



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2



School Attendance Procedures Document V1.2



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

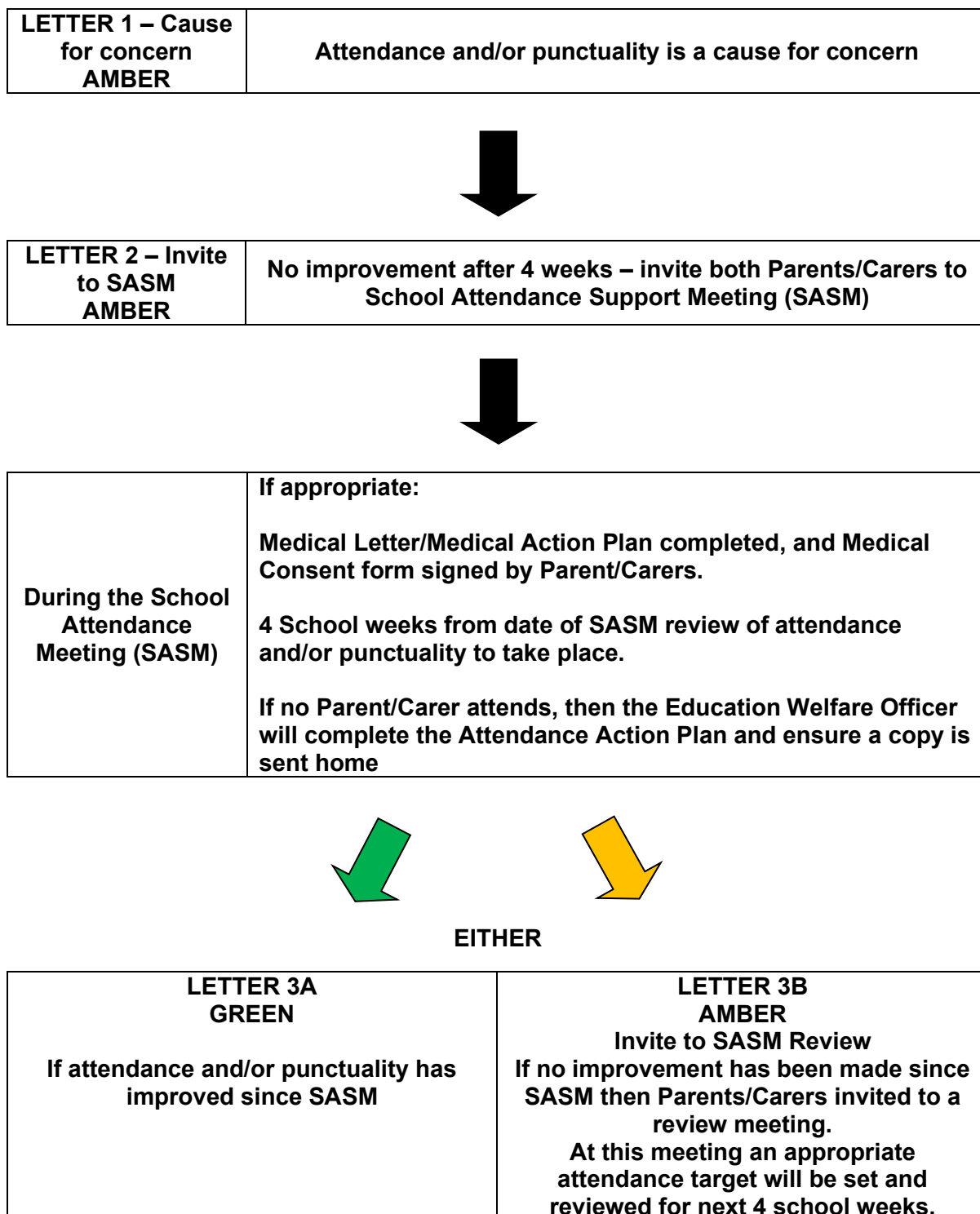
Contents:

ASAP Flow-Chart of Action	Page 3-4
School Attendance Letter	Page 5
School Attendance Support Meeting Letter	Page 6
School Attendance Support Meeting Form/Action Plan	Page 7-8
Non-Attendance of SASM	Page 9
Improvement in Attendance Letter	Page 10
School Attendance Review Meeting Letter	Page 11
Individual Health Care Plan Form	Page 12-13
Medical Action Plan Letter	Page 14
Medical Action Plan Form	Page 15
Medical Consent Form	Page 16
Letter to Doctor/Information Request	Page 17
Invitation letter to Attendance Panel Meeting	Page 18
Attendance Panel Meeting Form	Page 19-20
Non-Attendance of Panel Meeting/Home Visit	Page 21
Invitation letter to Attendance Panel Review	Page 22
Attendance Panel Review Meeting Form	Page 23-24
Summary Form for Attendance Panel Review	Page 25
Broken Weeks Letter	Page 26
Third Party Agency Consent Form	Page 27
U Code Letter	Page 28
Penalty Notice Flowchart	Page 29-30
Penalty Notice Poster	Page 31
Unauthorised holiday (No Request Form Received)	Page 32
Exceptional Absence Request Form	Page 33-34
Reception Attendance Letter	Page 35
Intervention Review Checklist for Attendance Panel Review Process	Page 36-38
EBSA Action Plan	Page 39-41



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

Flow-Chart of Actions





01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

IF NO IMPROVEMENT

School invite Parent/Carers to Attendance Panel Meeting	
LETTER 4 – Invite to Attendance Panel Meeting RED	School invite Parents/Carers to Attendance Panel Meeting - 6 school weeks given to improve attendance and/or punctuality



LETTER 5 – Invite to Attendance Panel Review Meeting RED	Local Authority send Attendance Panel Review meeting invitation letter to Parents/Carers and invite a representative of the school.
---	---



REVIEW MEETING TAKES PLACE



EITHER

Improvement in attendance and/or punctuality since Review Meeting. Further review meeting maybe set or School continues to monitor if Improvement to attendance and/or punctuality is not sustained prepare for prosecution	No improvement in attendance and/or punctuality since last review meeting  CONSIDER AN EDUCATION SUPERVISION ORDER OR PROSECUTION
--	--



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

Date:

Address:

Dear Parent/Carer

We are writing to share with you our concern that Xs current attendance is % and falls below the school's expected percentage of at least 95%.

It could well be that there is a valid reason for these absences, illness for example, which you may have already shared with us. However, we are sure that you, like us, wish to provide the best opportunities for your child. Educational research shows that there is a strong link between good attendance and levels of attainment and achievement.

Over the next four weeks we will review Xs attendance in the hope that attendance improves. At the end of this time, if we still have concerns, then we will invite you to a School Attendance Support Meeting where we can look in more detail at these absences and see if further support needs to be put in place.

Of course, as always, if you wish to discuss this further, please feel free to contact me.

Yours sincerely

Headteacher



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

Date:

Address:

Dear Parent/Carer

We recently wrote to you to share our concern over Xs current attendance which is currently % and not showing significant improvement.

As we mentioned when we last wrote to you, we would now like to arrange a School Attendance Support Meeting to look together at how we can support you in improving this attendance.

We would like to meet with you at school on X and would expect the meeting to last for approximately 45 minutes. Should you not be able to make this day and time, please let us know as soon as possible so that we can arrange at a times that is suitable to us both. If you are unable to make the meeting and do not take the opportunity to reschedule then the meeting will still go ahead in your absence and we will let you know the outcome, including any actions put in place.

Please be aware that although this is a formal meeting, its main purpose is to support you in helping to improve Xs attendance. These meetings have proved to be very successful in the past and we feel positive that we can work together successfully.

Of course, as always, if you wish to discuss this further, please feel free to contact me.

Yours sincerely

Headteacher



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

Date of Meeting:

School Attendance Support Meeting (Please be aware this constitutes as an Attendance Contract)

Name of Student	Year Group		Attendance (%)	Authorised Absence	Unauthorised Absence
	Date of Birth		Broken Weeks	Amount of lessons/days missed	
1.Name of Parent/Carer		Address:			
2.Name of Parent/Carer		Address:			
Relevant background Information including previous involvement from outside agencies:					

Key Issues/Reason provided for absence

	Yes	No	
Health/Medical			
School			
Transport			
Family Circumstances			
Other			



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

Future action

School Health	Yes	No	
Mentoring	Yes	No	
Other	Yes	No	
Medical Action Plan (School) IHCP (LA) *If Yes no further action for SASM's review date	Yes	No	

School Attendance Support Meeting Action Plan

Outcome of Key Issues	Response
Parent/Carer attended	Yes/No
Apologies Received	Yes/No

Actions		
What:	Who:	By when:
• • • •		

Attendance will be monitored over the next 4 weeks and reviewed. • Regular attendance is expected from this meeting – regular attendance means that your child will be on time and attend school every day that the school is open • In order to authorise any future absence relating to illness the school may require medical evidence • If no improvement is evident following the monitoring process a further meeting will be arranged which could lead to a referral to the Local Authority	
Action Plan agreed by:	
Parent/Carer	
Headteacher/Principal/Deputy Head/Vice Principal/Family Support Worker	
Education Welfare Consultant	
Other	
Review Date	



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

Date:

Address:

Dear Parent/Carer

Re: Pupils Name

Further to the School Attendance Support Meeting which you were unable to attend, I am writing to inform you that the Education Welfare Officer who is responsible for monitoring your school's attendance will visit you at your home on xxxxxx.

Date:

Time:

To discuss the action plan that was implemented in your absence.

If for any reason you are unable to make this appointment, please contact the school office.

Yours sincerely

Headteacher



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

Date:

Address:

Dear Parent/Carer

Re: Pupils Name

Following our recent School Attendance Meeting to look at ways to improve Xs attendance, we are really pleased to note that there has been a significant improvement since then, and now Xs current attendance is %.

We will continue to monitor Xs attendance over the coming weeks but are hopeful that this improvement will be sustained. However, should the attendance start falling again, then it is likely that we will invite you to another formal meeting where we would discuss next steps which range from further support to legal action.

Of course, as always, if you wish to discuss this further, please feel free to contact me.

Yours sincerely

Headteacher



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

Date:

Address:

Dear Parent/Carer

Following our recent School Attendance Support Meeting to look at ways to improve Xs attendance, we regret to share with you that we still have concerns as Xs current attendance is %.

We will therefore now set a further School Attendance Support Meeting where we will revisit our plan and see if further actions should be put in place. This meeting will take place at school on X and is likely to take around 45 minutes. At this meeting we will also ensure that your legal responsibilities are clearly explained to you. Should you not be able to make this day and time, please let us know as soon as possible so that we can arrange at a times that is suitable to us both. If you are unable to make the meeting and do not take the opportunity to reschedule then the meeting will still go ahead in your absence and we will let you know the outcome, including any actions put in place.

Once again, please be aware that although this is a formal meeting, its main purpose is to support you in helping to improve Xs attendance. These meetings have proved to be very successful in the past and we feel positive that we can work together successfully.

Of course, as always, if you wish to discuss this further, please feel free to contact me.

Yours sincerely

Headteacher



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

School Individual Health Care Plan Template

(See school Records for Parent/carer and other information)

1. Name: UPN:	2. D.o.B.	3. Year Group/Class
4. School Named person (confidential issues)	G.P. /Hospital Contact details:	
5. A statement of the Medical Condition/issues (e.g. signs, triggers, symptoms, treatments, and any implications.		
6. Risk assessment(s) (e.g. pupil centred, curricular / extra-curricular, environmental, stress, last recorded academic assessment) and corresponding arrangements for any potential emergencies.		
7. List of student needs and agreed adjustments / treatments / medications/ SEN (EHE), school support.		
8. Pupil self-management responsibilities.		
9. School staff response / support required (Family education, social, emotional etc.).		



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

10. Non School based support / provision, (TA support / Home teaching, IT Access, External agency).
11. Implications for school staff development / communication.
12. Parental / pupil comments.
13. Plans for reintegration
14. Any emergency arrangements
15. Review(s) with date

Signed by Pupil	
Signed by Parent	
Signed by School	
Date Signed	



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

Date:

Address:

Dear Parent/Carer

Re: Medical Action Plan Meeting

.....'s attendance is at the present time% which is of concern.

I have therefore arranged a Medical Action Plan Meeting with the School Education Welfare Officer, to discuss 's medical issue and a positive way forward. The meeting will take place onat the school and will last about 45 minutes. It is very important that you try to attend this meeting.

Attendance targets will then be set for the forthcoming weeks.

Please note that this is an informal meeting and its purpose is to support you in helping to improve 's attendance. These meetings have proved to be very successful in the past and I therefore hope that you will be able to attend.

Please note the meeting will go ahead in your absence and targets will be set.

If you wish to discuss any of the above, please feel free to contact me

Yours sincerely

Headteacher



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

Medical Action Plan

STUDENT NAME		DATE OF BIRTH	YEAR GROUP	TEACHER NAME
Is this pupil looked after: Y / N		SEN Level:	Action Plan Chair/Co-ordinator:	
Attendance level:		No of broken weeks:	No. of continuous days absent:	
People invited to attend	Name:	Signature:	Date of Medical Action Plan	
Pupil			GP Consent gained?	Y / N
Parent / Carer			Consent form completed	Y / N Date:
School Staff			Decision made to authorise absence?	Y / N Date:
School Governor				
Education Welfare Officer			Name of person Authorising	
School Nurse			Date of Review	
Other Agencies				
Medical Issues		Medical Evidence provided by		Date & Type of evidence
Identified Difficulties		Intervention Required		Provided by / Date
Target Attendance Level				



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

Medical Consent Form

Parent's Name:	
Parent's Address:	
Child's Name:	
Child's DOB:	
Child's Address (<i>if different above</i>)	
Doctor's Name:	
Doctor's Surgery Address:	

I understand that by signing this form I grant permission for a representative of the school to seek medical information regarding the named child in relation to his or her attendance at school or otherwise.

Parent's Signature:
Date of Signature:



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

Dear Dr (Insert Name)

Reference: (Child's name and date of birth)

We have been informed that you are the family doctor of the child named above. Monitoring of our School's attendance records has revealed that **(Child's name)** currently has a high level of absence which has been ascribed to sickness by the parent/carer. Their current percentage attendance is recorded as **(Insert percentage)** whilst most children in his/her year group are achieving the level of **(Insert national percentage)**. In real terms, this means he/she has already missed **(Insert number of days)** of his/her education this year due to illness.

I am sharing these facts with you in light of the [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](http://www.gov.uk) so that you can consider this data with other information you have in relation to this child's needs should they visit you again in the near future. If you have time, I would be grateful if you could complete and return the cut off slip below for our records; we enclose a stamped addressed envelope for this purpose.

Please find enclosed the consent form signed by the parent and a copy of the attendance print out in case you require a more detailed breakdown.

The school is not able to meet any costs resulting from the provision of this information.

Yours sincerely

Headteacher

Reference: (Insert Child's name and date of birth)

1. This level of absence is what I would expect from a child suffering from the long term sickness issues diagnosed (Yes/No) ☐
2. Our records show this child has contracted a variety of illnesses this year:
 - a) We intend to monitor further sickness/the illness. (Yes/No) ☐
 - b) This is not a pattern I expect to continue in the future. (Yes/No) ☐
3. The child has been seen at this surgery on the following dates over the past 12 months (or total number of visits)
Please list below

Signed:

Date:



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

Date:

Address:

Dear Parent/Carer

Re: Attendance Panel Meeting

Following our recent School Attendance Support Meeting to look at ways to improve Xs attendance, we are disappointed to note that there has been no significant improvement since then, and that Xs current attendance is %.

It is an offence (contrary to Section 444 of The Education Act 1996) for a parent to fail to ensure their child's full-time education – the maximum penalty for such an offence may be up to £2,500 per parent and/or 3 months imprisonment. We have requested a formal Attendance Panel Meeting to support you in ensuring that you meet your legal responsibility.

Date:

Time:

It is very important that you attend this meeting as failure to do so may result in action being agreed without your consent.

Should you require further information or wish to discuss this further, please feel free to contact me.

Yours sincerely

Headteacher



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

Attendance Panel Meeting

School:		Date:	
Pupil Name:	D.O.B:	Year Group:	
Address:			
Postcode:			

Parent(s) name:	Attended	Address (if different to above)
1	YES	1
	NO	
2	YES	2
	NO	

Names of others invited to meeting:	Attended	
	YES	NO
	YES	NO

Current
Attendance %

U/A
%

% at previous
meeting

It is an offence under Section 444 of the Education Act 1996 for a parent to fail to ensure his/her child attends school regularly. No offence is committed if the parent proves any of the following:

1. that the pupil was ill or prevented from attending by any unavoidable cause
2. that the pupil's absence was authorised by the school
3. the absence was on a day of religious observance of the parent
4. the local authority's policy to provide transport applies to the child but that transport was not provided

Does any of the above apply? If so please comment:

Reasons given by parent for child's absence:	
• Health • Bullying • Transport • Family Circumstances • Curriculum Issues	YES / NO YES / NO YES / NO YES / NO YES / NO
• Would the parent find it helpful at attend parenting support sessions	YES / NO



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

Attendance Panel Meeting

Parent / Carer – Pupil Targets/Action Agreed:

Will Parent/Carer consider FISS intervention

The named student will have their attendance monitored very thoroughly over the next 4 WEEKS
The meeting will go ahead if the parent/carers is not in attendance

- School will not authorise any future absence without medical evidence i.e. appointment cards
- Attendance should be over 95% over the next 4 academic weeks

If not over 95% then we will request the Local Authority to consider the legal process

School/EWS Agreed Action

Signature — School:

Signature - Parent/Pupil:

Signature — EWO:

Signature – Other Agencies:

Review date and time set:

Date:

NB: EWO representative must advise parent of seriousness of legal processes, possible outcome and that other agencies may be informed (i.e Social Care), also that the parent may have legal representation at the review meeting.



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

Date:

Address:

Dear Parent/Carer

Re: Pupils Name

Further to the School Attendance Panel Meeting which you were unable to attend, I am writing to inform you that the Education Welfare Officer who is responsible for monitoring your school's attendance will visit you at your home on xxxxxx.

Date:

Time:

To discuss the action plan that was implemented in your absence.

If for any reason you are unable to make this appointment, please contact the school office.

Yours sincerely

Headteacher



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

Date:

Address:

Dear Parent/Carer

Pupil:

Re: Attendance Panel Review Meeting

Following our recent Attendance Panel Meeting to look at ways to improve Xs attendance, we are disappointed to note that there has been no significant improvement since then, and that Xs current attendance is %.

As previously explained to you, it is an offence (contrary to Section 444 of The Education Act 1996) for a parent to fail to ensure their child's full-time education – the maximum penalty for such an offence may be up to £2,500 per parent and/or 3 months imprisonment. We have requested a formal Attendance Panel Review Meeting to support you in ensuring that you meet your legal responsibility and will also invite a representative of the Local Education Authority to attend this meeting.

It is very important that you attend this meeting as failure to do so may result in action being taken without your involvement.

This meeting will take place at school on:

Date:

Time:

Should you not be able to make this day and time, please let us know as it may be possible to see if we can change it. However, if not, then the meeting will still go ahead in your absence and we will let you know the outcome, including any actions put in place.

Yours sincerely

Headteacher



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

Attendance Panel Review Meeting

School:		Date:	
Pupil Name:	D.O.B:	Year Group:	
Address:			
Postcode:			

Parent(s) name:	Attended	Address (if different to above)
1	YES	1
	NO	
2	YES	2
	NO	

Names of others invited to meeting:	Attended	
	YES	NO
	YES	NO

Current
Attendance %

U/A
%

% at previous
meeting

It is an offence under Section 444 of the Education Act 1996 for a parent to fail to ensure his/her child attends school regularly. No offence is committed if the parent proves any of the following:

5. that the pupil was ill or prevented from attending by any unavoidable cause
6. that the pupil's absence was authorised by the school
7. the absence was on a day of religious observance of the parent
8. the local authority's policy to provide transport applies to the child but that transport was not provided

Does any of the above apply? If so please comment:

Reasons given by parent for child's absence:	
• Health	YES / NO
• Bullying	YES / NO
• Transport	YES / NO
• Family Circumstances	YES / NO
• Curriculum Issues	YES / NO
• Would the parent find it helpful at attend parenting support sessions	YES / NO



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

Attendance Panel Review Meeting

Parent / Carer – Pupil Targets/Action Agreed:

Will Parent/Carer consider FISS intervention

The named student will have their attendance monitored very thoroughly over the next 4 WEEKS
The meeting will go ahead if the parent/carers is not in attendance

- School will not authorise any future absence without medical evidence i.e. appointment cards
- Attendance should be over 95% over the next 4 academic weeks

If not over 95% then we will request the Local Authority to consider the legal process

School/EWS Agreed Action

Signature — School:

Signature - Parent/Pupil:

Signature — EWO:

Signature – Other Agencies:

Review date and time set:

Date:

NB: EWO representative must advise parent of seriousness of legal processes, possible outcome and that other agencies may be informed (i.e Social Care), also that the parent may have legal representation at the review meeting.



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

SUMMARY FORM FOR ATTENDANCE PANEL REVIEW

Name of Child: D.O.B:	Name of School: Year Group:
--------------------------	--------------------------------

Parent/Carer Name & Address		
Date of SASM		Attendance %
Did Parents/Carers Attend?	YES: ☐	NO: ☐

Parent/Carer Name & Address		
Date of A.P		Attendance %
Did Parents/Carers Attend?	YES: ☐	NO: ☐

Previous Legal Action	YES: ☐	Date
	NO: ☐	

Summary Notes

Dates of Home visit:	Parent Home:	YES: ☐	NO: ☐
Dates of Home visit:	Parent Home:	YES: ☐	NO: ☐
Dates of Home visit:	Parent Home:	YES: ☐	NO: ☐

Case Summary

--	--	--	--

Current Attendance: _____ %

SASM: YES: ☐

NO: ☐

Print Name: _____

Date: _____

Signature: _____



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

Date:

Address:

Dear Parent/Carer

Pupil:

Re: Broken Weeks

PARENTS: Your responsibility is to ensure your child(ren) attend school regularly.

SCHOOL: As you may be aware we are responsible by law for reporting attendance to the Local Authority. The Local Authority employs Education Welfare Officers to monitor school attendance and to help parents meet their responsibility.

BROKEN WEEKS: The purpose of this letter is to raise parents/carers awareness on this issue. During the period of the Autumn Term your child,has had.....broken weeks.

One of the things that impacts most negatively on children's progress is if children have odd days off here and there over the year that disrupts a week's learning. Those who monitor attendance in school call these 'broken weeks'. Good learning in school is reliant on building learning links, lesson by lesson and day by day. If one of these links is missed then the whole programme of learning can be disrupted, leaving children confused and falling behind.

In short, every lesson counts. In addition, absence can affect friendships, with the break in social continuity, and children losing that sense of 'belonging'. Such influences cannot be underestimated as children's happiness, and so success, in school is often affected by friendships.

I enclose a registration certificate for your information.

I hope you find this information useful and feel able to support us in our attempts to provide the best possible education for your child. If you would like to discuss the issues raised by this letter, please do make arrangements to see me.

Yours sincerely

Headteacher



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

Date:

Address:

Dear Parent/Carer

Pupil:

Re: Third Party Agency Information Consent Form

I, NAME OF PARENT/CARER authorise XXXXXX School, {address} to obtain personal information from the third party as indicated below.

Parent / Carer Name:	
Parent / Carer Address:	
Professional Organisation Contact Name:	
Professional Organisation Contact Address:	

I understand that by signing this form I grant permission for a representative of the school to seek information regarding NAME OF PARENT/CARER in relation to their current circumstances with regards to _____

Parent/Carer Print Name: _____

Parent/Carer Signature: _____

Date of Signature: _____ / _____ / _____

Yours Sincerely

Headteacher



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

Date:

Address:

Dear Parent/Carer

Re: Students Name

D.O.B

Our Education Welfare Officer for XXXXXXXXXXXX, regularly monitors school attendance.

I would like to make you aware that XXXXXXXXXXXX has XX number U codes, which statistically means late after the school's registration has closed after XX am.

Therefore, XXXXXXXXXXXX is marked absent on the school's morning register, so they will receive an unauthorised absence registration mark for the whole morning.

So, it is important to ensure XXXXXX attends school on time every morning.

Please note a U code affects your child's attendance along with authorised absences i.e. illnesses and other circumstances. So, if the pupil receives more than 4 U codes you as their parent/carer may be invited to attend a school attendance meeting to try and improve his/hers attendance.

If your child continues to receive further U codes after the school attendance meeting has taken place, and has accumulated more than 10 U codes we will request South Gloucestershire Council/Wiltshire to issue a fixed penalty fine.

Yours Sincerely,

Headteacher



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

From 19th August 2024, the new National Framework for issuing Penalty notices will apply.

National Threshold

There will be a single consistent national threshold for when a Penalty Notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 days) of unauthorised absence within a rolling 10 school week period.

These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence.

The 10-school week period can span over different terms and school years.

Penalty Notice Fines will continue to be issued per parent per child.

For example: 2 parents with 3 children would receive a total of 6 Penalty Notice Fines

Please note: For parents that are separated/ divorced each parent receives the Penalty Notice.

First Occurrence

The first time a Penalty Notice fine is issued for a term time holiday or intermittent school attendance* the penalty notice charge will be:

£160 per parent, per child, paid within 28 days.

Reduced to £80 per parent, per child, if paid within 21 days

(Unpaid Penalty Notices after 28 days may result in a prosecution)

Second Occurrence

(Within 3 years of the first occurrence)

Where it is deemed appropriate to issue a second Penalty Notice to the SASMe parent for the SASMe pupil within 3 years of the first Penalty Notice will be charged at:

£160 per parent, per child, paid within 28days.

(Unpaid Penalty Notices after 28 days may result in a prosecution)

Third occurrence and any further occurrences

(Within 3 years of the first occurrence)

The third time that an occurrence is committed for either term time holiday and/or intermittent attendance, a Penalty Notice will not be issued, the case may be proceeded straight to prosecution under the single justice procedure.

If found guilty of the occurrence, 'failure to secure their child's regular attendance at a school', the magistrates can impose a fine up to £1000 and you will have a criminal record.



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

PLEASE NOTE: If you take and leave of absence **PRIOR** to 19th August 2024 the Penalty Notice will be at the old rate of £60/£120. Any leave of absence taken from 1st September will be charged at the new rates above.

*The school and local authority would have identified concerns in patterns of attendance and held meetings to support improvement. An attendance action plan would be in place.



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE IS CHANGING

**The following changes
will come into force for
Penalty Notice Fines
issued after 19th August
2024.**



FIRST OFFENCE

The first time a Penalty Notice is issued for Term Time Leave or irregular Attendance the amount will be:
£160 per parent, per child if paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.



SECOND OFFENCE (WITHIN 3 YEARS)

The second time a Penalty Notice is issued for Term Time Leave or irregular Attendance the amount will be:
£160 per parent, per child to be paid within 28 days. No reduced rate will be offered.



THIRD OFFENCE AND ANY FURTHER OFFENCES (WITHIN 3 YEARS)

The third time an offence is committed for Term Time Leave or irregular Attendance a Penalty Notice will not be issued and the case will be presented directly to the Magistrates Courts. Magistrates' fines can be up to **£2500 per parent, per child. Cases found guilty can show on a parent's future DBS certificate due to failure to safeguard a child's education.**

10 SESSIONS (5 DAYS) OF UNAUTHORISED ABSENCE IN A 10 WEEK PERIOD

Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10 week period.



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

Date

Dear

Re: Child's Name

You have recently contacted us regarding your child's absence from school for a holiday. We have responded within 5 working days of you contacting us as our policy outlines. I am not able to authorise your child's leave of absence as required from **DATE** to **DATE**.

If you decide to go ahead with the proposed leave of absence, **NAME'S** absence will be marked as unauthorised using the G code.

I would like to inform you that this period of unauthorised holiday may put you at risk of being issued with a Penalty Notice of £160 (per parent, per child), if paid within 28 days or reduced to £80 (per parent, per child), if paid within 21 days. For example, a two parent family taking 2 children out of school for an unauthorised holiday would be liable for a total of £320 if paid within 21 days or £640 if paid between 21 and 28 days. Please find enclosed a copy of 'Penalty Notices - Information for parents and carers'.

If your child is reported as unwell prior or post to the leave then medical evidence will be requested to authorise leave; if medical evidence is not provided then the illness will not be authorised.

When considering leave of absence during term time please be mindful that if your child has a two week leave of absence they will only ever get an attendance percentage of 94.7% or less, this figure does not include any other absences they may incur during this academic year.

In the future, please complete a leave of absence form and return this within one month of your requested holiday.

Yours Sincerely

xxxxx



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

XXXX School – Exceptional Absence Request Form

School is Important. Missing school can disrupt and set back learning.

Please see the School's attendance leaflet available on our website or from the school office.

Almost all holiday absences will be recorded as 'unauthorised' and families may be issued with a Penalty Notice by the Local Authority.

If the leave of absence involves a flight, we will require flight details for safeguarding purposes.

Part I - For completion by the Parent/Carer

Parent Name 1:	Parent Name 2:
Child's Name 1:	Year Group:
Child's Name 2:	Year Group:
Child's Name 3:	Year Group:

First Date of Absence:		Last Date of Absence:		Total Number of Days:	
-------------------------------	--	------------------------------	--	------------------------------	--

Reasons for absence request **must** be provided below i.e. family holiday, funeral

Provide details of any 'exceptional' circumstances to support this request, please list them here. (If this box is not completed – the absence will not be authorised)

Declaration

- (I / we) agree that the information in this form is accurate and correct.
- (I / we) understand that (I / we) must inform any other person with 'parental responsibility' for the (child / children) to whom this request refers of (my / our) intentions. All parties with 'parental responsibility' are responsible for attendance and so are liable for Penalty Notices.

Name:	Signed:	Date:
Name:	Signed:	Date:



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

Part II - For completion by the office

Date of processing:

Current Attendance	Overall Rolling 12 Month % Attendance	No. of Sessions Present	No. of Sessions Authorised Absence	No. of Sessions Unauthorised Absence
Child 1				
Child 2				
Child 3				

Office comment box:

Part III – For completion by the Headteacher

Having considered this request, this absence will be recorded as:	Authorised	Unauthorised
Have the criteria for a Penalty Notice been met?	No	Yes

Signed:

Date:

Date entered on ARBOR:

Date form returned to parent:



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

Date:

Address:

Dear

I am writing with concern regarding (child name)'s recent absence from school.

(Child name) has missed xxx days of school since xxx and their current attendance has fallen to xx %.

I enclose a copy of the attendance certificate and reasons provided for absence for your information.

We understand that it is not compulsory for your child to attend school until the term after their 5th birthday, however (Child name)'s level of absence is likely to have an impact on their learning. Opportunities to socialise and sustain friendships with peers are also being lost.

As each family's circumstances are different, we want to work with parents to provide the best education for every child. Pupil welfare and wellbeing are really important to us at The xxxxxxxxxxxxxxxx School and we believe that regular attendance throughout the year is essential for children to experience a sense of belonging, success and fulfilment.

Should there be any ongoing reasons preventing (child name)'s regular attendance, or you would like to discuss this matter further, please do contact us.

Yours Sincerely

Headteacher



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

Intervention Review Checklist for Attendance Panel Review Process
Please complete and attached to the APR form when submitting.
Please add any additional interventions that are not listed if relevant.

Intervention	Considered (please give reason if not completed or offered and not engaged with)	Completed Y/N	Date of Completion	Attached Y/N
1. School Attendance Support meeting (SASM)				
2. School Attendance meeting review				
3. Student Voice				
4. Individual Health Care plan (IHCP)				
4a. Medical consent signed by parent/carer				
4b. Contact with medical professional				
4c. Response received from medical professional				
4d. EBSA and Belonging Toolkit (South Glos) and Inclusion toolkit (Wiltshire) used				
4e. Mental Health signposting				
4f. School health nurse referral				
4g. Reasonable adjustments				
5. Individual Health Care plan (IHCP) review				
6. Early help assessment and plan (EHAP)				
7. EHAP Funding requested.				
8. Early help assessment and plan (EHAP) review				
9. Family Link Worker referral				



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

10. EWO Referral and involvement				
11. Parenting Contract				
11a. Transport check with LA				
11b. Medical consent signed by parent/carer (if not already obtained)				
11c. Contact with medical professional (if not already obtained)				
11d. Response received from medical professional (if not already obtained)				
11e. Contact with social worker (compulsory if open case)				
11f. Parenting courses				
11g. SEND assessments				
11h. Reduced/adjusted timetable				
11i. Transition plan				
11j. School health nurse referral				
11k. Referral to ART/First response (South Glos), MASH (Wiltshire)				
11l. Reasonable adjustments				
11m. Mentoring				
11n. Mental Health signposting (if not already completed)				
11o. CAMHs referral				
11p. Discussion at Targeted Support Meeting (TSM)				
11p. Discussion at Inclusion Panel				
11q. Discussion at HRG (South Glos) or with Targeted Education (Wiltshire)				



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

11r. Discussion at SEN Cluster meeting (South Glos. Only)				
11s. Discussion with Primary mental health specialist				
12. Panel Action Plan as part of attempted parenting contract				
13. Parenting Contract Review				
14. Panel Action Plan review				



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

Early Indicators of EBSA	
	- Sporadic attendance and/or lateness - Parent reporting that the CYP does not want to come to school
	Physical signs of stress believed to be linked to stress (e.g., stomach ache, sickness, headache) or complaining of feeling ill
	Behavioural changes or fluctuations, e.g., interactions with others, reduced

Indictors of EBSA	
	- Periods of prolonged absence - Persistent lateness - Parent/carer is unable to support CYP to attend school - Identifiable patterns within non-school attendance eg. Specific days, subjects, staff members - Providing minor reasons for school absences
	- CYP experiences anxiety in relation to home factors e.g., parental separation, divorce, conflict, loss, bereavement - CYP displays greater reliance upon family members e.g., separation anxiety, increased proximity - Concerns around academic progress due to non-school attendance / missed education - CYP displays increased anxiety in relation to their learning and/or poor self-concept as a learner - Low self-esteem and/or lack of confidence - Struggling in relation to peer relationships and/or social situations - Physical signs of stress believed to be linked to stress (e.g., stomach ache, sickness, headache) or complaining of feeling ill

MPT School Attendance – EBSA Plan			
Education Act 1996 states that parents/carers have the primary responsibility for ensuring children attend school regularly and punctually			
Date of Meeting		Present at meeting	
Child's name		% Authorised Absence	
Date of Birth		% Unauthorised Absence	



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

Year group		Number of Broken Weeks	
Class		% Late (before register closes)	
Current Attendance (%)		% Late (after register closes)	
Possible Attendances (number of sessions)		Number sessions attended	
Name of Parent/Carer			
Name of Parent/Carer Address			
Relevant background Information including previous involvement from outside agencies:			
Description of Emotional Based School Avoidance			
Child:			
School:			
Home:			
Functional Analysis – identify key functions			
Function 1: To avoid situations that elicit negative affect or produce high levels of anxiety, so avoiding school to avoid these unpleasant or uncomfortable feelings			Y/N
Function 2: To escape aversive social situations or negative appraisals by others, so avoiding school to reduce social anxiety or social pressures			Y/N
Function 3: To reduce separation anxiety, so avoiding school to spend time at home with a significant parent/ carer or other family members.			Y/N
Function 4: To pursue rewarding experiences outside of school, so avoiding school in order to engage in pleasurable activities at home or in the community			Y/N



01 School Attendance Procedures (Additional documentation to be used in conjunction with the MPT Attendance Policy) V1.2

Action summary			
Who	What	How	When
CHILD			
HOME			
SCHOOL			
Actions will be put in place and attendance will be monitored over the next 4 weeks, taking into consideration the reasonable adjustments made.			
Action Plan agreed by	Signature		Date
Parent / carers			
School leader			
EWO			
Inclusion team			
Other			
Review of attendance date (4 weeks from today)			