly and stay in school.

Parent/Carer Guidance – Reporting a School Absence

It is the parent/carers responsibility to inform school of their child's absence. This can be done via telephone or Edulink. This must be done on the first day of the absence. The Attendance Team will contact home if this has not been done. In the event of concerns, efforts will continue and information will be shared accordingly (in school with Designated Safeguarding Lead/Deputy Designated Safeguarding Lead and, if necessary, the East Riding Safeguarding and Partnership Hub) to clarify reasons for absence and any related concerns.

If your child has been off ill you may be requested to supply a medical note from your GP to support the absence. This is in line with the guidance from the Local Authority.

The preferred way to report a student absence is via Edulink/Absence Reporting, otherwise using attendance@hslc.co.uk or 01964 530258/530278

Parent/Carer Guidance - Is my child too ill for school?

It can be hard to know if you should send your child into school or not. Unless they have a temperature of 38 degrees or above they are usually good to go.

As a parent, it can be difficult to know when to send your child into school if they are feeling unwell or mildly anxious, but finding solutions is a team effort between schools, parents and children, and there is support and information available to help you make the best decision for your child. Remember a prolonged period of absence is likely to heighten a child's anxiety about attending school in the future.

More information for parents/carers is available on the following website:

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

What is an authorised absence?

Authorised absences are mornings or afternoons away from school for a good reason and that are permitted under government guidelines like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause. Medical and dental appointments, where possible, should be made for after school or during school holidays. The school understands that this isn't always possible, however, students should attend school prior to or following a medical/dental appointment and avoid a full day's absence.

What is an unauthorised absence?

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the school pursuing concerns. This may include:

- Parents/carers keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school too late to get a mark
- Shopping, looking after other children or birthdays

If a student is absent without prior authorisation or explanation, the school will treat the absence as unauthorised. This could lead to referral for a penalty notice.

Requesting medical evidence

Where the school has genuine and reasonable doubt about the authenticity of an illness, medical evidence can be requested to support the absence.

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

Leave of absence (including holidays in term time)

Parents are urged not to take their child out of school for Leave of Absence. Any absence from school interrupts a child's learning and they may find it difficult to pick up their learning when arriving back to school after a lengthy period of time. If a parent/carer still wishes their child to have a period of time off school that is not for illness, a Leave of Absence form will need to be completed at least 4 weeks prior to the leave request. This is a requirement for safeguarding reasons. Should there be a request the leave of absence for a holiday, please note that in line with government legislation no requests for holidays can be authorised except in exceptional circumstances.

On the Leave of Absence request form, parents/carers are required to give details of why they are requesting leave. This will be passed to the Head teacher and a decision will be made as to how this will be recorded on the register. The parent/carer will be notified by letter of this reason.

Please note that if an absence is taken which appears to look like a holiday, then the school may treat this in the same way as an unauthorised holiday in term time.

All holidays will be classed as unauthorised, unless you receive written confirmation otherwise.

The Department of Education does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

Every School Day Matters – Penalty Notice Fines for School Attendance have changed.

All requests for term time holidays will be unauthorised unless specific local authority criteria can be met. All holidays that are unauthorised will be referred to the Local Authority for an Education Penalty Notice (fine) to be issued. The fine will be sent directly from East Riding of Yorkshire Council after the absence has been taken. Please refer to Appendix D (ERYC Information Leaflet) for more information about the changes to Penalty Notice Fines for School Attendance).

Exceptional circumstances could include:

- Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a wedding or funeral of a person close to the family.
- Where there are exceptional and unforeseen circumstances that fall outside of 1 to 4 above, the headteacher agrees to consult with the principal education welfare officer prior to any authorisation being given to the parent.

Please note: evidence will be required in each case.

If a request meets the above exceptional circumstances but falls within the following times, the headteacher must be convinced that absence from school is the only option:

- The first half-term of any academic year (applies to all pupils)
- Year nine options time (for pupils in year nine)
- At any time during years 10 and 11 (for all pupils in these year groups)
- At any time specified by the school (this will be communicated to parents by each school).

When is it appropriate for a pupil to be absent because of a mental health issue?

DfE Mental health issues affecting a pupils attendance

Published 7th February 2023

<https://www.gov.uk/government/publications/mental-health-issues-affecting-a-pupils-attendance-guidance-for-schools>

In line with the DfE guidance “Mental health issues affecting a pupil's attendance: guidance for schools, Feb 2023”, it is important to recognise that, in many instances, attendance at school may serve to help with the underlying issue as much as being away from school might exacerbate it, and a prolonged period of absence may heighten their anxiety about attending in future. School staff will recognise that there can be attendance challenges where a child has a social, emotional or mental health issue, particularly a severe issue for which the child is receiving clinical treatment.

In line with the guidance, the school requires parents/carers to notify them on the first day the child is unable to attend due to illness. The school will record absences as authorised where it is not possible for a pupil to attend due to illness (both physical and mental health related).

Many children will experience normal but difficult emotions that make them nervous about attending school, such as worries about friendships, schoolwork, exams or variable moods. It is important to note that these pupils are still expected to attend school regularly.

It is hoped that school staff, families and the young person can work together to ensure that such circumstances do not act as a barrier to regular attendance. Any associated anxiety about attending should be mitigated as much as possible by creating a plan to implement reasonable adjustments to alleviate specific barriers to attendance. These adjustments should be agreed by and regularly reviewed with all parties, including parents/carers. Any actions taken to support attendance are referred to as “reasonable adjustments”. This term is used throughout this guidance as a way of describing those actions in general terms, as opposed to relating to a school's duty to make reasonable adjustments pupils with a disability under section 20 of the 2010 Equality Act.

In developing a plan to support attendance through reasonable adjustments, school staff will need to take into account the individual circumstances of the child, being mindful of any safeguarding responsibilities as set out in the guidance “Keeping children safe in education 2024 (updated 3rd September 2024)

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Persistent and Severe Absence (PA)

The Government has had a strong emphasis on attendance, with evidence showing the better their school attendance, the more likely pupils will succeed at school with a downward spiral in pupils' level of attainment as overall absence increases. Schools take attendance very seriously and will be expected to take preventative measures well before any national persistent or severe absence threshold is reached.

Persistent Absence - The persistent absence threshold is 90%.

Absence of 10% is equivalent of 38 sessions or 19 school days missed in a school year.

The school will work to put additional targeted support in place to remove any barriers to attendance and reengage these pupils.

Severe Absence – The severe absence threshold is 50%

Particular focus should be given by all partners to pupils who are absent from school more than they are present (those missing 50% or more of school). These severely absent pupils may find it more difficult to be in school or face bigger barriers to their regular attendance and as such are likely to need more intensive support across a range of partners. A concerted effort is therefore needed across all relevant services to prioritise them. All partners should work together to make this group the top priority for support – this may include specific support with attendance or a whole family plan.

Present at an Approved Off-Site Educational Activity

An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

Religious observance

School will treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents/carers belong. Where necessary, school will seek advice from the parents' religious body about whether it has set the day apart from religious observance.

Gypsy, Roma and Traveller absence

A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

To help ensure continuity of education for Traveller children, it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly and in line with school expectations.

Safeguarding

School reserves the right to invite parents into school to discuss any attendance issues that raise potential safeguarding concerns, i.e.: female genital mutilation, sexual exploitation, domestic abuse, forced marriage, radicalisation. In addition, if the school suspects that a student may be at potential risk as a result of their absence, school will refer concerns to the appropriate external agency, i.e.: Children's Social Care, Police. Should a referral to an external agency be made, school will endeavour to inform parents/carers, however, this may not be appropriate in every circumstance depending on the nature of the safeguarding concern, and as such, a referral can be made without informing the parent/carer.

Home Educated Children (Elective Home Education)

On receipt of written notification to home educate, schools must inform the pupil's local authority delegated officer (Education Welfare Service) that the pupil is to be deleted from the admission register. Schools should not seek to persuade parents to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record.

Schools and local authorities should not seek to prevent parents from educating their children outside the school system. There is no requirement for parents to obtain the school or local authority's agreement to educate their child at home.

Parents have a duty to ensure their child of compulsory school age receives suitable full-time education but this does not have to be at a school.

In the event of HSLC being informed of a notification relating to Elective Home Education, school staff will encourage parents/carers to make contact with the Children Not in School Team at the Local Authority prior to making a final decision.

Signing Out – Any student who leaves the school premises during the day should go to the Attendance Office located in Student Support where s/he will be given an ‘Authorised Absence Pass’ which gives permission for the student to be off the site. Parental/official verification for the reason for leaving the site will be sought/looked at before pass is given. The Authorised Absence Pass must be shown if a student is challenged outside the school by the Community Policing Team.

No student will be given permission to leave school site without verbal or written consent from parent/carers

First Aid Room Procedure – if any student is feeling unwell they should inform a staff member who will give them written permission to go to the First Aid Provision (based within Student Support Building). A medical assessment will be made and should the First Aid person believe that the student is not well enough to remain in school then they will make contact with parent/carers to see if suitable arrangements can be made to collect the student.

Under no circumstance should students make their own arrangements to be collected from school. These procedures are in place to enable us to maintain a high level of safeguarding.

School Attendance Codes 2024



Present Codes	
/ \	present during registration
B	educated off site and taster days and do not fit K, V, P or W codes
K	attending provision arranged by the local authority
L	arrived after the register has started but before it has closed
P	Sporting activity with prior agreement from school
V	educational visit or trip
W	work experience
Absent Codes	
Authorised Absences	
C	exceptional circumstances
C1	in a regulated performance/undertaking regulated employment abroad
C2	absent due to part-time timetable
D	dual registered
E	suspended or permanently excluded
I	illness (not medical or dental appointments)
J1	job/school/college interview
M	medical or dental appointment
Q	unable to attend because of a lack of access arrangements
R	religious observance (only 1 day allowed, any more coded as C if agreed)
S	study leave
T	parent travelling for occupational purposes
X	non-compulsory school age pupil not required to attend school
Y1	unable to attend due to transport provided not being available
Y2	unable to attend due to widespread transport disruption
Y3	unable to attend due to part of the school premises being closed
Y4	unable to attend due to whole school closure
Y5	unable to attend as pupil is in criminal justice detention
Y6	unable to attend in accordance with public health guidance or law
Y7	unable to attend due to other avoidable cause (must affect the pupil NOT the parent)
Unauthorised Absence	
G	holiday (not agreed)
N	reason for absence not yet established (must be corrected within 5 days)
O	absent in other or unknown circumstances
U	late after register has closed
Z	pupil not yet on register
#	planned whole school closure (eg holidays, insets and polling station days)

Appendix B

Contents of Attendance Register

Schools must take the attendance register at the start of the first session of each school day and once during the second session. On each occasion they must record whether every pupil is:

- Present;
- Attending an approved educational activity;
- Absent; or,
- Unable to attend due to exceptional circumstances.

The school should follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to the school's electronic register, or management information system which is used to download data to the School Census/Registration Procedure

The class teacher must complete the morning register accurately and save it within the first 10 minutes (remembering that the register is a legal document). If this is not possible for whatever reason, the Attendance Team at HSLC must be notified immediately.

When marking a register any discrepancies in attendance need reporting to the Attendance Team immediately.

The class register for each and every period including double and triple lessons must be completed and saved within the first 10 minutes. Please note, period 4 is the equivalent of afternoon registration.

Students arriving late should be marked with an 'L' and enter how many minutes late.

Morning registration closes at 9am, students signing in after this time without a valid reason, will be marked as an unauthorised late. This is registered with a 'U' and will be included alongside any unauthorised absences when looking at individual's attendance.

Expected First Day of Attendance

Schools must enter pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. For most pupils the expected first day of attendance is the first day of the school year.

If a pupil fails to attend on the agreed or notified date, the school must establish the reason for the absence and mark the attendance register accordingly.

All schools must notify the local authority within five days of adding a pupil's name to the admission register and must provide the local authority with all the information held within the admission register about the pupil. This duty does not apply to pupils who are added to the admission register at the start of the school's youngest year – for example pupils who are registered at a secondary school at the start of Year 7 - unless the local authority also requests for such information to be provided.

Deletions from the Admission Register

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended.

Amendments to the Admission Register and Attendance Register

Every amendment made to the admission register and the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.

Preservation of the Admission Register and Attendance Register

Every entry in the admission register and attendance register must be preserved for a period of three years after the date on which the entry was made

Pupils Moving to a New Address and/or School

Where the parent of a pupil notifies the school that the pupil will live at another address, schools must record in the admission register: (a) the full name of the parent with whom the pupil will live, (b) the new address, and (c) the date from when it is expected the pupil will live at this address.

Where a parent notifies the school that the pupil is registered at another school or will be attending a different school, schools must record in the admission register: (a) the name of the other school, and (b) the date of when the pupil first attended, or is due to start attending, that school.

APPENDIX C

Children Missing from Education

School governing bodies, academy trusts, and other school proprietors must have regard to the statutory guidance *Keeping Children Safe in Education* (September 2024) when making arrangements to safeguard and promote the welfare of children. Schools should put in place appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions. Where reasonably practicable, for every pupil, schools should hold an emergency contact number for more than one person. Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides. This goes beyond the legal requirement but is good practice. Doing so provides schools with additional options for making contact with a responsible adult when a child is missing school and is also identified as a welfare and/or safeguarding concern.

Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated.

Local authorities have a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school registered or receiving suitable education otherwise than at a school. Local authorities should trace those children and ensure that they receive full-time education.

All schools must notify the local authority when a pupil's name is to be deleted from the admission register under any of the grounds prescribed in regulation 8 of the *Education (Pupil Registration) (England) Regulations 2006* as amended, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply where the pupil's name is removed after they have completed the school's final year, unless the local authority requests for such information to be provided.

Where a school notifies a local authority that a pupil's name is to be deleted from the admission register, the school must provide the local authority with the following information:

- the full name of the pupil;
- the full name and address of any parent with whom the pupil lives;
- at least one telephone number of any parent with whom the pupil lives;
- the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- the name of pupil's other or future school and the pupil's start date or expected start date there, if applicable; and
- the ground prescribed in regulation 8 under which the pupil's name is to be deleted from the admission register.

School recognises that when a child goes missing from school, it may be a potential indicator of abuse, neglect or exploitation. School follows local authority procedures, and under section 8 of the *Education Regulations Act (2006)*, School will make enquiries into the location of pupils with 10 days continuous unauthorised absence, or for those who fail to return from leave of absence granted during term time. School reserve the right to contact relevant agencies to seek advice (*Children's Social Care, Police, Education Welfare Service*) if any child is absent from school for five days without confirmation from parent/carer.

All staff should be aware that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse, neglect, which may include sexual abuse or exploitation and child criminal exploitation. It may indicate mental health problems, risk of substance misuse, risk of travelling to conflict zone, risk of female genital mutilation or risk of forced marriage. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in the future. Staff should be aware of their school's unauthorised absence and child missing from education procedures.

EVERY SCHOOL DAY MATTERS

MOMENTS MATTER, ATTENDANCE COUNTS.

PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE ARE CHANGING

With the introduction of the new National Framework for Penalty Notices, the following changes will come into effect for Penalty Notice Fines issued after the **19 August 2024**.

Penalty Notices are issued to change behaviour and reduce the number of school days lost during term time for the purpose of a holiday. The pathway below outlines the decision-making process regarding the action that will be taken when a penalty notice referral is received from your child's school. However, please be aware that action will be considered on a case-by-case basis and may not follow this path.

PER PARENT PER CHILD

Penalty Notice Fines are issued on a per parent per child basis. For example, a fine for a parent with three children will result in receiving three invoices to the value of **£160 each**.

FIRST OFFENCE

The first time a Penalty Notice is issued for term time leave or irregular attendance the amount will be **£160 per parent per child paid within 28 days**.

Reduced to **£80 per parent per child** if paid within 21 days.

THIRD OFFENCE AND ANY FURTHER OFFENCES (WITHIN THREE YEARS)

The third time an offence is committed for term time leave or irregular attendance, a Penalty Notice will not be issued and the case will be presented straight to the Magistrates' Court.

Magistrates' fines can be **up to £2,500 per parent per child**. Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate due to the **'Failure to safeguard a child's education'**.

FIVE CONSECUTIVE DAYS OF TERM TIME LEAVE

Penalty Notice Fines will be issued for term time leave of **five or more consecutive days**.

Inset training days are school days and can be included in the five or more consecutive days where there was intent to be absent for term time leave.

10 SESSIONS OF UNAUTHORISED ABSENCE IN A 10 WEEK PERIOD

Penalty Notice Fines will be considered when there have been 10 sessions of unauthorised absence in a 10 week period.

SECOND OFFENCE (WITHIN THREE YEARS)

The second time a Penalty Notice is issued for term time leave or irregular attendance, the amount will be **£160 per parent per child within 28 days**.



[1] Parent in this Act, unless the context otherwise requires, "parent", in relation to a child or young person, includes any person - who is not a parent of his but who has parental responsibility for him, or (b) who has care of him. Education Act 1996, section 576

For more information, please visit:

- [eastriding.gov.uk/learning/schools-colleges-and-academies/school-attendance/attendance-in-school](https://www.eastriding.gov.uk/learning/schools-colleges-and-academies/school-attendance/attendance-in-school)
- [gov.uk/government/publications/working-together-to-improve-school-attendance](https://www.gov.uk/government/publications/working-together-to-improve-school-attendance)

