



Attendance Policy

The King's (The Cathedral) School is committed to providing an education of the highest quality for all its students and recognises that this can only be achieved by supporting and promoting excellent school attendance for all, we believe that high levels of attendance are important contributors to pupil mental health and wellbeing. Our Christian belief in love, acceptance and equality underpin this policy because as a school we believe that, only by attending school regularly and punctually, will children and young people be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance. We believe that we nurture a 'Family Achieving Excellence' and that poor attendance will have a detrimental effect upon achieving this aim for any given pupil in our care.

Ours is a successful school and all pupils play their part in maintaining that. We aim to create an environment which enables and encourages all members of the community to achieve excellence. For children to gain the greatest benefit from their education, it is vital that they attend regularly and punctually, being at school on time and every day on which the school is open, unless the reason for the absence is exceptional.

The whole school community - pupils, parents and carers, teaching and support staff and school governors have a responsibility for ensuring good school attendance and have important roles to play. The purpose of this policy is to clarify everyone's part in this.

All staff (teaching and support) at our school have a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which all our pupils/students are eager to learn, feel valued members of the school community and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

Attendance Leader

The Deputy Headteacher (Pastoral) will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure that the Attendance Policy is consistently applied throughout the school. This person, known as the Attendance Leader, will also ensure that up-to-date attendance data and issues are shared at Year Group Meetings by the Assistant Headteacher responsible for Key Stage 3, 4 and 5, are made regularly available to all staff, pupils, and parents/carers (who will regularly be reminded about the importance of good school attendance) and that a report is prepared to be presented at the Governors Personnel Committee meeting. S/he will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

It is very important therefore that parents and carers make sure that their child attends regularly and this policy sets out how together we will achieve this.

Why Regular Attendance is so important

Learning

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning (see Appendix One). Any pupil's absence disrupts teaching routines, so may also affect the learning of others in the same class.

Ensuring pupils regular attendance at school is the parents and carers legal responsibility and permitting absence from school without a good reason is an offence in law and may result in prosecution.

The Law Relating to Attendance

Section 7 of the Education Act 1996 states that 'the parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable:

- (a) to age, ability and aptitude and;
- (b) to any special educational needs he/she may have;

either by regular attendance at school or otherwise.

According to the terms of the Act, a parent is defined as:

- the natural parents of a child, whether they are married or not;
- anyone who, although not a natural parent, has parental responsibility for a child;
- any person who, although not a natural parent, has care of a child.

The Isle of Wight Council v Platt case considered by the Supreme Court makes it clear that regular attendance shall mean attendance in accordance with the school rules. Therefore, any non-attendance which is not in accordance with the school rules will be deemed unauthorised. The school rules are the days the school is open for pupils to attend.

Under this judgement a child should attend 100% of the time unless there are exceptional circumstances that prevent this.

Safeguarding

A child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for a child encompasses:

- Attendance
- Behaviour Management
- Health and Safety
- Access to the Curriculum
- Anti-Bullying

Failure to attend school on a regular basis is considered a safeguarding matter.

Helping to create a pattern of regular attendance is everybody's responsibility, parents/carers, pupils and all members of school staff.

To help us all to focus on this we will:

- Report to you regularly on how your child is performing in school, noting any issues with attendance and punctuality and how this relates to their attainment and rate of progress.

The Law Relating to Safeguarding

Section 175 of the Education Act 2002 places a duty on Local Authorities and Governing Bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

Attendance Procedures

This policy should be read in conjunction with the Extended Absence from School Policy and the Local Authorities Children Missing Education Policy and Procedures

Vulnerable Pupils

The Assistant Headteachers (AHTs) with responsibility for Key Stages 3, 4 and 5 and the Head of the Junior Department should provide a list of vulnerable pupils to the Attendance Leader (Deputy Headteacher, Pastoral). This list should be reviewed regularly at Year Group Meetings; AHTs should notify the Attendance Leader (Deputy Headteacher, Pastoral) of any changes to the Vulnerable Pupils List. The Attendance Leader (Deputy Headteacher, Pastoral) will ensure that an updated copy of this list is circulated to all AHTs, their administrative support personnel, the Pupil Support Officers and Pupil Reception. This confidential list should be available to Pupil Reception staff in order that absence can be checked against this list as a first priority (steps regarding procedures regarding first day of absence are outlined below and specifically refer to actions regarding vulnerable pupils).

Children Missing in Education (CME)

It is important that all agencies and practitioners working with children recognise their responsibilities regarding CME and the implications for safeguarding children (please refer to the Local Authorities Children Missing Education Policy and Procedures). A child is classed as CME if he or she is:

- of compulsory school age
- not on a school roll
- not receiving a suitable education otherwise than being at school, e.g. at home, privately or in an alternative provision

CME also includes those children who are missing (family whereabouts unknown) and are usually children who are registered on a school roll/alternative provision. This might be:

- a child who has not taken up an allocated school place as expected
- a child who has 10 or more days of continuous absence from school without explanation
- a child who is not at their last known address
- a child who has left school suddenly and the destination is unknown

If a member of staff is concerned that a child is missing from education, they should inform the Deputy Headteacher (Pastoral), who is also Child Protection and Attendance Leader, who will make a CME referral to the Local Authority.

Absences due to Religious Observance

The School follows the Local Authority guidance regarding absence for Religious Observance, one day authorised for each religious festival up to a maximum of three in any one academic year, any absences in excess of this will be unauthorised. Parents and Carers should send an email to the School requesting one day's absence for Religious Observance.

The Law regarding Religious Observance

The Pupil Registration Regulations 2006 state that absence for religious observance should be treated as authorised (absence) on a day exclusively set apart for religious observance by the religious body to which the parent/carer belongs.

Leave for pupils for religious observance should only be agreed if the dates fall outside the normal holiday periods. These absences should be coded 'R'. Any additional days for shopping or extended celebrations should be treated as unauthorised.

1. Registration

Poor punctuality is not acceptable. If a pupil misses the start of the day they miss work and do not spend time with their class teacher/form tutor getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence.

Registers are kept in accordance with Government regulations. The legal registration is taken twice during the school day - **morning registration at 8.35 a.m.** The member of staff taking the register should **register a mark by 8.40 a.m.** for all pupils in the tutor group. **Afternoon registration takes place at the start Period 7 (2.20 p.m.).**

- All pupils must attend both registration sessions.
- The register will record the following:
 - whether the pupil is present, absent or attending an approved educational activity;
 - an 'approved educational activity' is defined as:
 - a. an activity taking place off the School premises;
 - b. approved by a person authorised by the Headteacher or Board of Governors;
 - c. supervised by a person approved by the Headteacher or Board of Governors;
 - d. of an educational nature, including work experience, field-trips and educational visits, interviews with prospective employers, or for a place in Higher or Further Education;
 - e. link courses where a pupil attends an FE college for part of their time, or franchised pupils receiving part of their education off-site at another location, while remaining on roll and under School supervision (e.g. sick children being taught at home or in hospital, or attending an approved sporting activity).
- Any **pupil arriving after 8.40 a.m. or 2.25 p.m. will be deemed to be late and will be coded as 'L'** on the register. **Pupils arriving after 9.00 a.m. or 2.30 p.m. in accordance with the Regulations, will receive a mark that will indicate that the pupil is in the school building, but will be marked as an unauthorised absence, code 'O'.** A 'O' code means the pupil has incurred an unauthorised absence due to having missed the legal registration period; this may mean that parents/carers could face the possibility of a Penalty Notice if the problem persists.

If a pupil has a persistent late record the parent/carers will be asked to meet with the school to resolve the problem (see Absence Flow Chart), parents and carers can approach the school at any time if they are having problems getting their child to school on time.

Procedures for First Day Absence

1. Registration 8.35 a.m. Register closes at 8.40 a.m.
2. Students attending early morning chorister or musical rehearsals or peripatetic lessons should register using the 'LiveRegister' monitor at Madeley House before the session begins
3. Students with interventions in the main school should sign in at 8.00 a.m. on the 'LiveRegister' monitor outside Pupil Reception before they go to the intervention. If the student hasn't done this then the member of staff running the session should register the student before 9.00 a.m.
4. Any student registering after 8.40 a.m. should be marked as late (L)
5. Any student registering after 9.00 a.m. should be marked as unauthorised (O)
6. Staff to notify Pupil Registration of vulnerable students that are absent; these students are denoted by a dot in the Quick Note column on the register
7. Pupil Reception should check the list of the reported vulnerable children absences from tutors against the daily reported absences
8. Pupil Reception will send out an all staff e-mail asking if these missing vulnerable students have been accounted for
9. If there is no affirmative response from staff Pupil Reception will phone home and ask for the assistance of SLT to locate the missing student
10. Pupil Reception prints Session Absence Report from SIMS and checks against the vulnerable student list and if they have not been reported contacts home immediately
11. Pupil Reception prints off Confirmed Absence Report and e-mails to all staff
12. Pupil Reception calls home for other absent students
13. For those that are still unaccounted for a second phone call is made home
14. If there is no response to this call an e-mail is sent home
15. Pupil Reception should record all communications on SIMS and on the record sheet that is in Pupil Reception
16. For any student who has been marked absent in registration but present in periods 1-2 an e-mail is sent to the tutor to find out where the student was during registration. The registration mark of N (reason for absence not yet provided) should be changed to a U (arrived in school after registration closed).

School Attendance Officer

Parents/carers are expected to contact the school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Local Authority Attendance Officer from Peterborough City Council, School Attendance Team. They will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed and unauthorised absences persist, these officers can recommend that the Local Authority use sanctions such as Penalty Notices or prosecutions in the Magistrates Court.

2. Understanding the Types of Absence

- When a pupil of compulsory school age is absent, it must be marked as an **'authorised'** or **'unauthorised'** absence.
- Every half-day absence from school has to be classified by the school (not by the parents/carers) as either **authorised** or **unauthorised**. This is why information about the cause of any absence is always required, preferably in writing.
- The School reserves the right to decide whether an absence should be authorised or not. Although reasons for absence will be recorded, the absence may not be authorised if the reason is not deemed appropriate, reasonable or if there are ongoing concerns. Unauthorised absences can lead to legal action.
- **Authorised absences** are mornings or afternoons away from school for a good reason for example: illness or medical/dental appointments which unavoidably fall in school time, emergencies or other exceptional cause.
- **Unauthorised absences** are those which the school does not consider reasonable and for which no "leave" has been authorised. This includes:
 - 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 - after the register has been closed at **9.00 a.m.** for the morning session and **2.30 p.m.** for the afternoon session;
 - shopping, looking after other children or birthdays;
 - day trips and holidays in term-time, which have not been authorised as an exceptional circumstance by the Headteacher.

This type of absence can lead to the Peterborough City Council, School Attendance Team, using sanctions and/or legal proceedings.

Whilst any child may be absent from school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If a pupil is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

- **Lateness** will be monitored and where there are concerns letters will be sent home and Parents/carers will be asked to work with the School to resolve the problem.

3. Absence Procedures

If a pupil is absent the parent/carer must:

- contact the school by email (absences@kings.peterborough.sch.uk), telephone (01733 751541) or by the school gateway by 9.00 a.m. every day during the period of absence, explaining the reason for the absence. Any absences which the school are not advised of or no reason is given to the school about the pupil's absence the absence will be recorded as an unauthorised absence.

- on the day of return send in a note with an explanation of the absence - this is in addition to the original notification for the absence.

If a pupil is absent we will:

- telephone on the first day of absence if there has been no contact from home;
- Invite you in to discuss the situation with us;
- **if the absence becomes longer term** i.e. falls below 95% in a half-term the parent/carer will be contacted. If there is no improvement they will be invited into School to discuss the situation. This will be at the discretion of the SLT Link, depending on reasons for absence e.g. a child could have a valid medical reason which would explain a period of absence.
- Take Legal action if there are persistent absences, which may be in the form of Penalty Notices issued to each parent/carer for each child.

Absence should be reviewed at regular Year Group Meetings led by Assistant Headteacher responsible for each Key Stage. Where appropriate representatives from Learning Support and Pupil Premium teams will be present and contribute to discussions regarding absence together with input from the relevant Pupil Support Officer. The trigger for discussion of absence is when attendance of an individual pupil falls below 95% with the absence of justifiable cause. The consideration of a below 95% attendance will operate from the October half-term in the academic year. Should attendance fall below the 95% threshold the AHT should send either an AO1 or AO1 Alternative Letter depending on the absence circumstances (see Appendix 9a). Ordinarily this should initiate an AO1 meeting between Parent(s) or Carer(s) with the AHT in the presence of one other from the year group team (PSO, Academic Head of Year (AHOY) or Sixth Form Deputy (SFD)).

All staff should be informed of attendance issues through the circulation of Year Group Meeting Minutes. If attendance fails to improve after this time the AHT should refer his/her concern to the Attendance Leader (Deputy Headteacher, Pastoral). An AO2 meeting should then be held with Parent(s)/Carer(s), one other from the year group team and the Attendance Leader (Deputy Headteacher, Pastoral) - (AO2 Letter – see Appendix 9b). The AHT should record this meeting through the School Attendance Meeting Record and the Home/School Attendance Agreement (Appendix 3 and 5). If attendance issues continue into a new academic year then the process of supporting attendance at school should resume from the point it reached in the previous academic year.

Staff should continue to be informed of attendance issues through the circulation of Year Group Meeting Minutes.

In the event of a parent(s)/carer(s) failing to attend this meeting then the AHT for the relevant Key Stage will send a letter with an alternative meeting date (see Appendix 9b). Should the parent(s)/carer(s) fail to attend this meeting then the Attendance Leader (Deputy Headteacher, Pastoral) will send an AO3 letter (see Appendix 9c).

Throughout this process the Headteacher will have been kept aware of ongoing issues both through the circulation of Year Group Meeting minutes and the fortnightly 'Catch-Up' meetings with the Senior Leadership Team.

If there is no significant/relevant improvement in attendance the Headteacher will meet with the Attendance Leader (Deputy Headteacher, Pastoral) to discuss the attendance issue and, if appropriate, issue a Penalty Notice warning to the parent(s)/carer(s) of the pupil (see Appendix 9h).

If attendance of the pupil does not then improve the Headteacher will request that the Local Authority issues a Penalty Notice (Appendix 9i and 9k).

4. Leave of Absence

Taking leave of absence without exceptional circumstance in term time will affect a pupil's schooling as much as any other absence and we expect parents/carers to help us by not taking children away in school time.

All applications for Leave of Absence **must** be made in advance to the Headteacher who will make the decision as to whether or not it should be authorised. In deciding about whether to authorise this leave, the Headteacher will consider the circumstances of each application individually, including any previous pattern of absence. The Headteacher will **only** authorise Leave of Absence in **exceptional circumstances**.

Any period of leave taken without the agreement of the school (with at least four weeks' notice) and/or is different to that agreed by the school, will be classed as **unauthorised** and may attract sanctions such as a Penalty Notice per parent/carers per child.

Remember that any savings you think you may make by taking a holiday in school time are offset by the cost of the child's education.

There is **no** automatic entitlement in law to time off in school time to go on holiday.

5. Persistent Absence (PA)

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling within an agreed period of time **for whatever reason**. Absence at this level may cause considerable damage to any child's educational prospects and we need full parental support and co-operation to tackle this.

We monitor all absences thoroughly. Any case that is at risk of moving towards persistent absence level is given priority and parents/carers will be informed of this immediately.

Persistent absent pupils are tracked and monitored carefully through our pastoral system and we may also combine this with academic mentoring where absence affects attainment.

6. Deletions from Register

Under Section 8.-(1) (h), (i), (ii), (iii) of the Education (Pupil Registration) (England) Regulations 2006 should a pupil fail to return to school by the time that registration ends on the 20th day of absence the school is permitted to delete the pupil's name from our register.

This is possible if the pupil(s) have not returned by the date specified because the following applies under Section 8 (h), that he/she/they will have been continuously absent from school for a period of not less than 20 school days and

- at no time was the absence during that period authorised by the proprietor in accordance with regulation 6 (2).
- the proprietor does not have reasonable grounds to believe that the pupil(s) is/are unable to attend the school by reason of sickness, or any exceptional cause.

Those responsible for attendance matters in this School are the Headteacher and Deputy Headteacher, Pastoral.

7. Circumstances where a Penalty Notice may be requested from the Local Authority by the School

A Penalty Notice can be issued if one of the following criteria can be met.

- Level of unauthorised absence leads to an unauthorised absence rate of 10% or more within a minimum period of any 8 school weeks (a maximum of 2 penalty notices may be issued in any academic year).
- A single unauthorised absence event of at least 2 consecutive school days (4 consecutive sessions).
- Persistent late arrival at school after the register has closed contribute to a level of unauthorised absence at 10% or above.
- Lack of adherence to the dates agreed for any authorised leave of absence without reasonable justification.
- Pupils identified in a public place whilst excluded from school (during the first five days of the exclusion period) without reasonable justification.

For further information regarding Penalty Notices please refer to the Peterborough City Council Code of Conduct which is available on the Peterborough City Council Website.

8. Parent/Carers Contact Details

There are times when the school need to contact parents/carers about lots of things, including absence, parents and carers are asked to make sure the school always has an up to date telephone number and email address, to stop something important being missed. Contact details will be checked annually.

Summary

The School has a legal duty to publish its absence figures to parents/carers and to promote good school attendance.

Equally, parents/carers have a legal duty to make sure that their children attend.

All school staff are committed to working with parents/carers and pupils as the best way to ensure as high a level of attendance as possible and that every child's welfare and life opportunities are promoted.

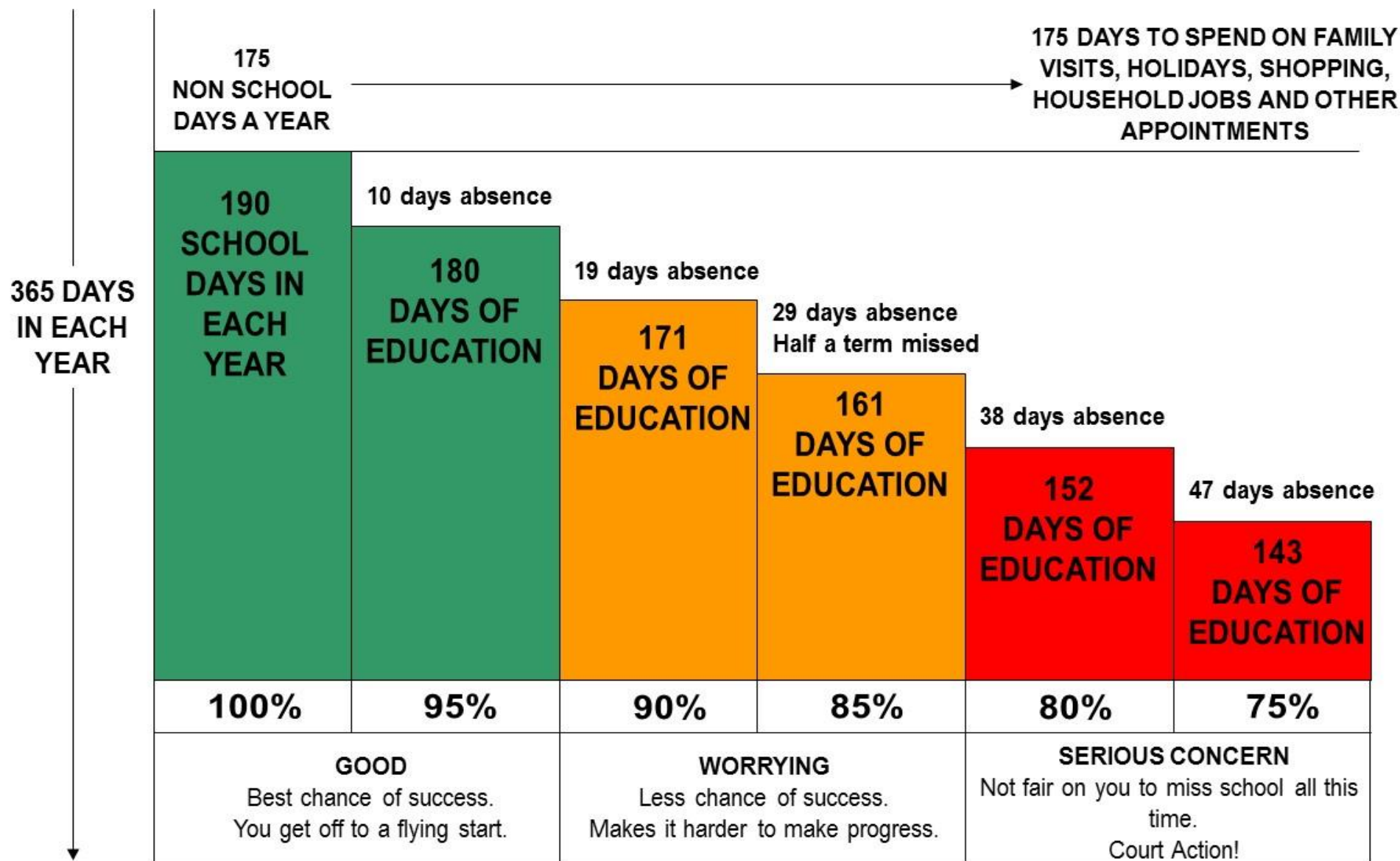
Attendance Policy Appendices

- **Appendix One** - graph showing negative correlation between absence and academic outcomes.
- **Appendix Two** - attendance codes.
- **Appendix Three** - School Attendance Meeting Record Template
- **Appendix Four** - Request for School Attendance Team Involvement Form
- **Appendix Five** - Home-School Agreement
- **Appendix Six** - Permission for Pupil Absence Guide
- **Appendix Seven** - Attendance Service Medical Consent Form
- **Appendix Eight** - Working in Partnership Form
- **Appendix Nine:**
 - Letter AO1 (**Appendix 9a**) is issued when a pupil's overall attendance has fallen to **95%** or below. This letter should be modified in the event of attendance being due to acceptable circumstances (Letter AO1 Alternative). The decision to send an AO1 letter should be at the professional discretion of staff.
 - Letter AO2 (**Appendix 9b**) is issued when absence continues to be a concern. This letter invites parents to meet with the Deputy Headteacher (Pastoral) with responsibility for attendance prior to escalation to a Penalty Notice Warning Meeting if attendance does not improve
 - Letter AO3 (**Appendix 9c**) is a letter to parents/carers following their failure to attend AO2 School Attendance Meeting.
 - Letter AO4 (**Appendix 9d**) is a formal invitation to a School Attendance Meeting at the School, with a representative from the LA Attendance Service present if requested (Chargeable service to Schools).
 - Letter AO7 (**Appendix 9e**) is a letter advising parents/carers of intention to delete their child from the School register if their child fails to attend School for 20 days and meets the criteria in. Section 8.-(1) (h), (i), (ii), (iii) of the Education (Pupil Registration) (England) Regulations 2006
 - Letter AO8 (**Appendix 9f**) is a letter that can be sent to Y11 parents/carers regarding expressing concern about poor attendance.
 - The Universal Translation Letter (**Appendix 9g**) should be used to accompany all correspondence where the School feels that a language barrier may be significant.
 - Penalty Notice Final Warning Letter (**Appendix 9h**).
 - Further Absence/Notification of Penalty Notice Request Letter (**Appendix 9i**).
 - Notification No further Absence School not requesting Penalty Notice (**Appendix 9j**).
 - Penalty Notice Request Form (**Appendix 9k**).
 - Penalty Notice Checklist for single absence events (**Appendix 9l**).
 - Penalty Notice Checklist for persistent absenteeism (**Appendix 9m**).
 - Reasons for returning a Penalty Notice Request Form (**Appendix 9n**).
 - Late letter, more than five late marks in a half term (**Appendix 9o**).
 - Continues to arrive late letter (**Appendix 9p**).
 - Letter to parent advising of child present in a public place during first 5 days of exclusion (**Appendix 9q**).

- Leave of Absence Request Form **(Appendix 9r).**
- Leave of Absence no request received letter **(Appendix 9s).**
- Leave of Absence not authorised letter **(Appendix 9t).**
- Leave of Absence Response – Request Agreed letter **(Appendix 9u)**
- Response to request for evidence, no evidence received letter **(Appendix 9v)**
- Response to request for evidence – evidence received letter **(Appendix 9w)**
- Process for Requesting a Penalty Notice for a Single Absence Event **(Appendix 9x)**
- Process for Requesting a Penalty Notice Procedure for Persistent Unauthorised Absence **(Appendix 9y)**



Appendix One





Appendix Two

Reg Codes	Description	Lesson Codes	Links to Reg Mark	Statistical Meaning	Physical Meaning	BackMark
/	Present (AM)	/		Present	In for whole session	Basic
\	Present (PM)	\		Present	In for whole session	Basic
B	Off- site Educational Activity	B		Approved Offsite Educational Activity	Out for whole session	Basic
C	Leave of absence authorised by the school	C		Authorised Absence	Out for whole session	Basic
D	Dual registration - at another educational establishment	D		Approved Offsite Educational Activity	Out for whole session	Basic
E	Excluded but no alternative provision made	E		Authorised Absence	Out for whole session	Basic
G	Holiday not authorised by the school or in excess of the period determined by the Headteacher	G		Unauthorised Absence	Out for whole session	Basic
H	Holiday authorised by the school	H		Authorised Absence	Out for whole session	Basic
I	Illness (not medical or dental appointments)	I		Authorised Absence	Out for whole session	Basic
J	At an interview with prospective employers, or another educational establishment.	J		Approved Offsite Educational Activity	Out for whole session	Basic
L	Late arrival (before registers closed)	L		Present	Late for session	Basic
M	Medical/Dental Appointments	M		Authorised Absence	Out for whole session	Basic
N	Reason for absence not yet provided	N		Unauthorised Absence	Out for whole session	Basic
O	Absence from school without authorisation	O		Unauthorised Absence	Out for whole session	Basic
P	Participating in a supervised sporting activity	P		Approved Offsite Educational Activity	Out for whole session	Basic
R	Religious observance	R		Authorised Absence	Out for whole session	Basic
S	Study Leave	S		Authorised Absence	Out for whole session	Basic
T	Gypsy, Roma and Traveller absence	T		Authorised Absence	Out for whole session	Basic
U	Arrived in school after registration closed	U		Unauthorised Absence	Late for session	Basic
V	Educational visit or trip	V		Approved Offsite Educational Activity	Out for whole session	Basic
W	Work Experience	W		Approved Offsite Educational Activity	Out for whole session	Basic
#	Planned whole or partial school closure	#		Attendance not required	Out for whole session	Basic
Y	Unable to attend due to exceptional circumstances	Y		Attendance not required	Out for whole session	Basic
X	Not attending in circumstances relating to Coronavirus (COVID 19)	X		Attendance not required	Out for whole session	Basic
Z	Pupil not on admission register	Z		Attendance not required	Out for whole session	Basic



Appendix Three

School Attendance Meeting Record Template

Meeting Type:	Date:
	School:
School Representatives Full Name and Position:	

Name of Pupil(s)	DOB	Current Year	Attendance %	Present Y/N
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Address of Pupil(s)	Language
Postcode:	

Parent(s)/Carer(s) full names (including other adults living at the pupil(s)/address)	Relationship to pupil PR Y/N	Address (if different from Pupils address)	Tel No	DoB	Present? Y/N
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Siblings	DOB	School	Attendance Concern? Y/N	%
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Doctors Name	Practice/Surgery Address
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Others Present at Meeting	Title	School/Agency
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Circulation: Parent(s)/Carer(s) <input checked="" type="checkbox"/>	School (as above) <input checked="" type="checkbox"/>	Other (please specify)
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POINTS DISCUSSED:

Are Parent(s)/Carer(s) aware of absences?
Has the child been at home when absent?
Any known harbouring addresses?



Appendix Three

Medical Issues?

Is there a diagnosed medical issue?	School Nurse Referral Agreed	Yes	No
Consultant's Name:	GP/DR Appointment Advised	Yes	No

School Input:

Is pattern of attendance affecting attainment/grades?
Are there any issues in specific subjects?
Any concerns regarding coursework or outstanding homework?

Behavioural Concerns?

Any seclusions or exclusions?
Any internal arrangements?
Are there behaviour issues at home?



Appendix Three

Friendship Issues/Bullying Incidents?

Have issues been reported to and investigated by the school - when, who to and who by?

Diary of incidents?

Transport Issues?

How far does the pupil live from school? How do they travel to school?

Do Parent(s)/Carer(s) pay for transport? Why is child attending The King's (The Cathedral) School rather than a school closer to home?

Are other agencies involved with the Family? Has a CAF been completed?

Has pupil been absent due to Religious Observance?

Is pupil a carer for a family member?



Appendix Three

Extended Notes



Appendix Four

Request for School Attendance Team Involvement Form

Name of Pupil	D.O.B	Year	M/F	Attendance %	School
Any known siblings					
Name	D.O.B	M/F	School attended if known		
Main Parent(s)/Carer(s)					PR Y/N
Surname		First Name			
Surname		First Name			
Address and postcode					
	Has address been checked with child (if appropriate)?				
Home Phone		Mobile/Email			
Ethnic Origin and first language		Interpreter required?			
Dialect?					
Parent/Carer 2	Please complete if parents live separately				PR Y/N
Surname		First Name			
Address and Postcode					
Home Phone		Mobile/Email			

Please add any details of previous Penalty Notices issued:

Penalty Notice Number		Penalty Notice Number		Penalty Notice Number	
Penalty Notice Number		Penalty Notice Number		Penalty Notice Number	

If known, please provide details of any other involvement from external agencies:-

Name of organisation	Name of contact	Contact number if known	Current involvement?

Please also see section Four A:

Consent is given to the Attendance Service, for information regarding this meeting and attendance concerns to be shared with other agencies as appropriate. Information about how the school handles personal information and your data protection rights, is available on our website at [here](#)



Appendix Four A

DOCUMENTATION/EVIDENCE REQUIRED	Yes	No
HAS A SCHOOL ATTENDANCE MEETING (A2) BEEN HELD BY THE SCHOOL? If No please explain why.		
HAVE AT LEAST ONE PENALTY NOTICE BEEN ISSUED BY THE SCHOOL? If No please explain why.		
PLEASE ATTACH ALL EVIDENCE OF INTERVENTIONS, meeting notes, calls made etc PLEASE NOTE THAT THIS REFERRAL <u>WILL NOT</u> BE ACCEPTED WITHOUT EVIDENCE THAT ONE PENALTY NOTICE HAS BEEN REQUESTED (SEE ABOVE). <i>Please note this request cannot be accepted without a signature, a certificate of attendance, relevant notes from the SAM (A2) and/or PN Meetings.</i>		
Are all absences unauthorised on the provided attendance certificate?		
Does the child have a statement of Special Educational Needs/EHCP?		
Are there any child protection issues?		
Is the child subject to a CP Plan?		
LAC team involvement?		
Provide CAF No (if completed)		
Name of Social Worker?		

Please indicate what type of involvement you are requesting (please refer to PCC Scale of Charges):

SAM	Yes / No
Review SAM	Yes / No
Pre-prosecution meeting	Yes / No
Package of all or part of the above (as detailed in the scale of charges document)	Yes / No

I am signing this to confirm that:

- The details within this request, to the best of my knowledge, are accurate.
- The attendance certificate is attached/enclosed and coded correctly.
- All documentation in relation to this referral to the Local Authority, will be available as evidence if the case proceeds to court. It may form the basis upon which any legal action may be taken.
- **I hereby certify that the attached attendance certificate is an accurate extract of the child's Attendance Register. If required, this can be presented as evidence in court for purpose of any legal actions, under the provision of section 566 of the Education Act 1996.**

This request must be signed by the Headteacher for legal purposes

Signed	
Print Name	
Position Held	
Date	

Once completed please email this form to the School's linked Attendance Officer

Consent is given to the Attendance Service, for information regarding this meeting and attendance concerns to be shared with other agencies as appropriate. Information about how the school handles personal information and your data protection rights, is available on our website at [here](#)



Appendix Five

Home-School Attendance Agreement

Names of Parent(s)/Carer(s)

Understand the purpose of this agreement and agree(s) to follow the actions listed below to improve the attendance at school of.

Name(s) of Pupil:

Date of Birth:

It has been explained that there must be a significant improvement in the attendance at school of the above-named pupil and if further unauthorised absences occur the Local Authority may proceed with the issue of penalty notices or legal action under s444(1) or (1a) of the Education Act 1996 which would result in prosecution at the Peterborough Magistrates Court.

Actions to be carried out by Parent(s)/Carer(s) and Pupil:

- Ensure that the above-named pupil attends The King's (The Cathedral) School and/or educational provision regularly, on time, as per their timetable.
- Maintain regular contact with school staff to discuss any concerns or further issues that may affect attendance at The King's (The Cathedral) School.
- Contact the school to explain all absences.
- Provide medical evidence/appointment cards to enable the school to record absences as authorised.
- Ensure that the school have a current address, contact telephone number and email address in case of emergency.
- Ensure that appropriate school uniform is provided and worn.
- Make every effort to return the above-named pupil to school should there be any truancy.

Consent is given to the Attendance Service, for information regarding this meeting and attendance concerns to be shared with other agencies as appropriate.

Pupil(s) signature(s):

Parent(s)/Carer(s) signatures:



Appendix Five

Actions to be carried out by The King's (The Cathedral) School Staff:

- Contact parent(s)/carer(s) by telephone or email if pupil fails to attend school and no contact is received from the parent/carers.
- Arrange for this document to be provided to the Parent(s)/Carer(s).
- Continue to monitor until regular attendance is established or arrange further meetings and take further action if necessary.

Signature(s) of all school staff present at the meeting (insert name and designation):

Name	Designation (i.e. Attendance Leader)	Signature
------	---	-----------

Signature(s) of others present at the meeting (insert name and designation):

Name	Designation (i.e. Interpreter)	Signature
------	-----------------------------------	-----------

Date of Meeting:

Consent is given to the Attendance Service, for information regarding this meeting and attendance concerns to be shared with other agencies as appropriate. Information about how the school handles personal information and your data protection rights, is available on our website at [here](#)



Appendix Six

Permission for Pupil Absence Guide

Permission for Pupil Absence

Please include in all communications the pupils name, year and tutor group

REASON FOR ABSENCE

Dental, Medical & Religious Observance

Participation in an Event (including performance exams)

Family or **Close** Friend Funeral

Close Family Wedding

Early Departure/Late Arrival Holiday

University Visits/6th Form Absences

Longer Absences - Exceptional Circumstances

<https://www.kings.peterborough.sch.uk/attachments/download.asp?file=344&type=pdf>

Extended Absence from School Policy

<https://www.kings.peterborough.sch.uk/attachments/download.asp?file=646&type=pdf>

PERMISSION TO BE REQUESTED FROM

Form Tutor - Email

Form Tutor, Academic Head of Year (AHOY) and Sixth Form Deputy (SFD)

- Single day only, by email

Headteacher

- Single day only, by email

Headteacher

- Single day only, by email

Headteacher

- Half day only, by email

Assistant Headteacher (Sixth Form)

Headteacher

- Two days or more on the Leave of Absence Request Form on parent pages of the School website



Appendix Seven

Attendance Service Medical Consent Form

Name of Child:		DOB:	
Address:			
School Attended:			
Name of GP:			
Address of Surgery:			

Sharing of Medical Information

I/we consent to information regarding my child named above, being shared with The King's (The Cathedral) School in order to verify medical problems which have impacted on his or her ability to attend school/education provision in order to identify additional support.

Parent/Carer Name:		Date:	
Signature of Parent			
Parent/Carer Name:		Date:	
Signature of Parent			



Appendix Eight

Working in Partnership Form

Surgery Details:			
Name of Pupil:		DOB:	
Address:			
Post Code:		Telephone Number:	
Signature of Parent/carer:			

The above child reported to this surgery today **DATE** _____ and was seen by

DR / PRACTICE NURSE _____. I can confirm that the above child; (* Delete as applicable)

The child's diagnosis/treatment ***WILL or *WILL NOT** impact on their ability to attend school - therefore they are able to return to school.

OR

The child will be expected to remain absent from school to rest and recover for approximately _
_____ day(s).

Additional information by Practitioner:			
Signed:		Date:	
Position Held:	Dr/Practice Nurse		



Appendix 9a – Expressing Concern about Poor Attendance

Letter AO1

Parent/Carer name and Address

Dear Parent's/Carer's name,

Re: Full name of pupil and DOB

I am writing to advise you that **Pupil's First Name's** school attendance is causing concern as it has fallen to%. A copy of the attendance record is attached.

Regular attendance is a requirement and essential if pupils are to make the best use of their time at school. It enables them to keep up with the work and also maintain regular contact with their friends. Poor attendance creates the problem that having missed lessons they find it harder to understand subsequent work.

Pupil's First Name's attendance will continue to be monitored and you will be contacted again if it does not improve. Please ensure that you provide any relevant evidence to explain all absences.

If there are any particular circumstances that the school may not be aware of, please contact **School Contact Name** and **Details** as soon as possible.

I would remind you that it is your legal responsibility to ensure that your child attends school regularly on time and every day. If the reasons given for your child(ren)'s absence from school are not satisfactory then the Local Authority may take legal proceedings against you for your failure to comply with the law. This may result in:

- A Penalty Notice requiring the payment of a penalty up to £120 per parent per child. Failure to pay the penalty due will result in prosecution before Magistrates Court.
- Prosecution under Section 444(1) Education Act 1996, where if convicted you may be fined up to £1,000.
- Prosecution under Section 444(1a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or a custodial sentence.

Yours sincerely,

Name of Assistant Headteacher

Assistant Headteacher

Copy to: Deputy Headteacher (Pastoral), Child Protection and Attendance Leader
File



Appendix 9a - Expressing Concern about Poor Attendance

Letter A01 Alternative 1

Parent/Carer name and Address

Dear Parent's/Carer's name,

Full name of pupil and DOB

This letter is for your information. **Pupil's First Name's** school attendance is.....%. A copy of the attendance record is attached.

School policy is to communicate with home when attendance falls below 95%. We are aware of the reasons for **Pupil's First Name's** absence and have noted how well he/she has managed the challenges associated with such absence. We would like to thank you for your continued communication with the school in ensuring that all medical documentation is in place.

However, it is our duty to inform you in writing that regular attendance is important in helping pupils to make good academic progress, keep up with school work and maintain their regular contact with their friends.

We are hopeful that **Pupil's First Name's** attendance will improve but, as always, if there are any particular circumstances that the school may not already be aware of, please do contact the Pupil Support Officer **Name of PSO** at **PSO's email address** as soon as possible.

Yours sincerely,

Name of Assistant Headteacher

Assistant Headteacher

Copy to: Deputy Headteacher (Pastoral), Child Protection and Attendance Leader
File



Appendix 9b - No Improvement in Attendance - Invitation to School Attendance Meeting

Letter AO2

Parent/Carer Name and Address

School reference

Dear Parent's/Carer's name,

Re: Full Name of Pupil and DoB

I write to advise you that **(Name of School)** continues to be / is concerned about **(Pupil First Name's)** School attendance. A copy of the attendance record is attached.

I would now like us to meet to discuss this matter on:

Place:

Date:

Time:

Please contact me on **put telephone number here** if this meeting is not convenient so an alternative appointment can be made.

May I remind you that it is your legal responsibility to ensure the regular attendance of your child at this school.

If the reasons given for your child(ren)'s absence from school are not satisfactory then the Local Authority may take legal proceedings against you for your failure to comply with the law. This may result in:

- A Penalty Notice requiring the payment of a penalty up to £120 per parent per child. Failure to pay the penalty due will result in prosecution before Magistrates Court.
- Prosecution under Section 444(1) Education Act 1996, where if convicted you may be fined up to £1,000.
- Prosecution under Section 444(1a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or a custodial sentence.

Yours sincerely

Name of Deputy Headteacher (Pastoral)
Deputy Headteacher (Pastoral)

Copy to: Assistant Headteacher, Key Stage
File



Appendix 9c - Failure to Attend A2 Meeting

Letter AO3

Parents/Carers Name
Address

Dear Parent/Carer name,

Ref: <child's name> Date of Birth:

I am writing as you failed to attend a school Attendance Meeting at (School Name) on (date) to discuss (Child name)'s attendance. We have therefore not had the opportunity to agree an action plan to improve (name)'s school attendance.

Your child's attendance is currently xx% and I enclose a copy of your child's attendance certificate for your information.

I would remind you of your legal responsibility to ensure that your child attends school regularly.

(name)'s attendance will be monitored over the next few weeks. Any further absences will be recorded as unauthorised by the school unless medical evidence is provided by you to confirm that your child was unfit to attend. This could be a medical note from your doctor or a copy of a prescription.

I must advise you that further unauthorised absences may lead to the Local Authority considering Legal Proceedings.

Please ensure that you attend any further meetings that are arranged.

Yours sincerely,

Name of Deputy Headteacher (Pastoral)
Deputy Headteacher (Pastoral)

Enc: Attendance Certificate

Copies to: Deputy Headteacher (Pastoral), Child Protection and Attendance Leader
File



Appendix 9d - Invitation to School Attendance Meeting supported by Local Authority Attendance Officer

Letter AO4

Date

School Reference

Parent/Carer Name and Address

Dear Parent/Carer Name(s),

Re: Full Name of Pupil and DoB:

Further to my previous letters of (date) and (date)* I am writing to advise you that **Pupil First Name's** school attendance has not improved significantly. A copy of the attendance certificate is attached.

I am now inviting you to a School Attendance Meeting

On.....at.....am/pm

To be held at

Please be advised that your child's attendance has now been referred to the Local Authority Attendance Service.

It is important that you and Pupil First Name attend this meeting when we will discuss any issues which are impacting on **Pupil First Name's** attendance and agree an action plan to improve the situation.

A Local Authority Attendance Officer will be present at this meeting.

May I remind you that it is your legal responsibility to ensure the regular attendance of your child at this school.

If the reasons given for your child(ren)'s absence from school are not satisfactory then the Local Authority may take legal proceedings against you for your failure to comply with the law. This may result in:

- A Penalty Notice requiring the payment of a penalty up to £120 per parent per child. Failure to pay the penalty due will result in prosecution before Magistrates Court.
- Prosecution under Section 444(1) Education Act 1996, where if convicted you may be fined up to £1,000.
- Prosecution under Section 444(1a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or a custodial sentence.

Yours sincerely,

Name of Assistant Headteacher
Assistant Headteacher

Copy to: Deputy Headteacher (Pastoral), Child Protection and Attendance Lead
File
Attendance Officer



Appendix 9e – 20 Day Reminder Letter

Letter AO7

SCHOOL HEADED PAPER AND LOGO

Date

**(Parents/Carer name
and
last known address)**

Dear Parents/Carers name,

Reference: Child(ren's) Name(s) and date(s) of birth

I am writing to inform you that **(name)** will be deleted from our Admissions register under Section 8.-(1) (h), (i), (ii), (iii) of the Education (Pupil Registration) (England) Regulations 2006 should they fail to return to school by the time that registration ends on (20 school days from the date of this letter or 20 school days from first date of authorised or unauthorised absence).

The school is permitted to take this action if your child(ren) have not returned by the date specified because the following applies under Section 8 (h) - that he/she/they will have been continuously absent from school for a period of not less than 20 school days and

- (i) at no time was the absence during that period authorised by the proprietor in accordance with regulation 6 (2);
- (ii) the proprietor does not have reasonable grounds to believe that the pupil(s) is/are unable to attend the school by reason of sickness, or any exceptional circumstance;
- (iii) both the proprietor of the school and the local authority have failed, after reasonable enquiry, to ascertain where the pupil(s) is/are.

In line with our safeguarding procedures, all details will be sent to the Children Missing Education Tracking Officer at Peterborough City Council for further investigation.

Should you return to Peterborough you will need to make a formal application to Peterborough City Council, School Admissions for another school place for **<child's name>**.

If you disagree with the above action or wish to discuss, please do not hesitate to contact us as a matter of urgency.

Yours sincerely

Headteacher

Copy to: Attendance Officer
File



Appendix 9f - Expressing Concern about Poor Attendance in Year 11

Letter AO8

Parent/Carer Name and Address

Dear Parent/Carer name,

Re: «Student Name» Date of Birth: «Students DOB»:

I am writing to express concern that **«Childs name»** has failed to attend regularly at **(Name of School)** during this final year of his/her GCSE coursework, revision and preparation for forthcoming examinations in May/June of this school year.

Regular attendance is a legal requirement and is essential if you wish your child to make the best of their remaining time in compulsory education. I wish to remind you that **«Childs name»** remains of compulsory school age until **(date)**.

It is your legal responsibility to ensure the regular attendance of your child at this most important time of his/her education. Please be aware that it will be illegal for **«Childs name»** to enter into full-time paid employment until the official leaving date above.

If your child is experiencing any particular issues or problems that the school may not be aware of please contact **(School Name)** as soon as possible on **(telephone number)** or **(email address)**.

Yours sincerely,

School Signatory

Copy to: Deputy Headteacher (Pastoral), Child Protection and Attendance Lead
File

Appendix 9g

English

It is important that you understand the information attached as it may have legal implications. If you have any difficulty you may want to seek advice in your first language.

Bengali

আপনার এটা বাবা

পূর্ণ য এর সাথে য তথ আ কােনা রেয়েছ, তার হয়ত আইনগত িনিহতাত থাকেত

পাের। আপনার যিদ কান অসুবিধা হয়, তাহেল আপিন হয়ত আপনার মাতৃভাষায় পরামশ িনেত চাইত পােরন।

Bulgarian

Моля обърнете внимание, че приложената информация може да доведе до юридически последствия за Вас. Ако имате затруднения в разбирането ѝ, моля потърсете съвет на родния си език.

Chinese

对您至关重要的是一定要明白所附资料的内容，因为资料可具有法律意义。如果您有困难，您可以寻求使用您的母语而提供的建议。

Croatian

Važno je da razumijete informacije u prilogu jer mogu imati zakonske implikacije. Ako imate bilo kakvih poteškoća, možda želite tražiti savjet na vašem maternjem jeziku.

Czech

Je důležité, abyste přiloženým informacím porozuměli, protože mohou mít právní důsledky. Pokud s tím máte potíže, můžete požádat o pomoc ve vašem prvním jazyce.

Greek

Είναι σημαντικό να κατανοήσετε τις συνενωμένες πληροφορίες επειδή μπορεί να υπάρξουν ποινικές επιπτώσεις. Εάν αντιμετωπίσετε οποιεσδήποτε δυσκολίες στην κατανόηση των πληροφοριών μπορείτε να επικοινωνήσετε να λάβετε συμβουλή στην μητρική σας γλώσσα.

Gujarati

એ મહ વ ુંછેક તમેઆ સાથેસમાવેલી મા હતી સમજો કારણ ક તેના કાયદસર ભાવો હોઈ શક. જો તમને કોઈ ુ કલી નડ, તો તમે તમાર મા ભ ુ ાષામાં સલાહ મેળવવા ુંછ છ શકો છો.

Hindi

यह ज़रूर है कि आप संलग्न जानकारी को समझें क्योंकि इसके कानूनी न हताथ हो सकते हैं। अगर आपको कोई कठिनाई है, आप अपनी मातृभाषा में सलाह ले सकते हैं।

Hungarian

A mellékelt anyagnak jogi vonatkozása lehetnek, ezért a szöveget pontosan értenie kell. Barmilyen problema esetén szíveskedjek anyanyelvi magyarázatot kérni.

Italian

E' importante comprendere le informazioni in allegato poiche possono avere implicazioni legali. Se si riscontrano difficolta, si consiglia di farsi consigliare nella propria madrelingua

Kurdish

شت کی گرنه که له زانیارییه هاو پ چکراوهکان ت بگهیت چونکه رهنه کاریهی یاساییان هه ت . نهگه ههک شهیهکت ههیه رهنه باشت
ب ت که داوای ر نیایی بگهیت به زمانی بهکهمی خوت .

Latvian

Ir svarīgi, lai Jūs saprastu, ka pievienotajai informācijai var būt juridiskas sekas. Ja Jums ir
jebkādas neskaidrības, iespējams, varat vēlēties meklēt padomu savā pirmajā valodā.

Lithuanian

Yra svarbu, kad jūs suprastumėte, kad pateikta informacija gali turėti juridinę reikšmę. Jei
jums iškiltų sunkumų, jūs galite kreiptis dėl patarimų savo gimtąja kalba.

Pashto

دا مهمه ده چې تاسي په ضمیمه شوي معلوماتو پوه شی که چېرې کېدای شي دا قانوني اغېزې ولري
که تاسي کومه ستونزه لرئ نو باید په خپله لومړن ژبه کې مشوره و غواړئ .

Polish

Z załączonych informacji mogą wynikać konsekwencje prawne, dlatego należy dokładnie się
z nimi zapoznać. W razie jakichkolwiek trudności można zasięgnąć porady w języku
ojczystym.

Portuguese

E importante que compreenda que a informacao em anexo, dado que esta pode ter
implicacoes legais. Se tiver qualquer dificuldade, podera obter aconselhamento na sua lingua
materna.

Punjabi

ieh jr<rl h> ic n&WI clVI h~el jANcArI dl VUhAn*< smJ l&gE icuU: ic ies dE cAn*<nI BAv arW h~ scdE hn. jE
VUhAn*<c~el vl mUScl pES aA rhl h~vE V; SAied VUSl: aApNI mAV BASA iv&C slAh pqApV crnI CAh~:gE.

Romanian

Este important să înțelegeți informațiile atașate intrucat acestea pot avea implicații de natură
juridică. Dacă întâmpinați dificultăți de orice natură, poate doriți să căutați consiliere în limba
dumneavoastră maternă.

Russian

Очень важно, чтобы Вы хорошо понимали всю информацию, изложенную в
приложении, так как это может иметь правовые последствия. Если у Вас возникнут
трудности, обратитесь за советом на своем родном языке.

Slovak

Je dôležité, aby ste porozumeli pripojeným informáciám nakoľko to môže mať právne
dosledky. Ak máte akekoľvek problémy, možno budete chcieť požiadať o radu vo vašom
vlastnom jazyku.

Turkish

Yasal sonuçları olabileceğinden dolayı ekteki bilgileri anlamanız önemlidir. Eğer herhangi bir
zorluk yaşıyorsanız, kendi dilinizde tavsiyeye başvurmak isteyebilirsiniz.

Urdu

یہ اہم ہے کہ آپ منسلک معلومات کو سمجھیں جیسا کہ اس کے قانونی مضمرات ہو سکتے ہیں . اگر آپ کو کوئی تنگی ہے تو ہو سکتا ہے کہ آپ
اپنی پہلی زبان میں مشورہ حاصل کرنا چاہیں .



Appendix 9h - Penalty Notice Final Warning letter for PA NSA

Issued by school to EACH parent/carer for EACH child

Parent/Carer Name and Address

Dear Parent/Carer,

Unauthorised School Absence - Fixed Penalty Notice Warning

Fixed Penalty Notices were introduced under the Anti-Social Behaviour Act 2003 as an additional sanction to address the problem of poor school attendance.

These Notices add to the Local Authority's existing legal powers to enforce attendance. Cases of persistent and/or unauthorised absence remain subject to action under the wider powers of the 1996 Education Act, which include prosecution and a criminal record if convicted.

This means that where pupils have unauthorised absences from school (i.e. any absence that the school has not given permission for) their parents/carers may be subject to the issuing of a Penalty Notice.

Receipt of this letter means that your child (Pupil's Name's) has been noted as having xxx unauthorised absence from school in the period from xx to xx (see attached attendance certificate).

This letter is a formal warning letter notifying you that should there be any further unauthorised absences within the next 30 School days (15 days if for Y11 summer term), the school will consider requesting that a Penalty Notice is issued by the Local Authority.

It is your legal responsibility to ensure the regular attendance of your child at this school.

If you have any evidence in support of the unauthorised absences please can you submit them to the school for consideration.

Advice or support regarding your child's attendance can be obtained from the school.

Yours sincerely,

Headteachers Name
Headteacher

Copies to: Deputy Headteacher (Pastoral), Child Protection and Attendance Leader
Attendance Officer
File



Appendix 9i - Further Absence/Notification of Penalty Notice Request

Issued by School and sent to each parent individually

Parent/Carer Full Names and Address

Dear Parent/Carer,

Re:

Date of Birth:

Further to the Warning Letter **DATED** that was hand delivered/posted to you, I am writing to advise you that the above named child has had a further XX unauthorised absences.

This means that they have been noted as having XX unauthorised absences from school during the period from *** (SEE SCHOOL NOTE BELOW) XX/XX/XXXX TO XX/XX/XXXX (see attached attendance certificate) and therefore The King's (The Cathedral) School will be forwarding a request to the Local Authority for the issue of a Penalty Notice.

Penalty Notices may be issued by the Local Authority at £120 per parent, per child if paid within 28 days, reducing to £60 per parent, per child if paid within 21 days.

Failure to pay the Penalty Notice within the timescales may result in prosecution for the offence of failing to ensure your child's regular attendance at school.

Yours sincerely,

Headteachers Name
Headteacher

Copies to: Deputy Headteacher (Pastoral), Child Protection and Attendance Lead
File

****Period should be 1st day of absence and the date of this warning letter or 30th day of monitoring period whichever is the earliest. (Delete before sending)**



Appendix 9j - Notification No further Absence School not requesting PN

Issued by School and sent to each parent/carers individually

Parent/Carer Full Names
Address

Dear Parent/Carer,

Re: **Date of Birth:**

Further to the Warning Letter that was hand delivered/posted to you dated XX/XX/XXX, the above named child has had no further unauthorised absences (see attached attendance certificate) and therefore The King's (The Cathedral) School will not be requesting that the Local Authority issue a Penalty Notice at this time.

However, there is an expectation that this level of attendance will continue to improve and therefore the school will continue to monitor your child's level of attendance. Should there be any further unauthorised absences within this period The King's (The Cathedral) School may consider further legal action.

Yours sincerely

Headteachers Name
Headteacher

Copies to: Deputy Headteacher (Pastoral), Child Protection and Attendance Lead
File



Appendix 9k

For Legal purposes	Exhibit:	Signed	Page 1 of 2
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Penalty Notice Request Form

School:	The King's (The Cathedral) School			Year Grp:	
Pupil Name:		DoB:		Gender:	
Pupil Address:					
			Postcode:		

If less than 12 months at the address, please indicate date of move:

Date:	
-------	--

Please indicate if there is any Children Social Care or CAF Involvement:

Sibling Name(s)	School(s) Attended	Contacted?
		Y / N
		Y / N

Only parents/carers that have been included in all paperwork can be issued with a penalty notice

Parent/Carer 1		Date of Birth:	
Surname and Title:		First Name:	
Relationship:		Details of any Previous FPN No:	
Address: (if different)		First language inc Dialect:	
	Postcode:	FPN No: (Attendance Use Only)	

Parent/Carer 2		Date of Birth:	
Surname and Title:		First Name:	
Relationship:		Details of any Previous FPN No:	
Address: (if different)		First language inc Dialect:	
	Postcode:	FPN No: (Attendance Use Only)	

Parent/Carer 3		Date of Birth:	
Surname and Title:		First Name:	
Relationship:		Details of any Previous FPN No:	
Address: (if different)		First Language inc Dialect:	
	Postcode:	FPN No: (Attendance Use Only)	

Reason for Request: (Please tick appropriate box)

<input type="checkbox"/>	Unauthorised absence of 10% or more with at least 8 sessions of unauthorised absence in any 8 week period (All copies of letters/interventions MUST be submitted with the request).
<input type="checkbox"/>	Single absence event in term time of at least 2 consecutive school days which has not been authorised by the school.
<input type="checkbox"/>	Delayed return from authorised leave of absence without prior agreement between parent and school and without justified reason, leading to unauthorised absence level of 10% or more.
<input type="checkbox"/>	Persistent late arrival to school after register has closed (Code U), causing unauthorised absence to be 10% or more.
<input type="checkbox"/>	Pupil identified in a public place whilst excluded from school (during the first five days of the exclusion period) without reasonable justification.

For Attendance Service use only

Between (1st Date of Absence)

And (2nd Date)

Possible sessions:		Actual :		Authorised sessions:		Unauthorised:		% of absence:		
Approved by LA Attendance Officer	Signed						Date			



For Legal purposes

Exhibit:

Signed

Page 2 of 2

Declaration (To be fully completed by the School/Academy)

For NSA and SAE cases
Is the pupil's full attendance certificate attached: (If over two academic years, both to be included)
For NSA cases only
Is an additional copy of the attendance certificate for the period of the charge only attached (we are unable to process an NSA case without this certificate):
Have the parents/carers been previously warned that a penalty notice could be issued?

YES/NO

YES/NO

YES/NO

Is the Coding correct:

YES/NO

Is the Coding correct:

YES/NO

Date(s) of Warning:

(please add all dates if more than one warning)

I am signing this to confirm that:

- The details within this application, to the best of my knowledge, are accurate.
- The attendance certificate is attached/enclosed and coded correctly.
- The application meets the current Peterborough City Council's Penalty Notice Code of Conduct.
- Where a penalty notice remains unpaid after 28 days and legal proceedings are instigated as a result, a relevant member of staff will be willing to attend court as a witness if the parents/carers(s) plead not guilty.
- All Documentation in relation to the issue of penalty notice(s) by the Local Authority, will be available as evidence if the penalty notice remains unpaid as it may form the basis upon which any legal action will be taken should payment of the penalty notice(s) not be received.
- **A representative from the school will be available to attend court should the case proceed to trial.**

I hereby certify that the attached attendance certificate is an accurate extract of the child's Attendance Register. If required, this can be presented as evidence in court for purpose of any legal actions, under the provision of section 566 of the Education Act 1996.

Signed:

Print Name:

Position:

Date:

**For Leave of Absence - Request needs to be fully completed and submitted to the LA within 20 school days of child's return to school from unauthorised absence.

Please note any incomplete or late applications will not be processed and returned to the school.**

Please return this form to: School Attendance Team (FAO your AO or Attendance Team Manager), Ground Floor, Sand Martin House, Bittern Way, Fletton Quays, Peterborough, PE2 8TY

Copies to: Deputy Headteacher (Pastoral), Child Protection and Attendance Lead
File



Appendix 9I Penalty Notice Request Checklist for Single Absence Events

Please note that in all cases where penalty notices have to be withdrawn by the Local Authority due to material errors or incorrect procedures followed or caused by the school, an administration charge as per current scale of charges see PCC Appendix 11) will be levied.

****This checklist must be sent with the PN request for cross referencing in the Attendance Service**

Before completing the form and submitting please check:

	Action:	Please Tick
1.	Has the period for which the penalty notice is requested been coded correctly?	
2.	Does coding on the register accurately reflect the dates for which the penalty notice is being requested?	
3.	Have sibling(s) schools been contacted to confirm absence	

Completing the Penalty Notice Request Form:

	Action:	Please Tick
1.	Has a request been completed for each child (siblings must have separate request)	
2.	Has the title, first name and surname of each parent/carers been included on the form	
3.	If there are two or more parents/carers, details of all parents/carers should be completed	
4.	Address should be checked with the student, if age appropriate	
5.	Details of any previous PN's issued (if relevant)	

Documentation that MUST accompany the request:

	Action:	Please Tick
1.	Completed Penalty Notice Request Form (see Appendix 10k)	
2.	Attendance certificate (ensuring all unauthorised absences are coded as 'G')	

Where a Leave of Absence Request Form has been completed by parent/carers		Please Tick
1.	Copy of request for leave of absence received from parent/carers and signed by all relevant parent/carers and any letter pertaining to that request (ESSENTIAL).	
2.	Signed copy of letter that school have informed all parents/carers in writing that absence will be unauthorised and that this could lead to a Penalty Notice(s) being issued (ESSENTIAL).	
3.	Reasons for not authorising the absence should be clearly stated to parent/carers (ESSENTIAL).	
4.	Up to date attendance certificate showing the period of absence as unauthorised 'G' (ESSENTIAL).	
Where a Leave of Absence Request Form has NOT been completed by parent/carers		
1.	Up to date attendance certificate showing the period of absence as unauthorised 'G' (ESSENTIAL)	
2.	Evidence as to why the school believe that the absence was for the purpose of a leave of absence without exceptional circumstance (ESSENTIAL)	
3.	Signed copy of the letter to parent from the Headteacher to all parents/carers stating that the absence will be coded as unauthorised as it is believed to be for the purposes of a leave of absence without exceptional circumstances and that a penalty notice may be being issued (ESSENTIAL)	

Please Note: All Documentation provided by the school in relation to the issue of Penalty Notice(s) by the Local Authority, may be used as evidence should the case proceed to court and the parent charged under Section 444 (1) or 444 (1a) of the Education Act 1996.

The information may form the basis of the case upon which any legal action will be taken should payment of the Penalty Notice(s) not be received. This should include a chronological evidence trail of actions taken e.g. letters issued, minutes of meetings held etc and must be included with the request and prosecution takes place.

Any PN requests received that are not completed fully or do not include the relevant supporting evidence will be returned to the school



Appendix 9m - Penalty Notice Request Checklists

Penalty Notice Request Checklist for Persistent Absenteeism

Please note that in all cases where penalty notices have to be withdrawn by the Local Authority due to material errors or incorrect procedures followed or caused by the school, an administration charge as per current scale of charges (see PCC Appendix 11) will be levied.

****This checklist must be sent with the PN request for cross referencing in the Attendance Service**

Before completing the form and submitting please check:

	Action:	Please Tick
1.	Has the period for which the penalty notice is requested been coded correctly?	
2.	Has the period for which the penalty notice is requested been checked for missing marks or coding irregularities?	
3.	Does coding on the register accurately reflect the dates for which the penalty notice is being requested?	
4.	Is the period of the charge a minimum of 8 weeks (80 sessions)?	
5.	Does the period of the charge contain at least 8 sessions of unauthorised absences?	

Completing the Penalty Notice Request Form:

	Action:	Please Tick
1.	Has a request been completed for each child (siblings must have separate request)	
2.	Has the title, first name and surname of each parent/carers been included on the form	
3.	If there are two or more parents/carers, details of all parents/carers should be completed	
4.	Address should be checked with the student, if age appropriate	
5.	Details of any previous PN's issued (if relevant) (IMPORTANT FOR LEGAL PURPOSES)	

Documentation that MUST accompany the request:

	Action:	Please Tick
1.	Completed Penalty Notice Request Form (see Appendix 9k)	
2.	Full Year Attendance certificate (ensuring all absences are coded as unauthorised e.g. no 'N' codes) If absence spans two academic years send both full certificates	
3.	Attendance certificate covering the period of the charge only (ensuring all absences are coded as unauthorised e.g. no 'N' codes) If absence spans two academic years you may need to send two certificates for the period of the charge	
4.	Copies of all letters issued (A1, A2 invite, A2 failed meeting, PN meeting invite, PN Final Warning Letter, PN Further Absence Letter, plus any other letter sent to the parent/carers during the period of the charge (ESSENTIAL)	
5.	Notes of all meetings held at the school/academy by any members of staff (ESSENTIAL)	
6.	Call log of all calls made to and received from the parent/carers (ESSENTIAL)	

Please Note: All Documentation provided by the school in relation to the issue of Penalty Notice(s) by the Local Authority, may be used as evidence should the case proceed to court and the parent charged under Section 444 (1) or 444 (1a) of the Education Act 1996. The information forms the basis of the case upon which any legal action will be taken should payment of the Penalty Notice(s) not be received. This should include a chronological evidence trail of actions taken e.g. letters issued, minutes of meetings held etc and must be included with the request and prosecution takes place.

Any PN requests received that are not completed fully or do not include the relevant supporting evidence will be returned to the school



Appendix 9n - Reasons for Returning a Penalty Notice Request

School	School Attendance Officer	LA AO initials	Date of Return

Please note that this Penalty Notice request has been returned for the following reason(s) and therefore cannot currently be processed:

- ☐ The period for which the Penalty Notice has been requested does not have the appropriate code.
- ☐ There is no explicit reason for refusing the request (not exceptional is not enough)
- ☐ No letter to parent/carers with reason for refusing request explicitly stating reason for refusal
- ☐ No parent request has been submitted
- ☐ One individual per request (multiple children on one request cannot be accepted)
- ☐ Request is not on the current Penalty Notice Request Form
- ☐ Request is for multiple parents and supporting letters are not addressed to both
- ☐ Address on request is incompatible to your correspondence
- ☐ The parents/carers full names are not complete
- ☐ The request(s) are out of timescales to process
- ☐ Address does not match LA database
- ☐ No Attendance Certificate
- ☐ No intervention in the period of the charge apart from a Final Warning Letter
- ☐ When did parents move and do you have proof?
- ☐ Other:

Please Note: All Documentation provided by the school in relation to the issue of Penalty Notice(s) by the Local Authority, may be used as evidence. It may form the basis upon which any legal action will be taken should payment of the Penalty Notice(s) not be received. This should include a chronological evidence trail of actions taken e.g. letters issued, minutes of meetings held etc and must be included with the request



Appendix 9o - Templates for letters to be sent to Parents/Carers regarding Lateness.

Late Letter 1 – Issued when there are more than five Late Marks in a half-term.

Dear Parent's/Carer's name,

Full name of Pupil and DOB

I note from our records that **Pupil's First Name's** continues to regularly arrive late for morning and/or afternoon registration at school. Since the beginning of the current term there have been a number of late registration marks. A copy of the attendance record showing these is attached.

There are two registration sessions each day: Morning Registration is at 8:35 a.m. and Afternoon Registration is at 2:20 p.m. It is a statutory requirement that **Pupil's First Name's** attends school on time for registration every day.

Regular and punctual attendance is a legal requirement and essential if pupils are to make the best use of their time at school. As a result, **Pupil's First Name's** is missing some vital contact with his/her form tutor. Teachers including the Headteacher and Senior Leadership Team, the Form Tutor, the Pupil Development Manager and the Pupil Support Officer use this registration time to inform pupils about activities for the forthcoming day and to educate through form and whole school assemblies.

I will continue to monitor **Pupil's First Name's** punctuality and hope with your support that we will see an improvement for the forthcoming term.

If there are any particular circumstances that the school may not be aware of, please contact the Pupil Support Officer as soon as possible.

Yours sincerely,

Name of Assistant Headteacher
Assistant Headteacher

Copy to: Deputy Headteacher (Pastoral), Child Protection and Attendance Lead
File



Appendix 9p

Late Letter 2

Dear Parent's/Carer's name,

Full name of Pupil and DOB

Further to my previous letter of (date), I note from our records that **Pupil's First Name's** continues to regularly arrive late for morning and/or afternoon registration. Since the beginning of the academic year there have been xx late registration marks.

There are two registrations sessions each day: Morning Registration is at 8:35 a.m. and Afternoon Registration is at 2:20 p.m. It is a statutory requirement that **Pupil's First Name's** attends school on time for registration every day.

Regular and punctual attendance is a legal requirement and essential if pupils are to make the best use of their time at school. As a result, **Pupil's First Name's** is missing some vital contact with his/her form tutor. Teachers including the Headteacher and Senior Leadership Team, the Form Tutor, the Pupil Development Manager and the Pupil Support Officer use this registration time to inform pupils about activities for the forthcoming day and to educate through form and whole school assemblies.

Can I ask you discuss the late marks with Xxx and if there is no improvement in the coming weeks we will need to meet to discuss the way forward.

Yours sincerely,

Name of Assistant Headteacher
Assistant Headteacher

Copy to: Deputy Headteacher (Pastoral), Child Protection and Attendance Lead
File



Appendix 9q

Letter to parent/carer advising of child present in a public place during first 5 days of exclusion Issued by School to EACH parent/carer individually

Parent/Carer's Full Name and Address

Dear Parent/Carer,

Re: < Child's Name> Date of Birth:

It has come to my attention that your child <Child's Name>, <date of birth>, following an exclusion for <XX> days has been present in a public place during school hours on <date> at <description of place seen>.

Sections 103(3) of the Education and Inspections Act 2006 states that: 'if the excluded pupil is present in a public place at any time during the school hours on a school day falling within subsection (2) the parent commits an offence'.

If you are unable to provide satisfactory reasons or prove that there is reasonable justification for your child being in a public place at any time during school hours on a school day by <1 week date>, then The King's (The Cathedral) School may consider requesting Peterborough City Council issue you with a penalty notice.

If a Penalty Notice is issued, you will be liable for a fine of £60 if paid within 21 days or £120 if paid after 21 days but within 28 days. If you fail to pay the fine within 28 days then Peterborough City Council may issue legal proceedings against you. This may result in prosecution under Section 103 of the Education and Inspections Act 2006, where if convicted you may be fined up to £1,000.

May I remind you that it is your legal responsibility to ensure that your child attends school every day and on time.

If you wish to discuss this matter, please contact the school.

Yours sincerely

Headteacher

Copy to: Deputy Headteacher (Pastoral), Child Protection and Attendance Lead
File



Appendix 9r

Leave of Absence Request Form

Child's Name:		DoB:			
Class:		Year:			
Main Parent(s)/Carer(s)					
Surname:		Surname:			
Fist Name:		First Name:			
Date of Birth (for legal purposes in the event of prosecution)					
Date of Birth		Date of Birth:			
Address and Postcode:					
First written language if not English:					
Telephone Contact Nos:					
Siblings / Siblings School (if different)					
Siblings / Siblings School (if different):					
Additional Parent/Carer (Please complete if parents live separately)					
Surname:		First Name:		DoB:	
Address and Postcode:					
Telephone Contact Nos:					
Start Date of Absence:					
Last date of Absence:					
Exceptional circumstance resulting in this request for absence, WITH EVIDENCE ATTACHED: Types of evidence can include, booking details, flight documents, invitations, certificates, Appointment letters:					



I/We understand that a penalty notice may be issued if this request is denied and my/our child is absent during this period. I/we understand that a fine will be payable **per child, per parent of £120 if paid within 28 days but reduced to £60 per child, per parent if paid within 21 days.**

(All Parents/Carers to sign where appropriate)

Signed:

Full Name:

Date:

Signed:

Full Name:

Date:

To be completed by the School:

Date Received by School:			
Total number of days requested:			
Leave of Absence AGREED / DECLINED for the following Reason/s:			
Date of decision letter sent to each parent/carer:			
Headteacher:			
Signed:		Date:	



Appendix 9s - Leave of Absence – no request received

Date

Parent/Carer Name and Address

TO BE SENT TO EACH PARENT INDIVIDUALLY for each child as soon as possible after the child(ren)'s return

Dear (parent/carer's name),

Re: Leave of absence without request

Child's Name:

Date of Birth:

I am aware that your child was absent from school from (date) to (date). I have tried to contact you with regard to these absences but have been unsuccessful.

As you will be aware, as of 1st September 2013 Headteachers are no longer able to grant any leave of absence unless there are exceptional circumstances. It is also stated in our School policy that all requests for leave of absence should be made in writing, in advance of the proposed absence.

As you did not submit a request, the absence has **not been authorised**. However, if you feel that the absence was due to an exceptional circumstance or illness, please provide evidence to this effect no later than (Date - allow one week) and I may reconsider my decision.

I must warn you that failure to ensure your child's attendance is an offence under Section 444 of The Education Act 1996.

If the reasons given for your child's absence from school are not satisfactory then the Local Authority may take legal proceedings against you for your failure to comply with the law. This may result in:

- A Penalty Notice requiring the payment of a penalty up to £120 per parent per child. Failure to pay the penalty due will result in prosecution before Magistrates Court.
- Prosecution under Section 444(1) Education Act 1996, where if convicted you may be fined up to £1,000.
- Prosecution under Section 444(1a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or a custodial sentence.

Please refer to the school's attendance policy and the PCC Code of Conduct for further information, - available on the relevant websites and in hard copy upon request.

If you wish to discuss this further please do not hesitate to contact me.

Yours sincerely,

Name of Headteacher
Headteacher



Appendix 9t - Leave of Absence Response - Request Refused

TO BE SENT TO EACH PARENT/CARER INDIVIDUALLY for each child/ren's

Date

Parent/Carer Name and Address

Dear (parent's/carers' full name),

Re: Leave of absence not authorised

Child's Name: Date of Birth:

I note your request to take <Child(ren)'s Name> out of school during term time between the dates xxxxxxxx to xxxxxxxx.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 states that Headteachers may not grant any leave of absence during term time unless:

- An application has been made in advance to the Headteacher by a parents/carers with whom the pupil(s) normally live(s) with; and
- The proprietor (Headteacher) or person authorised by the Headteacher considers that leave of absence should be granted due to the exceptional circumstances relating to that application.

After carefully considering your application I have decided **not to authorise** your request for leave of absence as I am not satisfied that the exceptional circumstances criteria has been met.

The reason(s) for this is:

<Child's Name> is expected to attend school during these dates and any absence will be considered **unauthorised** absence unless medical evidence is provided.

I must warn you that failure to ensure your child's attendance is an offence under Section 444 of The Education Act 1996.

If the reasons given for your child's absence from school are not satisfactory then the Local Authority may take legal proceedings against you for your failure to comply with the law. This may result in:

- A Penalty Notice requiring the payment of a penalty up to £120 per parent per child. Failure to pay the penalty due will result in prosecution before Magistrates Court.
- Prosecution under Section 444(1) Education Act 1996, where if convicted you may be fined up to £1,000.
- Prosecution under Section 444(1a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or a custodial sentence.

Please refer to the school's attendance policy and the PCC Code of Conduct for further information - available on the relevant websites and in hard copy upon request.

Please note your child(ren) may be at risk of losing their school place if this leave is taken.

I ask that you work with the school to ensure that your child attends school every day.

Yours sincerely,
Name of Headteacher
Headteacher



Appendix 9u - Leave of Absence Response - Request Agreed

TO BE SENT TO EACH PARENT INDIVIDUALLY for each child/ren

Date

Parent/Carer's full name and Address

Dear (parent/carers name),

Re: Leave of absence authorised/part authorised (please delete as appropriate)

Child's Name: **Date of Birth:**

I note your request to take your child (insert name of child), out of school during term time between the dates.....to

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 states that Headteachers may not grant any leave of absence during term time unless:

- An application has been made in advance to the Headteacher by a parent/carers with whom the pupil normally lives with; and
- The proprietor (Headteacher) or person authorised by the Headteacher considers that leave of absence should be granted due to the exceptional circumstances relating to that application.

DELETE PARAGRAPH AS APPROPRIATE

EITHER:

After carefully considering your application I have decided to **authorise** your request in full as I am satisfied that the exceptional circumstances criteria has been met.

OR:

After carefully considering your application, I have decided to **authorise only part of** the period requested, from xxxx to xxxx. Absences outside of this period may be unauthorised and leave you liable to the possibility of receiving a penalty notice from the local authority.

The reason(s) for this is:

If you do not adhere to the agreed dates it will be recorded as an unauthorised absence unless medical evidence is provided. I must warn you that failure to ensure your child's attendance is an offence under Section 444 of The Education Act 1996.

If the reasons given for your child's absence from school are not satisfactory then the Local Authority may take legal proceedings against you for your failure to comply with the law. This may result in:

- A Penalty Notice requiring the payment of a penalty up to £120 per parent per child. Failure to pay the penalty due will result in prosecution before Magistrates Court.
- Prosecution under Section 444(1) Education Act 1996, where if convicted you may be fined up to £1,000.

- Prosecution under Section 444(1a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or a custodial sentence. I ask that you work with the school to ensure that your child attends school every day.

Please refer to the school's attendance policy and the PCC Code of Conduct for further information - available on the relevant websites and in hard copy upon request.

Please note your child(ren) may be at risk of losing their school place if dates are not adhered to.

Yours sincerely,

Name of Headteacher
Headteacher



Appendix 9v - Letter to parent/carers in response to request for evidence - no evidence received

TO BE SENT TO EACH PARENT INDIVIDUALLY for each child/ren

Date

Parent's/Carer's full name and address

Dear Parent's/Carer's name,

Child's Name: **Date of Birth:**

Unauthorised leave of absence from xx/xx/xxxx to xx/xx/xxxx.

We are writing in response to our letter dated xx/xx/xxxx in which we requested further evidence to be provided.

As no response was received by the requested date we would like to advise you that we will be forwarding a request to the Local Authority for the issue of a penalty notice.

Yours sincerely

Name of Headteacher
Headteacher



Appendix 9w - Letter to parent/carers in response to request for evidence - evidence received

TO BE SENT TO EACH PARENT INDIVIDUALLY for each child/ren

Date

Parent's/Carer's full name and address

Dear Parent's/Carer's name,

Child's Name: **Date of Birth:**

Unauthorised leave of absence from xx/xx/xxxx to xx/xx/xxxx.

We are writing in response to our letter dated xx/xx/xxxx in which we requested further evidence to be provided.

Either

Thank you for submitting evidence in respect of the above absence. The Headteacher has reviewed the evidence and has reconsidered their decision on the basis of the information submitted. The School accepts that the absence was due to an exceptional circumstance and therefore will not be forwarding a request to the Local Authority for the issue of a penalty notice.

Or

Thank you for submitting evidence in respect of the above absence. The Headteacher has reviewed the evidence and unfortunately it does not provide a defence to the absence and therefore the original decision to not authorise remains. As the Headteacher does not consider, even with the evidence, that the criterion of 'exceptional circumstances has been met, we will be forwarding a request to the Local Authority for the issue of a penalty notice.

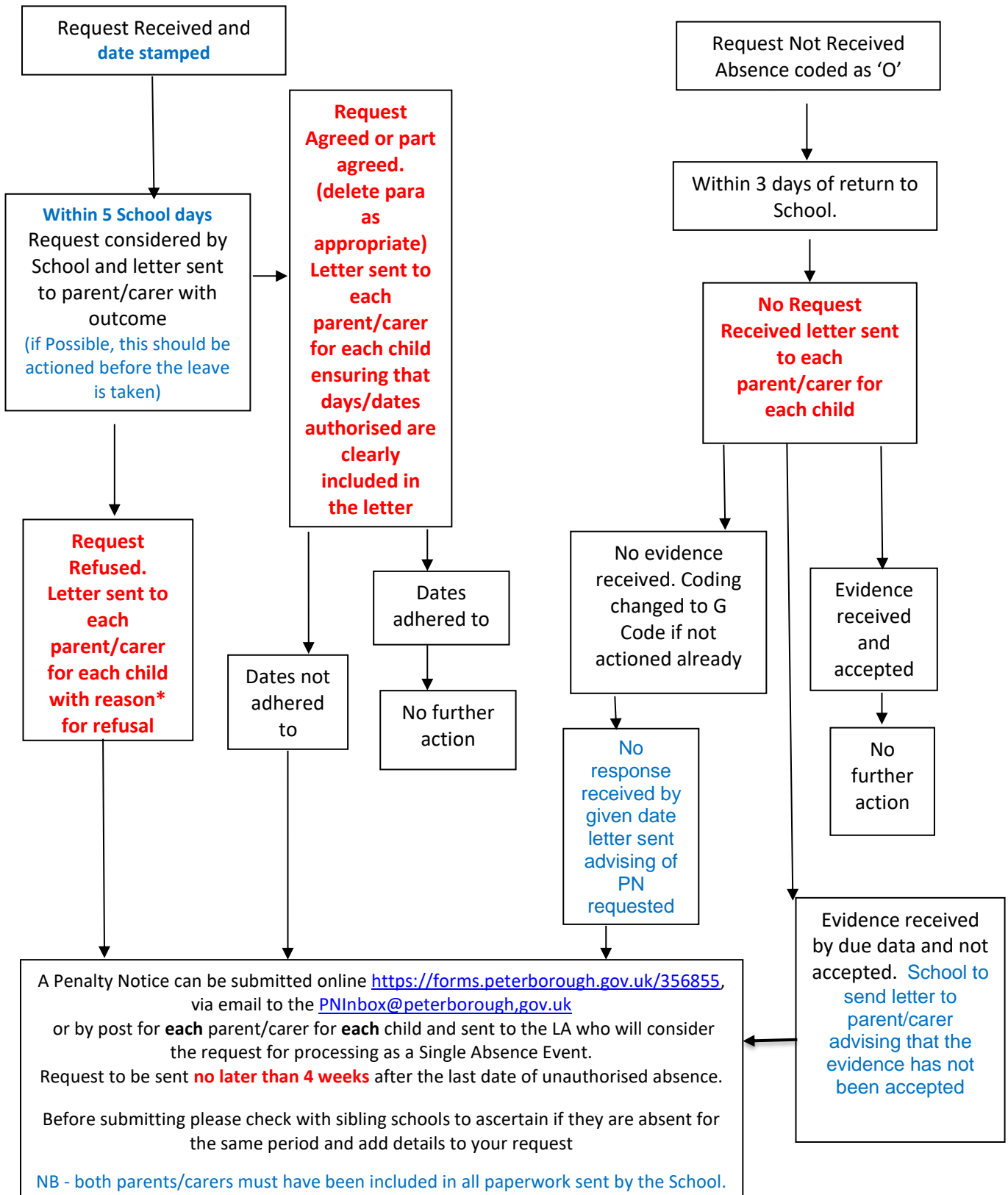
Yours sincerely

Name of Headteacher
Headteacher

Appendix 9x

Process for Requesting a Penalty Notice for a Single Absence Event

For absences involving COVID 19 further guidance can be found at the end of this document (Appendix Z).

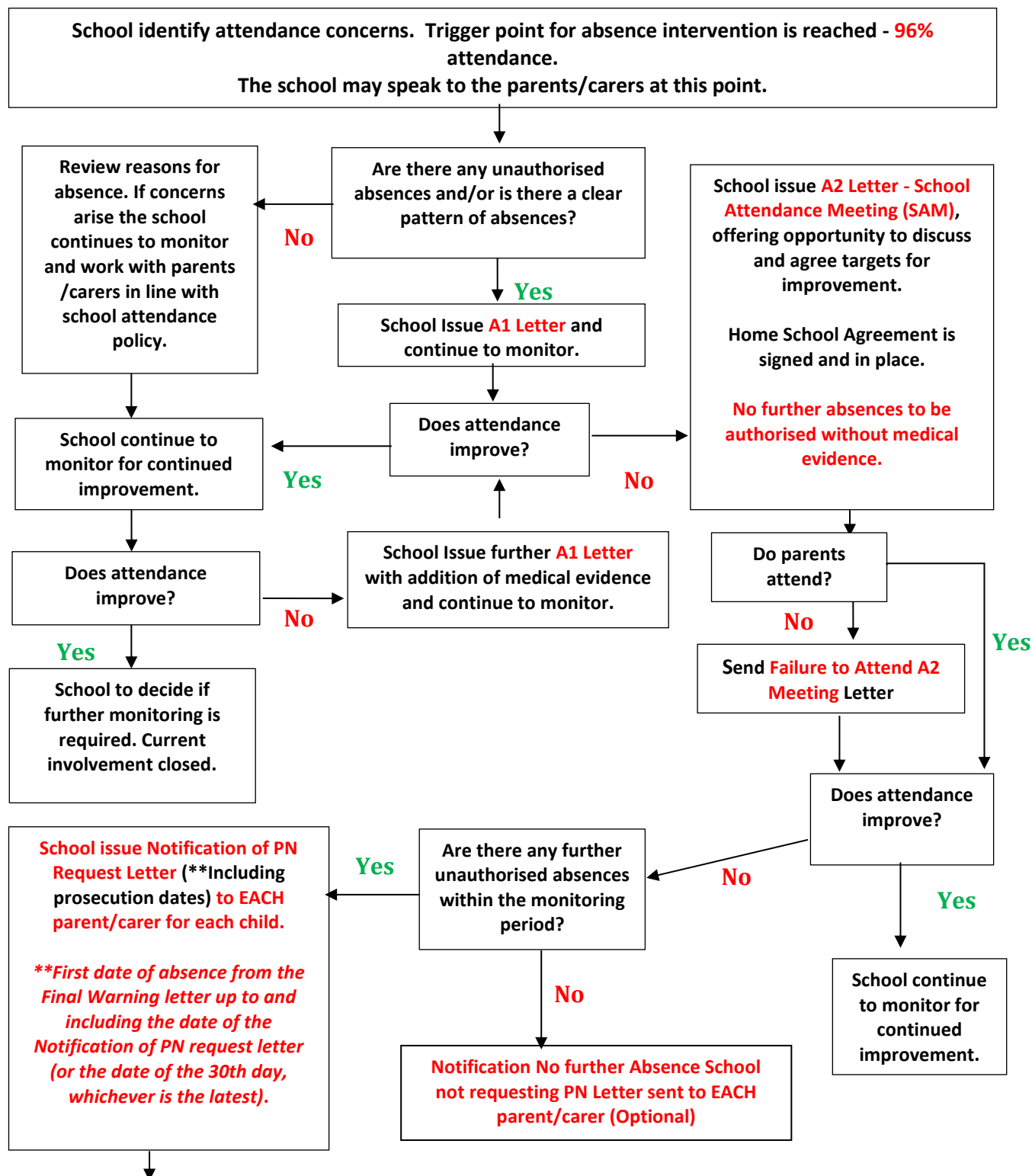


*Please note – Level of attendance is not a reason for refusing a leave of absence request. Neither is the length of the absence. If the length is an issue than it may be a defence in court as to why the school did not part authorise?

Appendix 9y

Process for Requesting a Penalty Notice Procedure for Persistent Unauthorised Absence

Please ensure that any contact with parents/carers, verbal or written are recorded, dated and signed



A Penalty Notice can be submitted online <https://forms.peterborough.gov.uk/356855>, via email to PNInbox@peterborough.gov.uk or by post for **each** parent/carer for **each** child and sent to the LA who will consider the request for processing (**provided both parents have been involved since the beginning of the absence interventions**) for processing as a Non School Attendance Penalty Notice.

Request to be sent no later than 4 weeks after the last date of unauthorised absence.