

Hillside Primary School

Attendance Policy



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1. Introduction

1.1 Hillside Primary School is committed to providing an education of the highest quality for all its pupils / students and recognises this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief 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.

1.2 The whole school community – pupils / students, 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 the policy is to clarify everyone's part in this.

1.3 The policy has been drawn up after consultation with all staff and school governors and is based on current government and Local Authority guidance and statutory Regulations. The school will ensure that all members of the governing body know of the policy and have access to it.

2. School's roles and responsibilities

2.1 All staff (teaching and support) at Hillside Primary 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.

2.2 The office administrators will ensure that up-to-date attendance data and issues are shared weekly with the Head teachers, and made available to all staff and parents (who will regularly be reminded about the importance of good school attendance) and that a report is prepared for the governing bodies in the Head teachers' Report. They will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

2.3 Registration

i) The school is required to mark the attendance register twice each day; once at the start of the day and once during the afternoon session, using the prescribed codes (see *Appendix 1*).

ii) The registers will be called promptly by each class teacher and a mark will be made during the registration period in respect of each child.

At Hillside Primary School these times are 8.50am and 1.05pm.

iii) The registers will close no later than 30 minutes after they have been opened. Any pupil who arrives **after** the closing of the register will count as **absent**. Pupils who arrive before the register closes will be counted as **present** but will be dealt with under the school's policy on punctuality and lateness

2.4 Categorising absence

i) A mark will be made in respect of each child during registration. Any child who is not present at this time will be marked unauthorised absence unless leave has been granted by the schools in advance or the reason for absence is already known and accepted by the schools as legitimate. Where a reason for absence is given and accepted by the schools at

a later stage, the register will be amended i.e. an 'I' to denote illness added to the original entry on receipt of an explanatory letter. The decision about whether the absence should be authorised or unauthorised rests with the admin managers.

ii) Hillside Primary School recognises the clear links between attendance and attainment, and attendance and safeguarding children. It recognises that inappropriate authorisation of absence can be as damaging to a child's education as authorised absence, will potentially send a message to parents that any reason for non-school attendance is acceptable and can render children extremely vulnerable to harm. If absence is frequent or continuous, and except where a child is clearly unwell, staff at the school will therefore challenge parents about the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a pupil's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence **will always rest with the School**.

iii) If no explanation about an absence is received by the schools **within 2 weeks**, the absence will remain unauthorised;

iv) Absence will be authorised in the following circumstances:

- (a) Where leave has been granted by the schools in advance, for example –
 - a pupil is to participate in an approved performance for which a licence has been granted by the Local Authority,
 - a pupil is involved in an **exceptional** special occasion – in authorising such an absence the individual circumstances of the particular case and the pupil's / student's overall pattern of attendance will be considered,
- (b) Where the schools are satisfied that the child is too ill to attend;
- (c) Where the pupil has a medical appointment (although parents should be encouraged to make these out of school hours wherever possible, and to return their child to school immediately afterwards – or send him / her to school beforehand)
- (d) Where there is an unavoidable cause for the absence which is beyond the family's control, e.g. extreme weather conditions;
- (e) The absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's parents belong;
- (f) the pupil is of no fixed abode, his/her parent is engaged in a trade which required him/her to travel, the pupil / student has attended school as often as the nature of the trade permits **and**, have reached the age of six, he/she has attended 200 sessions in the preceding 12 months;
 - In other **exceptional circumstances** (e.g. a family bereavement) and **for a very limited period**.

v) Except in the circumstances described above, absences will be unauthorised. Some examples of reasons for **not** authorising absence would be:

- no explanation has been given by the parent;
- the school is not satisfied with the explanation;
- the pupil is staying at home to mind the house;

- the pupil is shopping during school hours;
- the pupil is absent for **unexceptional** reasons, e.g. a birthday;
- the pupil is absent from school on a family holiday
- the pupil is absent from school on a family holiday because the holiday is cheaper during term time;
- The pupil has been stopped during a truancy sweep and is unable (or the parent is unable) to give a satisfactory reason for the absence.

2.5 Approved educational activity

Where a student is engaged in off-site approved educational activities, the schools will check his/her attendance on a daily basis before entering the appropriate code in the register.

2.6 Staff Training

The Head teachers and/or Office Administrator will ensure that all staff responsible for taking registers, including any temporary or supply staff, receive sufficient training to enable them to perform the task accurately.

3. Collection and analysis of data

3.1 The Office Administrator will ensure that attendance data is complete and accurate. The Head teachers will report to parents and the governing bodies (see para. 2.2 above). The governors' report should include commentary on the trajectory and the school target. The data will inform the school's future practice to improve attendance and prevent disaffection.

3.2 Accurate attendance returns are made to the DFE within the stipulated time frame.

3.3 The schools attendance last year (2016/17) was 95.9%
The schools attendance target for this year (2017/18) is 96%

4. Systems and strategies for managing and improving attendance

4.1 Attendance has a very high profile at Hillside Primary School. Parents are reminded in newsletters and on the information screens about the importance of good attendance and its links to attainment.

4.2 First Day Absence

All phone messages regarding sickness or late attendance are recorded in the desk diary. Parents are expected to contact and inform the school of illness on the first day of absence, as set down in the school prospectus.

If no phone call is received by the school by 9 am, the School Secretary or Admin Assistant will contact the parents/carers concerned by telephone. Information received is recorded in the register and the teacher is informed.

4.3 Third Day Absence

The School Admin assistant will ring the parent/carer for an update on the situation.

4.4 Fifth Day Absence

The School Admin assistant will ring the parent/carer for an update on the situation.

4.5 Ten Days Absence

Any pupil who is absent without an explanation for 10 consecutive days will be referred to the Norfolk Pupil Attendance Service. The school will include details of action that they have taken.

4.6 Meetings with parents

Where there is an emerging pattern to a pupil's absence over a 3 to 4 week period (or sooner if staff are particularly concerned), with or without explanation, the school will invite parents to a meeting to discuss the reasons for the absences. In some cases, it may be necessary to put a Reintegration Plan in place (see 4.7 and Appendix 8) to quickly resolve the situation.

4.7 Reintegration Plan

When a child has had a significant amount of time off school (e.g. medical, behaviour, refusal etc.) a Reintegration Plan will be put in place. The plan will be in agreement with the pupil and their parents, and will target a full return to education by the end of a 6 week period. It will be explained to parents that any future absences will be unauthorised unless there is clear evidence of a good reason for them.

When will a Penalty Notice be issued?

Hillside Primary School aims to work with parent/carers to improve pupil attendance. The individual schools are required to submit reports to Norfolk County Council, who may issue Fixed Penalty Notices in the following situations, where unauthorised absence meets the criteria for legal intervention:

Where a pupil is stopped with parents/carers during a truancy sweep and the absence is not authorised by the school

85% attendance or less, with at least 15% unauthorised absence over a 6 week period for reasons other than unauthorised term time holiday or

Where a pupil has 10 consecutive sessions of unauthorised absence.

4.7 Referral to the Education Attendance Service

If there continues to be unauthorised absences by the end of the specific time (or sooner if the pupil is failing to attend school at all), the matter will be referred to the school attendance officer.

A standard letter is sent from the school to parents of any children whose attendance falls on or below 90%

4.8 Lateness and punctuality

Pupils are expected to arrive at school, and be in the correct room for registration, on time every day. It is very disruptive to their own education, and that of others in their class, if they are late. Pupils who arrive after the register closes (see para. 2.3 (iii) on page 4) will be marked absent for the whole session (a session being a morning or an afternoon). This absence will be unauthorised unless the school is satisfied that there is a legitimate reason for the pupil to be late. Such a reason will not include things such as missing the bus, clothes in the washing machine or lost shoes. A pupil who is persistently absent by reason of lateness will be dealt with in the same way as other students with an emerging pattern of absence (see para. 4.3). If the matter is not resolved quickly, it will be referred to the Education Attendance Service.

4.9 Pupils who arrive late for school but before the register closes will be reminded that they are late and asked for a reason. The register will be marked L so that any emerging patterns can be quickly monitored.

4.10 For health and safety reasons it is important that the school knows who is in the building. Pupils arriving late- after the register has been sent to the office should therefore report to the office. It is important that all pupils arriving late following this procedure.

4.11 For the same reason it is important that pupils leaving the premises legitimately (eg for a medical appointment), or returning to school later in the day sign in and out at the office.

4.12 Post-registration truancy

Post-registration truancy occurs when a pupil goes missing from school having previously registered for the session. This behaviour not only means the pupil will not be receiving a full-time education, it also potentially renders him/her vulnerable to harm. Hillside Primary School takes this very seriously and will endeavour to ensure it does not happen. If, however, a pupil appears to have left the premises without authorisation, the school will try to make contact with his/her parents immediately.

5. Term-time Holidays

5.1 Amendments to the Education (Pupil Registration) (England) Regulations 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances, such as a family bereavement or time of family crisis where travel is needed

Head teachers should determine the number of school days a child can be away from school if the leave is granted.

5.2 All requests for a leave of absence will be responded to in writing giving the reasons for the decision.

6. Parents' / carers' responsibilities

6.1 The prime responsibility for ensuring children receive an appropriate and full-time education rests with parents / carers (defined by the Education Act 1996 as those with parental responsibility and those who have the care of a child), who will be supported and encouraged by The Acorn Co-operative Learning Alliance

6.2 Hillside Primary School expects parents / carers will:

- ensure their children attend the school regularly;
- support their children's attendance by keeping requests for absence to a minimum;
- Not expect the school to automatically agree any requests for absence, and not condone unjustified absence from school.

6.3 Parents will also be expected to:

- Notify the school on the first day of absence before 9 am.

- ensure their children arrive at school on time, properly dressed and with the right equipment for the day;
- work in partnership with the school, for example by attending parents' meetings and consultations, taking an interest in their children's work and activities;
- Contact the school without delay if they are concerned about any aspects of their children's school lives. Hillside Primary School will endeavour to support parents to address their concerns.

7. Pupils' responsibilities

7.1 All pupils should be aware of the importance of regular school attendance. If they are having difficulties that may prevent them from attending school regularly, they should speak to their class teacher or head teacher.

7.2 Pupils should attend all their lessons on time, ready to learn. If they have been absent from school they should give their class teacher a note from their parents to explain the absence. Pupils also have a responsibility for following school procedures if they arrive late.

8. Governors' responsibilities

8.1 The governing body shall make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school.

9. Covid-19

It is vital for all children to attend school to minimise, as far as possible, the longer-term impact of the pandemic on children's education, wellbeing and wider development.

Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance has therefore been mandatory from the beginning of the autumn term 2020. This means from that point, the usual rules on school attendance apply, including:

- parents' duty to secure their child's attendance regularly at school (where the child is a registered pupil at school and they are of compulsory school age)
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

In addition, children should only remain at home if they are displaying symptoms of or test positive for Covid-19, or if they have been in close contact with someone who has tested positive for Covid-19. Children who are required to isolate for being in close contact with someone who has tested positive for Covid-19, are required to undertake remote learning and although they will receive an authorised absence, this will not have a negative impact on their overall attendance record.

10. Reviewing the policy

The school will review this policy each year with an allocated **School Attendance Officer**.

Designated Governor Committee: Curriculum Committee

Head teacher: Simon Minter

Date: September 2020

Review date: September 2021

REGISTER CODES

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Non-compulsory school age absence	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

APPENDUM CODE X ALSO USED FOR: not attending in circumstances relating to coronavirus (COVID-19)



APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Important Information for Parents

- Head teachers comply with the 2013 amendment to the Education (Pupil Registration) (England) (2006) Regulations 2013 which means that they cannot authorise a leave of absence from school unless it is exceptional; every case should be treated on an individual basis and with due consideration of the circumstances. Ultimately, it is the Head teacher of the school who decides if a period of leave during term time should be authorised or not
- Head teachers may grant leave of absence if they consider exceptional circumstances apply
- If the exceptional circumstances are agreed, the Head teacher will determine the length of the absence authorised
- Requests for leave of absence should be made in advance and before any arrangements are confirmed or money committed
- If leave of absence is granted please contact school to discuss measures to minimise the impact of the absence on your child's academic progress
- This form **MUST** be completed by the parent who intends to remove the pupil from school during term time
- Failure to make a request for a leave of absence in advance will result in the absence taken being recorded as unauthorised

Please note: Parents do not have any legal entitlement to take their child on holiday during term time.

I wish to apply for Leave of Absence from school to be granted to:

Full name of child/ren.....

Address.....

From (1st day of absence)..... To (last day of absence).....

Total number of school days..... Expected date of return to school.....

Reason for proposed absence - please provide reasons to support the application including evidence:

Please read the following and sign to indicate you agree:

I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time, and accept that this may have a detrimental impact on my child/ren's progress. I undertake to make sure my child/ren catch up with any work that is required of them.

Signature of parent(s)/carer(s):

Date:

Your request for leave of absence from school during term time has been considered and has been:

Agreed Days agreed Not agreed

Signature of Headteacher:



HILLSIDE PRIMARY SCHOOL

Lords Lane, Bradwell, Great Yarmouth,
Norfolk NR31 8PA

Head Teacher : Mr S Minter M.Ed, B.Ed, B.Phil, NPQH

Tel: 01493 661399 Fax: 01493 443153

Email: head@hillside.norfolk.sch.uk

Dear Mr and Mrs

Re

I have recently received a request for authorisation of absence that you wish to take during the school term. I have considered the reason given as to why this absence should be authorised and I have decided that I am able to grant this request on this occasion due to the very exceptional circumstances.

However, I do need to make you aware that evidence shows that absence from school at the Primary stage of a child's education has a direct impact on their final success at High School – it is very difficult for any child to make up for missed time in school. I must also remind you that the law says that parents and carers do not have the legal right to take their child out of school for any reason in term time. Therefore, I will not be able to authorise any further absences after this one.

Yours faithfully

Mr S Minter
Head Teacher



HILLSIDE PRIMARY SCHOOL

Lords Lane, Bradwell, Great Yarmouth,
Norfolk NR31 8PA

Head Teacher : Mr S Minter M.Ed, B.Ed, B.Phil, NPQH

Tel: 01493 661399 Fax: 01493 443153

Email: head@hillside.norfolk.sch.uk

Date

Dear **Parents**

Re: **Child's Name**– leave of absence request for **Date** to **Date**

I have recently received a request for authorisation of absence that you wish to take during the school term. I have considered the reasons given as to why this absence should be authorised and I am afraid that I am unable to grant this request on this occasion.

I realise that this decision may be disappointing but the guidance given to schools is that leave may only be taken in “exceptional circumstances”. Evidence shows that absence from school at the Primary stage of a child’s education has a direct impact on their final success at high school – it is very difficult for any child to make up for missed time in school.

I must also remind you that the law says that parents and carers do not have the legal right to take their child out of school for any reason in term time, therefore, if you proceed with this leave and take your child out of school, the absences will be treated as unauthorised and recorded as “G” on your child’s attendance record.

Yours faithfully

Mr S Minter
Head Teacher



Hillside Primary School
Lords Lane
Bradwell
Norfolk
NR31 8PA

Dear Mr and Mrs -----

Name DOB xxxxxxxx – Leave of absence request response

Thank you for writing to us to let us know you would like to take NAME out of school from xxxxxxxxxx to xxxxxxxx for REASON.

Government guidelines prevent Headteachers from granting any leave of absence during term time, unless there are exception circumstances. The reason you have given does not fall into the category of 'exceptional circumstances'. Therefore, should your child miss school on these dates the absence will be recorded as unauthorised.

I will be referring the matter to the Local Authority for consideration of further action and as such I need to make you aware that the outcome could be a Penalty Notice, payable direct to the Local Authority. The Penalty Notice is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days of receipt. If the Penalty Notice is not paid within 28 days, the local authority may instigate legal proceedings under section 444(1) of the Education Act 1996. If found guilty of an offence under this Act, parents will receive a criminal record and could be fined up to £1000.

I realise that many parents do not take their children out of school during term time as they recognise the significant impact this can have on their child's education. We support the government's stance on trying to reduce the amount of school missed and we hope that you will continue to support us by not planning a leave of absence during term time.

Yours sincerely

Mr S Minter
Head Teacher



HILLSIDE PRIMARY SCHOOL

Lords Lane, Bradwell, Great Yarmouth,
Norfolk NR31 8PA

Head Teacher : Mr S Minter M.Ed, B.Ed, B.Phil, NPQH

Tel: 01493 661399 Fax: 01493 443153

Email: head@hillside.norfolk.sch.uk

Date: **15th October 2020**

Dear Parent/Carer

Attendance at School and legal intervention

Research commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. At Hillside our aim is to work with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This letter is to remind all parents/carers regarding the law that requires them to ensure that their child attends school regularly. The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment.

In the DfE policy document entitled 'School Attendance: Guidance for maintained schools, academies, independent schools and local authorities' it states '*Head teachers should not grant leave of absence unless there are exceptional circumstances. **The application must be made in advance** and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. **A leave of absence is granted entirely at the head teacher's discretion***'

If the school does not receive a request for leave, the head teacher will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. There will be no obligation on the head teacher to reconsider authorising the leave if an application has not been made in advance.

The Local Authority operates a system where any pupil will meet the criteria for legal intervention where they have:

- At least 9 sessions (4.5 school days) lost to unauthorised absence by the pupil during the last 6 school weeks

The intervention could be in the form of a Fixed Penalty Notice. Any pupil at Hillside who meets the criteria, will be referred to the Local Authority for action to be considered.

If a Fixed Penalty Notice is issued it is a fine of £60 per parent per child which must be paid in one payment within 21 days. If unpaid, a further invoice for £60 per parent per child is issued; both invoices would then have to be paid making a total payment of £120 in 28 days. You should be aware that failure to pay the total amount within the timescale will result in legal action being taken.

I hope we can count on your support in this matter, please do not hesitate to contact me if you have any questions.

Yours sincerely

Mr S Minter
Head Teacher



Norfolk County Council

Appendix 7

Referring School
School Name*: Click or tap here to enter text.
Name of referrer*: Click or tap here to enter text.
Role of Referrer*: Click or tap here to enter text.
School DFE Number*: 926 Click or tap here to enter text.
Contact Telephone Number of Referrer*: Click or tap here to enter text.
Contact email of referrer*: Click or tap here to enter text.
Please read the statement below and click the check box in agreement. <i>I agree to support the full process of Fixed Penalty Notice, including providing witness statements and S566s if cases proceed to prosecution. The Headteacher agrees, that where a referral is completed by a member of staff other than Headteacher this will still be the case. I can confirm that our school attendance policy clearly lays out the expectations for pupil attendance and what regular attendance means.</i>
Required* <input type="checkbox"/>

Pupil Details
Legal Surname: * Click or tap to enter text
Legal Forename: *Click here to enter text.
Preferred Surname: Click or tap to enter text
Preferred Forename: Click here to enter text.
DOB* Click or tap to choose a date.
Age: * Click or tap to choose
Year Group: * Click or tap to choose
Gender* Click or tap to choose
Ethnicity: * Choose an item.
UPN: * Click here to enter text.
Pupil Address Details
House Number or Name*: Click or tap here to enter text.
Street*: Click or tap here to enter text.
Town*: Click or tap here to enter text.
County: Click or tap here to enter text.
Postcode*: Click or tap here to enter text.
<p>Please read the following statement and check the box to confirm</p> <p>I certify that the above is a registered pupil of statutory school age. He/she has been absent from school without authorisation on the occasions show on the attached register extracts.</p> <p>Required* <input type="checkbox"/></p>

School age siblings if known	
1, Surname: Click or tap to enter text	Forename: Click or tap here to enter text.
Name of School: Click or tap to enter text	DOB if known: Click or tap to enter a date.
2, Surname: Click or tap to enter text	Forename: Click or tap here to enter text.
Name of School: Click or tap to enter text	DOB if known: Click or tap to enter a date.
3, Surname: Click or tap to enter text	Forename: Click or tap here to enter text.
Name of School: Click or tap to enter text	DOB if known: Click or tap to enter a date.
4, Surname: Click or tap to enter text	Forename: Click or tap here to enter text.
Name of School: Click or tap to enter text	DOB if known: Click or tap to enter a date.

Parent Details	
<p>NB: We ask that you use your discretion in relation to which parent(s) this request relates to, based on the information you have available. Following the NCC Code of Conduct we will only issue FPNs to the parent(s) who took the pupil out of school or gave permission for the pupil to be removed from school for the purpose of a term time holiday. In all other cases of unauthorised absence please ensure all parents are referred</p>	
Parent 1	
Title*: Choose an item.	Legal Surname*: Click here to enter text
Legal Forename*: Click here to enter text.	Relationship to Pupil*: Choose an item.
Lives at the same address as the student: Choose an item.	DOB if known: Click or tap to enter a date.
House Number or Name*	Click here to enter text.
Street*	Click here to enter text.
Town*	Click here to enter text.
County	Click here to enter text.
Postcode*	Click here to enter text.
Telephone Number*	Click here to enter text.
Email	Click here to enter text.
Home Language	Choose an item.
If home Language Other, please state	Click here to enter text.

Parent 2	
Title*: Choose an item.	Surname*: Click here to enter text
Forename*: Click here to enter text.	Relationship to Pupil*: Choose an item.
Lives at the same address as the student: Choose an item.	DOB if known: Click or tap to enter a date.
House Number or Name*	Click here to enter text.
Street*	Click here to enter text.
Town*	Click here to enter text.
County*	Click here to enter text.
Postcode*	Click here to enter text.
Telephone Number*	Click here to enter text.
Email	Click here to enter text.
Home Language	Choose an item.
If home Language Other, please state	Click here to enter text.
Any additional Parent details Click here to enter text.	
Any additional Parent details	Click here to enter text.

Reason for referral In all cases a Penalty Notice can only be issued to a parent if the pupil has accrued at least 9 sessions (4.5 school days) of unauthorised absence within the previous 6 school weeks.	Please click to check the appropriate box
Option 1 When the pupil has been absent for the purposes of a holiday during term-time and the absence has not been authorised by the school	<input type="checkbox"/>
Option 2 When the pupil has arrived in school after registration has closed and the session has been recorded with a 'U'	<input type="checkbox"/>
Option 3 When the pupil has accrued unauthorised absence from school and following consultation with the Local Authority Attendance Service it has been agreed that the issuing of a penalty notice is an appropriate early intervention tool	<input type="checkbox"/>

Complete the following details of you chose Option 1	
Did the parent apply for leave of absence?	Choose an item.
Date of application from parent if made	Click or tap to enter a date.
Name of parent requesting absence	Click or tap here to enter text.
Parental reason for absence given	Click or tap here to enter text.
Date of school response advising absence not authorised	Click or tap to enter a date.
How were you made aware that the sessions missed were due to a holiday in term time?	Click or tap here to enter text.
Absence start date	Click or tap to enter a date.
Absence end date	Click or tap to enter a date.
Number of school sessions available	Click or tap here to enter text.
Number of unauthorised sessions	Click or tap here to enter text.

Complete the following details if you chose Option 2 or 3

NB: The referral period should include 60 sessions that school was open to the pupil. This does not include weekends or school holidays.

Absence start date: [Click or tap to enter a date.](#)

Absence end date: [Click or tap to enter a date.](#)

Number of school sessions available: [Click or tap here to enter text.](#)

Number of unauthorised sessions: [Click or tap here to enter text.](#)

For all criteria options the following attachments are mandatory

- Whole school warning letter sent to each parent for whom you are requesting a penalty notice (dated and contain the school logo or letterhead)
- Child's full attendance record, showing period of absence and that the pupil has returned. Please include details of reasons for each absence

For criteria option 1 the following attachments should be attached if available-

- Parental request for leave
- School reply to request for leave of absence

Declaration – Please click the box to confirm you have read and understood the details below

Please note that by submitting this request for a penalty notice you accept and support that, should the parent choose not to make payment within 28 days of the fine being issued, the local authority will progress the matter in line with section 444 Education Act 1996 resulting in the parents being prosecuted for their failure to ensure the regular attendance of their child. Where the local authority requests updates from you in respect of future legal action, please note deadlines will need to be adhered to.

I confirm that:

- The details within this application, to the best of my knowledge, are accurate.
- I will ensure I inform the NCC Attendance Service if I become aware of any changes to the details I have submitted.
- The application meets the current Norfolk Code of Conduct. ([link to Norfolk Code of Conduct](#))

Required*

Appendix 8

Schools should complete this plan in the exceptional circumstances that a temporary reduced timetable is introduced to meet a pupil's individual needs.

Date of Meeting:		Location:	
Name of pupil(s):		Name of School:	
Year Group:		Ethnicity:	
SEND status:			
Looked After Child	Yes/No	Child Protection	Yes/No
Child in Need	Yes/No	Early Help/FSP	Yes/No
Parents & Professionals involved with the child:			
Name:	Role & Organisation:	Attended? (Y/N)	Have they been informed of the reduced timetable? If not, please state why.
Start date of timetable:		End date of timetable: Pupil should return full-time provision within 6 weeks of start	
REASONS FOR THE PLAN: (please tick all that apply)			
Physical Health (supported by a medical professional)		Reintegration	
Mental Health (supported by a medical professional)		Behaviour	
Other (please describe below):			

Objectives (what change do we want to see?)	Success Criteria (what will the change look like?)
Parent(s): Child: School: Other (professional or family member):	Parent(s): Child: School: Other (professional or family member):

WHAT NEEDS TO HAPPEN?			
Actions to be taken:	By When:	Person responsible:	How will we know it is working?
1.			
2.			
3.			
4.			
5.			
6.			

Reintegration Timetable

Week beginning:	Monday		Tuesday		Wednesday		Thursday		Friday		Time in Education
	am	pm	am	pm	am	pm	am	pm	am	pm	

Other key issues discussed: (Please ensure you record any other issues/key points not captured above)

Review Meeting Date: (within 2 weeks of the start date)

Time:

Venue:

The undersigned confirm that this is an accurate record of the discussions and outcomes agreed within the meeting. By signing this form, the school is confirming that the use of a part-time timetable for a limited period has been judged appropriate, review arrangements have been agreed and any safeguarding issues have been fully taken into consideration.

During the period of the part-time timetable the school will:

- Monitor the effectiveness of the part-time timetable
- Hold a review on the agreed date
- Provide work the child to do whilst at home and mark all work complete

School Representative:

Date:

Signature:

[INSERT NAMES OF OTHER PROFESSIONALS]:		Date:		Signature:	
Parents A reduced timetable can only proceed with parents' signed consent to the plan and cannot be enforced by a school or insisted upon. Please delete as applicable: 1. I agree with the content of these minutes and the reintegration plan. 2. I do not agree with the reintegration for the following reasons:					
Name of parent:		Date:		Signature:	
Parents A reduced timetable can only proceed with parents' signed consent to the plan and cannot be enforced by a school or insisted upon. Please delete as applicable: 1. I agree with the content of these minutes and the reintegration plan. 2. I do not agree with the reintegration for the following reasons:					
Name of parent:		Date:		Signature:	
Child – this section is voluntary for the child to complete. Please delete as applicable: 1. I am happy with this plan. 2. I am not happy with this plan because:					
Name of child		Date:		Signature:	