

Attendance Policy & Penalty Notices for



All Hallows Catholic School

Document Control

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Our School Vision

Our vision at All Hallows is to form happy, successful students who reach their full potential and leave the school with integrity and moral purpose. We want a whole school experience that everyone would wish for their own children. We put our students at the heart of everything we do, guided by the truth and love of Christ.

1. Policy Statement

In order for students to achieve our central mission and ensure they meet their full potential and become equipped for adult life, students must commit to attending school each day and to arrive on time for school and lessons. Research clearly demonstrates the link between regular attendance and levels of attainment.

We expect that all students will:

- arrive to school on time for form time which begins each day at 8.50am;
- attend school every day;
- arrive to school appropriately prepared for the day ahead.

We expect that all parents will:

- encourage regular and punctual attendance;
- ensure that they contact the school when their child/children is unable to attend;
- notify the school immediately of any changes to contact details;
- communicate with the school any home circumstances that might affect the behaviour and learning of their child.
- ensure that any absences from school are explained by way of a telephone call to **01252 319211** or a text message to **07537 401282** by 9.00am on each day of absence. If the duration of absence is known this can be stated. If it is not, contact must be made on all subsequent days of absence.

We expect that all staff will:

- record students' attendance as required;
- notify the Attendance Officer/HOY of any attendance concerns;

2. Encouraging Excellent Attendance

All Hallows Catholic School actively encourages excellent levels of attendance in the following ways:

- providing a safe, secure and engaging learning environment based on positive behaviour principles ;
- celebrating and rewarding excellent attendance levels;
- responding promptly to a child's or parent's concerns about school or other students' behaviour in school;
- effectively communicating with parents about attendance.

3. Responding to Non-Attendance

- If a student does not attend school and a reason has not been provided, steps will be taken to find out why the student is absent;
- the Attendance Officer will endeavour to contact the parent each day by sending out a Truancy Call text;
- if there is no response the Attendance Officer will continue to try to contact the parent;
- school endeavours to work with parents to ensure attendance however, failure to comply with the expectations set by the Education Welfare Service may result in further actions.



4. Holiday/Leave of Absence

- Parents play a crucial role in ensuring their child regularly attends school.;
- We expect parents to encourage excellent levels of attendance, to enable this:
 - school term dates are published in advance on our website;
 - parents cannot demand a leave of absence for their child/children as a right;
 - holidays during term time will not be authorised. Should you take your child out of school during term time the Educational Welfare Service may be informed and a Penalty Notice may be issued.

Please be aware that The Education Regulations 2013 state that Headteachers may not grant any leave of absence during term time unless the reason is considered to be of exceptional circumstances. The Headteacher is required to determine the number of school days a child can be away from school if leave is granted.

In accordance with the above Regulations, requests for leave of absence are treated sympathetically, but only in exceptional circumstances can they be approved. Government Regulations state that parents who take their child out of school during term time, without the authority of the Headteacher, will each be liable to receive a penalty notice. Penalty Notices will be issued by the Local Authority and in Surrey it has been agreed that Penalty Notices will only be issued where 5 days unauthorised 'leave of absence' is taken.. These absences do not have to be consecutive, but could be accumulated over a 3-month period.

5. Penalty Notices to Address Poor Attendance at School

A Penalty Notice may be issued as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and will be used by Surrey County Council in the following circumstances:

1. Pupils identified by Police and Inclusion Officers engaged on Truancy Patrols and who have incurred unauthorised absences.
2. Leave of absence in term time (5 days or 10 sessions or more). **Please be aware that The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which became law on 1st September 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.**

In such cases the Headteacher/Governing Body have to judge whether there are exceptional circumstances and may request that the Local Authority issue Penalty Notices when the absence is not authorised. Warnings will not be given where it can be shown that parents have been notified that such absences will not be authorised.

3. The issue of a Penalty Notice will also be considered where it is judged that a parent is failing to ensure their child's regular school attendance. This will be considered when a pupil has incurred 7 or more unauthorised sessions in the previous 6 school weeks, which may include a pupil arriving late after close of registration.



If you believe at any stage that your child's absence from school may leave you liable to receive a Penalty Notice, it is extremely important that you take action without delay to secure their regular attendance. If you have any questions or require further support to achieve an improvement, please contact the school or the Inclusion Officer.

Penalty Notice relating to Exclusions

If a child is excluded from school, Section 103 of the Education and Inspections Act 2006 places a duty on parents/carers to ensure that their child is not in a public place without justifiable cause during school hours. This duty applies to the first five days of each exclusion. Failure to do so will render the parent/carer liable to a Penalty Notice. (Alternative education provision will be made available from the sixth day of any exclusion.)

Amount Payable for a Penalty Notice

The amount payable for a Penalty Notice issued in any of the above circumstances is £60 if paid within **21** days of receipt of the Notice, rising to £120 if paid after **21** days but within **28** days. If the Penalty Notice is not paid, the recipient will be prosecuted in the Magistrates Court for the offence for which the Notice was originally issued.

Please be aware that *each* parent is liable to receive a Penalty Notice for *each* child who incurs unauthorised absences, for example, if there are two parents and one child, each parent will receive one Penalty Notice. If there are two parents, and two children incur unauthorised absences, each parent will receive two Penalty Notices, which in this case would amount to £120 each, if paid within 21 days.

Advice and support is available from an Inclusion Officer by contacting your local Education Office as follows:

North West - Tel: 01483 518130
North East - Tel: 01372 833588

South West - Tel: 01483 517179
South East - Tel: 01737 737777

