

Attendance Information

September 2017

Attendance

Attendance at Fullbrook is excellent as a result of the support of the vast majority of parents and the hard work of our staff. The School target is 96% and we may write to let you know if your child's attendance is below target.

Holidays taken during term time will not be authorised. All requests for leave of absence are treated sympathetically, and only in exceptional circumstances will they be approved.

The Government has set the level at which a student is defined as a Persistent Absentee at 90% to reflect the direct link between attendance and attainment. We will usually invite you to an Attendance Support Meeting in school should your child's attendance drop below this level.

For the very few students whose attendance is poor it is important that parents take note of the following:

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:

- Pupils identified by Police and Education Welfare Officers engaged on Truancy Patrols and who have incurred unauthorised absences
- Leave of absence in term time (5 days or 10 sessions or more). Holidays taken during term time will not usually be authorised.
- Late arrival after the close of registration, on 10 occasions in any six week period
- Where a parent is failing to ensure their child's regular school attendance, and is failing to engage with supportive measures proposed by the school or Education Welfare.

The policy of Surrey County Council, to which this school has agreed, states that parents who take their child out of school for five days or more during term time, without the authority of the Principal, will **each** be liable to receive a penalty notice. Penalty Notices will be issued by the Local Authority. Further details are provided as an appendix to this newsletter.

The school attendance policy reflects that students are expected to attend 100% of the time, unless the absence is authorised by the Principal or Education Welfare Officer. The policy is in line with the current guidance from the Department of Education and is available on the school website for reference.

Appendix – Briefing from Surrey County Council

Penalty Notices for unauthorised absence

Please be aware that The Education (Pupil Registration)(England) (Amendment) Regulations 2013 state that Headteachers may **not** grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher should 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. The policy of the Government to which this school has agreed, states that parents who take their child out of school for five days or more 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.

The penalty 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 of the notice. If the penalty is not paid in full by the end of the 28-day period the Local Authority must prosecute the recipient for failing to ensure regular school attendance under section 444 Education Act 1996.

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 incurring unauthorised absences, each parent will receive two Penalty Notices, which in this case would amount to £120 each if paid within 21 days.

Penalty notices may also be used by the Local Authority in the following circumstances:

- When a pupil is stopped during school hours by the Truancy Team, and there is a history of unauthorised absence, a warning letter will be sent to the parents informing them that their child's attendance will be monitored for the following 15 school days. If there are further unauthorised absences, which may include a pupil arriving late after close of registration, a Penalty Notice will be issued.
- Where a parent is failing to ensure their child's regular school attendance, which may include a pupil arriving late after close of registration, and is failing to engage with any supportive measures proposed by the school or Education Welfare. Before a Penalty Notice is issued, the parent will be sent a formal warning of their liability to receive such a notice.