

Guidance for Absence and Lateness

Dear Parent/Carer

Firstly, may we thank Parents and Carers who regularly ensure that their children attend school at all times. There is a strong correlation between high attendance and high achievement and so we should all be working together to give children the best possible start in life.

Overview

- All schools aim to achieve a goal of 100% attendance.
- The ‘persistent absence’ threshold is any attendance that is below 90%, (equivalent to three weeks or more schooling across the year).
- A Penalty Notice will be issued for any unauthorised absence where the pupil has been:
 - absent for 10 or more half-day sessions (five school days) of unauthorised absence in the last 100 possible school sessions – these do not need to be consecutive
 - persistently late (coded *U*) for up to 10 sessions (five days) after the register has been closed
 - persistently late before the close of the register (coded *L*), for up to 10 sessions (five days) unless the issuing of a Penalty Notice would conflict with other intervention strategies in place or other sanctions already being processed.

Penalty notices will be issued if a child's attendance crosses any of the above thresholds. If a fine is raised, then each responsible parent will be fined £60 per child. Failure to pay within a set period of time will incur further penalties.

Headteachers have the authority to grant leave of absence but only in exceptional cases. Please note, children already have 13 weeks of holiday throughout the year.

From February 2019 The Hampshire Code of Conduct states that if a Penalty Notice has previously been issued and this has been ineffective in addressing the absenteeism, the case must be referred to the Attendance Legal Panel (ALP) who will then decide whether to issue a subsequent Penalty Notice or recommend alternative intervention which may include parental prosecution.

Research shows that absence from school, for whatever reason, can disadvantage a child by creating gaps in learning, which affect a child's ability to succeed. As such, we monitor all absence thoroughly and all attendance data is shared with the Local Authority. We will contact you if we have any concerns regarding your child's attendance. If your child's attendance level is falling towards 90%, then we will contact you to raise our concern. All Schools within our Cluster are committed to working together to support the improvement of children's attendance and punctuality to school. Please support us by giving your child the best opportunities through good attendance at school.

Yours faithfully,

THIS POLICY IS SUPPORTED BY:



Headteacher

