KETTERING PARK
INFANT ACADEMY

KETTERING PARK
JUNIOR ACADEMY

Attendance

Joint Academy Policy

Document Title	Attendance Policy
Approved by:	KPIA / KPJA Governing Body
Approval Date:	October 2026
Review Frequency:	Annually
Review Date:	October 2027

ATTENDANCE POLICY

Contents	Page
Importance of good attendance	3
Expectations	4
Registration Procedures	4
Register Codes	5
Rewarding Good Attendance	5
Parents	6
Children Missing from Education	6
Leave of Absence	6
Systems	7-8
Monitoring	8
Appendix 1 – Application for Leave of Absence during Term Time	9-11
Appendix 2 – Northamptonshire Code of Conduct	12-17
Appendix 3 – Stage 1 – Attendance letter	18
Appendix 4 – Stage 2 – Attendance letter	19
Appendix 5 – Information for Parents: Parenting Contract	20
Appendix 6 – Parenting contract and notes	21-23
Appendix 7 – Stage 3 – Attendance letter	24
Appendix 8 – Referral to Education Entitlement Service	25
Appendix 9 – 10 sessions unauthorised absence	26
Appendix 10 – Response to request for term time absence.	27
Appendix 11 – Attendance Protocol/ staggered timings.	28

The Importance of good attendance

It is important to recognise the link between attendance and achievement. At Park Infant and Junior Academy we encourage all children to attend the academy regularly. Good attendance at the academies is essential for a pupils' education and establishes a positive working ethos early in life. Pupils learn best when they arrive punctually at the academies.

Expectations

The Education Act 1996 requires the adult responsible to ensure their child receives efficient full- time education, suitable to their age, ability, aptitude and any other special needs they may have, either by regular attendance at the academy or otherwise.

Pupils are expected to attend the academy for the entire duration of the academic year, unless there is an exceptional reason for the absence. There are two main categories of absence;

1. Authorised absence is where the academy has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such a request.
2. Unauthorised absence is when the academy has not received a reason for absence or has not approved a child's absence from academy after a parent's/carer's request.

Please be aware that when a parent/carer telephones the academy with information that their child is unable to attend due to illness, or other circumstances, this may not be automatically authorised. Your child's current and previous academy attendance will be taken into consideration and as a result the absence may not be authorised.

Keeping your child off with minor ailments such as a headache or slight cold is not acceptable. Repeated absences will require us to request that you obtain medical evidence from your doctor's surgery. This may be in the form of a date stamped compliment slip confirming your visit, a text message or prescription or medicine bottle. Any of the above is to be shown to the Office. (Please note that the academy is not asking any parent to incur a charge for such information and will not be liable for the cost). If your child has head lice, once they have been treated, they can return to school on the same day.

Leave of Absence

Any child who must leave the academy during academy hours for a medical appointment or similar reason must notify the school beforehand. This can be verbally to the class teacher, or a phone call to the Academy Office. Parents will be asked to complete a leave of absence form for all appointments and show proof of the medical appointment.

Children attending medical appointments in the morning should be returned to school straight after the appointment.

Dental and medical appointments

Parents and carers are asked most earnestly not to arrange dental and medical appointments during academy sessions, except in cases of urgency or hospital appointments, so that considerable interference with academy work is avoided. Please do not keep children out of academy for the whole day unless necessary.

Pupils are expected to arrive at the academy on time.

Registration Procedures

Registers are taken twice daily, in the morning and in the afternoon, using Arbor.

The morning register for KS1 closes at 8:55am, EYFS at 9:05am and Rainbow Provision at 9:10am. In KS2 the register closes at 9:00am.
The afternoon registers in the infant academy are taken by 12:35pm for Reception and by 1:05pm for KS1 due to staggered lunchtimes.

The register at the junior academy is taken at 1:05pm.

What happens if pupils are late?

Pupils who arrive after the doors are closed will need to enter the academy through the main Academy Office door, where they will need to be signed in.

If a pupil is persistently late, contact will be made with the parents to try to resolve the problem.

If a pupil arrives in the academy more than 20 minutes late and there is no acceptable explanation, the pupil has to be recorded as an 'late after register closes' for that session.

The academy will monitor daily attendance and lateness rates and will notify the Family Support Worker if there is cause for concern.

Register Codes
The following codes are applied on the registers:

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
****	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Exceptional circumstances	Authorised absence
C1	Participating in a regulated performance or undertaking regulated employment abroad	Authorised absence
C2	Compulsory school age pupil subject to a part time timetable	
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Suspended or permanently excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J1	Interview or admission to another educational establishment	Approved Education Activity
L	Late (before registers closed)	Present
K	Attending education provision arranged by local authority	Approved Education Activity
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
Q	Unable to attend school due to lack of local authority access arrangements	Not counted in possible attendances
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Parent travelling for occupational purposes	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 academy age absence	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Y1	Unable to attend due to transport normally provided by the local authority not being available	Not counted in possible attendances
Y2	Widespread disruption to travel	Not counted in possible attendances
Y3	Part school premises being closed	Not counted in possible attendances
Y4	Whole school site being closed	Not counted in possible attendances

Y5	Criminal justice detention	Not counted in possible attendances
Y6	Public Health guidance or law	Not counted in possible attendances
Y7	Any other unavoidable cause	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	Planned academy closed to pupils	Not counted in possible attendances

Rewarding Good Attendance
The class with the highest weekly attendance is celebrated in assembly.

Coding for attendance:
Above 98%. Always in school on time = excellent
96% - 97.99%. Vary rarely late = good
90% - 95.99%. Occasionally late to school= requires improvement
Less than 90%. Frequently late to school = cause for concern

Parents
In this instance, under Section 576 Education Act 1996, a parent/carer is defined as any adult who has day to day care of the child during the period in question.

Under current legislation, parents/carers are legally responsible for ensuring that their child attends the academy regularly and punctually. Should a child be unable to attend the academy for whatever reason or is late, parents are requested to notify the academy by telephone before 9:00a.m. on the first day of absence and on each subsequent day of absence.

The academy must consider a pupil's absence or arrival after the registers are closed to be unauthorised until a satisfactory explanation is given by a parent or guardian.
Parents should provide an explanation for the absence upon their child's return to the academy even where the academy has previously been made aware of the absence.
To help parents monitor their child's attendance and punctuality, attendance rates are monitored weekly and reported to parents through Dojo where the attendance percentage has dropped below 95%. Parents are also advised of attendance concerns at parents evenings and attendance is recorded on the child's reports.

Children Missing from Education Procedures
If a child is absent and initial contacts are not returned, and contact cannot be made with the parent/carer, two members or staff will visit the home address to establish the safety of the child. If we have not heard from you by 12pm a home visit may be made on the first day of the child's absence.

Letters will be sent to the family and a record will be kept on school systems. If a pupil does not return to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the academy and LA have failed to jointly establish the whereabouts of the child.
The Trust recognises the importance of the fact that all children are entitled to full time education which is suitable to their age, ability, aptitude and any special educational needs they may have.
A child absent/going missing from an education setting can act as a vital warning sign of a range of safeguarding possibilities.
A child absent/going missing from education, particularly repeatedly, can be a warning sign of a range of safeguarding issues. This might include abuse or neglect, such as sexual abuse or exploitation or child criminal exploitation, or issues such as mental health problems, substance abuse, radicalisation, FGM or forced marriage.

Information taken from the DFE Children Missing Education – Statutory guidance for Local Authorities September 2016.

Leave of Absence (including term time holidays)

In April 2013, the Government made amendments to the Education (Pupil Registration England) Regulations, these came into effect on 1st September 2013.

Head teachers are no longer able to grant leave of absence during term time unless there are 'exceptional circumstances', Exceptional circumstances and authorisation being granted is at the discretion of the headteacher.

This means that Head teachers are no longer able to authorise holidays taken in term time.

Requests for leave of absence must be put in writing to the Head teacher. A template letter (see Appendix 1) is available from the Academy Office or on the academy website.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory notes states:

Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained academy granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

As a result of the changes, we at Kettering Park Infant Academy and Kettering Park Junior Academy have revised our Attendance Policy to include the following:

- Application is to be made in advance by the parent on the form overleaf. This may be obtained from the academy office and the website.

- Leave of absence will only be granted where the Head Teacher considers it is due to 'Exceptional circumstances'. Parents will be informed within 7 academy days as to whether the request has been authorised.

A leave of absence taken without authorisation regarded as a first offence may be referred to Education Entitlement Service. This may result in prosecution proceedings, or a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate Fixed Penalty Notice would be issued to each parent for each child. The rate is £80 per parent per child if paid within 21 days and rises to £160 if paid between 21 and 28 days.

Second offence (within a 3year rolling period): A flat rate of £160 per parent, per child (no reduced early payment rate)

Third offence (Within 3 years): A penalty notice will typically not be issued; the case is referred directly to the Magistrates Court, where fines can be considerable.

Per parent/per child: For example, two parents taking two children out of school will receive seperate notices for each child

If the Fixed Penalty Notice is not paid each parent may be liable to prosecution at the Magistrates Court, and if proved, each Fixed Penalty Notice may receive a criminal conviction, and/or a fine plus costs.

Fixed Penalty Notices are issued by North Northamptonshire County Council. At Park Infant and Junior Academies, we follow the Northamptonshire Code of Conduct and refer parents when a pupil has a minimum of 10 consecutive academy sessions, or 12 academy

sessions recorded as unauthorised in a 6-week academy period; an academy day is two sessions (morning and afternoon). *Please see Appendix 2 for further details.*

Parents should be aware that if they are issued with 2 penalty notices during a child's academy career (from Reception to YR 11) then, should a third offence be prosecuted, it will result in an automatic custodial sentence.

If you take your child out of school for an accumulative total of 5 days or more (10 sessions) (90%) over a period of ten weeks, the school will deem this as irregular attendance and will consider a referral to the Local authority for consideration of legal action. This could include,

A Penalty Notice payable up to £160 fine.
Prosecution under s444 (1) Education Act 1996, where if convicted you may be fined up to £1,000.
Prosecution under s444 (1) (a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or 3 months' imprisonment.

Systems
Individual attendance levels will be monitored every 4 weeks, and steps taken if a child's attendance is below 95%, there has been 10 sessions (5 days) of unauthorised absence in the previous month. The schools reserve the right having reviewed attendance to move to Stage 2 immediately if appropriate.

Advisory — Parents will receive a dojo message if their child's absence drops below 95% in the first instance to alert them to the attendance percentage.

Stage 1:- — If a child's cumulative attendance falls below 95% after 4 weeks then the Stage 1 standard letter will be sent to inform parents/carers *(see Appendix 3).*

Stage 2:- — If cumulative attendance remains below 95% after a further 4 weeks, then the Stage 2 letter (*see Appendix 4*) will be sent inviting the parents to a 'Parent Contract Meeting' (PCM). Notes to explain the purpose of this meeting will also be sent *(see Appendix 5)*

A Parent Contract Meeting (PCM) will take place to set targets for attendance and identify any support required. All meeting notes will be recorded on the standard form *(see Appendix 6).* If parents do not attend the PCM the contract will be implemented without their input. From this point absences will not be authorised without medical evidence.

Stage 3:- — If parents/carers fail to demonstrate improvement through engagement with the PCM process then the Stage 3 *(see Appendix 7)* letter will be sent. Parents may be offered an extension if this is deemed appropriate or they may be invited to a Family Help Meeting (FHA) with the Family Support Worker. A FHA will be offered for all PCM cases. If it is declined, this will be recorded on the pupil's file and confirmed in writing to the parents. The child's views will be sought.

Stage 4:- — If parents/carers continue to fail to demonstrate improvement through engagement with the PCM process then a referral to Education and Inclusion Partnership Team will be made which could result in the Local Authority

taking more formal action. This could result in a Police and Criminal Evidence (PACE) interview being held under caution in accordance with the Police and Criminal Evidence Act 1984. You should also be aware that if convicted of an offence of failing to ensure regular attendance of your child at academy under Section 444, 1/1A Education Act 1996, you could be fined up to £1000/£2500 and/or receive a term of imprisonment not exceeding 3 months.

If a child has 5 consecutive days of unauthorised absence and there has been no communication from parents the child will be considered to be missing in education and a referral will be made to the Education and Inclusion Partnership Team (EIPT) and the parent informed in writing (see Appendix 10)

Monitoring
Individual pupil attendance data will be reported to parents at least termly.

Academy attendance data will be monitored weekly including analysis and trends for different groups of pupils.

Attendance reports will be shared at the Local Academy Committee meetings including the number of children at each stage of the process.

Late Collection
If children are not collected when the academy finishes at 3.10pm for KS1 and 3:20pm for EYFS at the Infant and 3:15pm at the Junior academy, then parents will be contacted. If this becomes a regular problem the academy's Family Support Worker will be informed. The school operates a late collection charge of £5 for every 15 minutes per child.

APPENDIX 1

Application for leave of absence in term time

Kettering Park Infant / Junior Academy, the Local Authority and Government believe that absence during term time should be avoided as they can have a damaging effect on pupils' education and overall achievement. However, it can be recognised that there may be exceptional reasons that may justify authorisation of the absence by the head Teacher.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory notes states:
Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

As a result of the changes, we at KPIA / KPJA have revised our attendance policy, which from 1st September 2013 will include the following:

- Application is to be made in advance by the parent on the form overleaf. This may be obtained from the school office and the website.
- Leave of absence will only be granted where the Head Teacher considers it is due to 'exceptional circumstances'. Parents will be informed within 7 school days as to whether the request has been authorised.

Leave of absence taken without authorisation may be referred to the Education Entitlement Service. This may result in prosecution proceedings, or a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate Notice would be issued to each parent for each child.

As of 1st September 2013, the rate per parent per child will be £60 if paid within 21 days, rising to £120 if paid within 28 days. If the penalty notice is not paid, each parent may be liable to prosecution at the Magistrates Court, and if proved, each notice may receive a criminal conviction and/or fine to a maximum of £1000 plus costs.

What is a penalty notice?

A penalty notice (PN) is an alternative to prosecution and requires the parent(s) to pay a fixed amount as a fine for their child's irregular attendance at school. It is issued per parent, per child.

Who issues them?

In Northamptonshire the Local Authority issues them through the Educational Inclusion and Partnership Team following notification from the school.

When are they used?

- When a pupil has a minimum of 10 school sessions recorded as unauthorised in a 6 school week period; (a school day is two sessions -morning and afternoon) or
- When a pupil has a series of unauthorised absences leading to irregular attendance
- This includes:
- Any absence marked in the register as unauthorised.
- Persistent late arrival at school after the register has been taken and is recorded as an unauthorised absence.
- An absence in term time which has not been authorised by the head teacher. The Government has directed that head teachers may only grant leave in exceptional circumstances.
- PNs can also be used during the first 5 days of exclusion. Parents are made aware of the consequences by letter when a child is excluded from school.

1. Pupil Name: -_____ Class: _____

2. Pupil Name: -_____ Class: _____

I request permission for leave of absence for the above named child/ren

Date from: _____To:_____

Time from: _____To:_____

Please state the exceptional circumstances for this request:

Adults accompanying: _____

Please provide evidence of any appointments

Signature of Parent/Carer: _____ Date: _____

……

FOR HEAD TEACHER

Has evidence been seen by a member of staff: YES / NO _____

1. Current attendance: _____ 2. Current attendance: _____

- *99% - 100% = Excellent*
- *96% - 98.9% = Good*
- *93% - 95.9% = Below Average / Low*
- *90.1% - 92.9% = Very Low (90% = 1 day absent every two weeks)*
- *Under 90% = Persistent Absentee*

Exceptional reason accepted: YES / NO Signed_____ Date:_____

THIS ABSENCE HAS BEEN AUTHORISED / UNAUTHORISED.

If absence is UNAUTHORISED please see the information overleaf.

Appendix 2: Northamptonshire Code of Conduct

Please see the below link to North Northants penalty notices for non school attendance

Penalty notices for non-school attendance | North Northamptonshire Council

Appendix 3: Attendance Letter Stage 1

Date

Dear Recipient(s) TitleRecipient(s) Last Name,

As a school we are concerned that Student(s) Full Name attendance has dropped below 95%. Student(s) First Name's current attendance is XX%

As I am sure you are aware, it is important that Student(s) First Name maintains regular academy attendance, as any absence may interrupt his/her/their academic progress. You should also be aware that regular attendance is a legal requirement. Student(s) First Name's attendance will continue to be monitored. The school are setting a target of at least 95% and look forward to seeing a significant improvement over the next 4 weeks.

If there are any issues you feel you would like assistance with regarding Student(s) First Name's attendance please contact the academies Family Support Worker.

If your child's attendance continues to cause concern, it may be necessary to make a referral to the Education Entitlement Service and **a Fixed Penalty Notice by the Local Authority might be issued dependent on the outcome of this process.**

Warning notices of the consequences will be sent to parents if:

- **there has been 10 sessions of unauthorised absence in the previous 6 month**
- **there has been 5 consecutive days of unauthorised absence**
- **an accumulation of absence continues to be below 95%**

If you have any questions, please contact the academy office and we will be happy to assist you.

Yours sincerely

Appendix 4: Attendance Letter Stage 2

Dat
e

Dear

On …… I wrote to you advising that your child's attendance had fallen to …. %. Unfortunately, there has been no significant improvement in their attendance over the last 4 weeks and this is continuing to cause concern. A copy of your child's attendance record is enclosed.

I must remind you that regular attendance is a legal requirement, and it is important that any issues that may be the cause of this poor attendance are addressed as soon as possible. **Please contact the academy office within the next 2 working days to arrange a meeting with the academy's Family Support Worker (FSW) to discuss …….'s attendance and put a Parent Contract in place.**

I enclose a leaflet outlining the Parent Contract process, please see our Attendance Policy for further details. We value your input however if you are unable to attend the meeting the Parent Contract will be implemented without your input and you will be informed of this.

Whilst your involvement in any Parent Contract is voluntary, you should be aware that, should ……'s attendance remains irregular, the Local Authority may take more formal action. This could result in a Police and Criminal Evidence (PACE) interview being held under caution in accordance with the Police and Criminal Evidence Act 1984. You should also be aware that if convicted of an offence of failing to ensure regular attendance of your child at academy under Section 444, 1/1A Education Act 1996, you could be fined up to £1000/£2500 and/or receive a term of imprisonment not exceeding 3 months. I hope that you will work with us to improve your child's attendance and therefore avoid the need for legal proceedings to be implemented.

Yours sincerely

Head teacher

Appendix 5: Information for Parents

Parent Contract Meetings

What is a Parenting Contract Meeting and what is it for?

It is a meeting of those involved with your child's academy attendance. It will consider why attendance is so low and set targets to affect an improvement.

Why have I received this leaflet?

Because your child's academy attendance has fallen below 95% over the last 8 weeks – the same as missing twenty days over the year. Over the course of a child's education, this would mean missing about 1 1/2 YEARS education.

Who will be at the meeting?

You, your child, depending upon their age, and a senior member of staff from academy. You may wish to bring a friend/family member for support. Other professionals involved with the family may also be invited.

What will happen?

You (and your child) will be encouraged to explain why the academy attendance is so poor. Be honest – the meeting aims to find solutions and to avoid any further action by working together.

How will I know what has been agreed?

You will be asked to sign a written Parenting Contract, stating what action is to be taken, who is to do what and when. There should be actions for all and an attendance target of 95%. You will receive a copy of the agreement which will be reviewed within 5 academy weeks.

How many meetings will I have to attend?

The Parenting Contract Meeting may be followed by a further 4-week review if attendance has improved considerably but not reached the agreed target. If attendance targets are not met and there is little improvement, we will request the intervention of the Education and Inclusion Partnership Team.

Remember

From the date of the first meeting all absences will be unauthorised unless a medical certificate or other supporting evidence is provided and agreed by the Head teacher.

Useful contact:
Northamptonshire Parent Partnership contact@npps.info
01604 363111

Appendix 6: Parenting Contract

PARENTING CONTRACT BETWEEN PARK INFANT/ JUNIOR ACADEMY, PARENT(S): AND CHILD:
Pupil:
Year Group: DOB:
Ethnicity:
Address:
Post Code:

Parent/Carer Name:
Gender: DOB:
Ethnicity:
Do you consider yourself to have a disability: YES/NO

If YES please state details:
Parent/Carer Name:
Gender: DOB:
Ethnicity:
Do you consider yourself to have a disability: YES/NO
If YES, please state details:

Parent/Carer Name:
Gender: DOB:
Ethnicity: Do you consider yourself to have a disability:
YES/NO
If YES, please state details:

Please include all those with parental responsibility including those who have day to day care for the child.

Sibling[s] Names: Academy: DOB:

Are there any attendance issues with these children?

Name of Chair of Meeting: Family Support Worker
Purpose of Agreement: To improve the above pupil's academy attendance record and avoid legal action being taken.

Summary of involvement: -

Multi-Agency involvement
Are any agencies involved currently with Parent?

If yes, please give details: Summary of Areas of Concern:

Issues Raised (please detail below)	Yes	No	Issues Raised (please detail below)	Yes	No
Alleged Bullying			Peer/Staff relationships		
Medical			Academic		
Home related difficulties			Behaviour/Attitude		
Transport			Community/other		

Agreed Action: - I/We the parent[s] agree to address the following target areas for improvement in attendance and/or punctuality and to co-operate fully within these aims:

Attendance between now and …….. Minimum X%

Please include actions for all (where appropriate) and ensure these are clear with who is carrying out action and timescales.

1.

2.

3.

If I am concerned about my aspect of the delivery of the plan I will contact …… without delay.

Timescale: - The Parenting Contract will be reviewed every 4 weeks:

Date: Time: Venue:

If the targets are met, then this contract will be reviewed. If there is significant improvement and support has been put in place that needs to be monitored the PCM can be extended with a PCM review for a further 4 weeks. However, if the targets are not and there is no legitimate reason for the non-attendance then contact will be made to the Education and Inclusion Partnership Team. This may result in:

• A Fixed Penalty Notice payable up to £160 fine without further reference to you
For a penalty notice this warning is valid for 12 months. Alternatively, you may be subject to proceedings by way of:
• Prosecution under s444 (1) Education Act 1996, where if convicted you may be fined up to £1,000.

• Prosecution under s444 (1) (a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or 3 months imprisonment.

Parents Signatures:

Also Present:
Pupil:

Academy Rep:

Others:

Date:

Appendix 7: Attendance Letter Stage 3

Date:

Dear……..

Re:

I am disappointed not to have heard from you following my previous letter dated …….. requesting a meeting to discuss a Parent Contract regarding ……’s Attendance.

Whilst your involvement in any Parent Contract is voluntary, you should be aware that, should …….’s attendance remains irregular, the Local Authority may take more formal action. This could result in a Police and Criminal Evidence (PACE) interview being held under caution in accordance with the Police and Criminal Evidence Act 1984. You should also be aware that if convicted of an offence of failing to ensure regular attendance of your child at academy under Section 444, 1/1A Education Act 1996, you could be fined up to £1000/£2500 and/or receive a term of imprisonment not exceeding 3 months. I hope that you will work with us to improve your child’s attendance and therefore avoid the need for legal proceedings to be implemented.

If you feel that an Family Help Assessment may be beneficial I would ask you to contact our Family Support Worker in order to discuss implementation within the next 7 days.

Yours sincerely

Head teacher

Appendix 8: Attendance letter referral to Education and Inclusion Partnership Team

Date:

Dear

Re: DOB:

I am writing to inform you that despite our efforts to support you, xxxx's attendance has not improved significantly. We have been monitoring your child's level of attendance since……. During this time, you have received numerous communications explaining the importance of improving his/her attendance.

We set up a Parenting Contract which was reviewed on_____.

As there has been little/no improvement in……. 's attendance I am referring your case to the Education and Inclusion Partnership Team. This could result in a Police and Criminal Evidence (PACE) interview being held under caution in accordance with the Police and Criminal Evidence Act 1984. You should also be aware that if convicted of an offence of failing to ensure regular attendance of your child at academy under Section 444, 1/1A Education Act 1996, you could be fined up to £1000/£2500 and/or receive a term of imprisonment not exceeding 3 months. I hope that you will work with us to improve your child's attendance and therefore avoid the need for legal proceedings to be implemented.

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

Yours sincerely

Head teacher

Appendix 9: Attendance letter-12 or more sessions of unauthorised absence

Date:

Dear

Re: DOB:

I am writing to inform you that I have noted 10 sessions of non consecutive unauthorised absence within the last month.

Our Attendance Policy details that 'Kettering Park Infant Academy and Kettering Park Junior Academy, the Local Authority and Government believe that absence during term time should be avoided as they can have a damaging effect on pupils' education and overall achievement'.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory notes states: Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained academy granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.'

In line with Northamptonshire County Council guidance, this unauthorised leave of absence has been referred to the Education Entitlement Service. This may result in prosecution proceedings, or a Fixed Penalty Notice. (PN) If a Fixed Penalty Notice (PN) is issued, a separate Notice would be issued to each parent for each child.

The rate per responsible adult per child will be £80 if paid within 21 days and rising to £160 if paid between 22 and 28 days. If the penalty notice is not paid, each parent may be liable to prosecution at the Magistrates Court, and if proved, each notice may receive a criminal conviction and/or fine to a maximum of £1000 plus costs.

Yours sincerely

Head teacher

Enc
NCC Fixed Penalty Notice
NCC Code of Conduct