

Attendance - Penalty Notice Referrals - Bury Schools Partnership

Prior to September 2014 penalty notice referrals had been submitted by schools to the Local Authority when a child had 10 sessions unauthorised in the last 12 week period. In response to the revision of Suffolk County Council's 'Penalty Notice Code of Conduct' Headteachers and representatives from schools within the Bury Schools Partnership met on 15th September 2014 to discuss the criteria for future penalty notice referrals within our schools.

It was initially proposed that a penalty notice referral would be made to the Local Authority when a child incurred 6 unauthorised sessions (3 days) within an academic year however following a further meeting of Headteachers on 16th September 2014 this was amended to 8 unauthorised sessions (4 days) within an academic year. *All penalty notice referrals will need to be made within 15 working days of the unauthorised absence. The LA proposes to process them within 5 working days. There will be no warning period. A Penalty Notice (fine) will be issued by post. Parents will not receive more one Penalty Notice per child in an academic year.*

It was also agreed at the meeting of 15th September 2014 that a generic 'Leave of Absence' form for all Bury Partnership Schools would assist in providing a consistent approach to leave of absence requests. The inclusion of a section for parents to record any siblings (and their schools) was seen to be extremely beneficial to Attendance Officers in their aim to apply consistency across the partnership.

The national average attendance rate in state funded primaries (2012/13) was 95.2%.

Missing 1 day a term equates to an attendance rate of 98.4%

Missing 1 day a half term equates to an attendance rate of 96.8%

Missing 1 session (0.5 day) a week equates to an attendance rate of 90%

Using the above as guidance we are proposing to categorize absence rates **at Great Whelnetham CEVCP School** and take interventions as detailed below:

Days missed in an academic year	Attendance Rate	Proposed category/School intervention
0 days	100%	Excellent
1 day	99.5%	Excellent
2 days	98.9%	Very good
3 days	98.4%	Very good
4 days	97.9%	Good
5 days	97.4%	Good
6 days	96.8%	Good
7 days	96.3%	Good
8 days	95.8%	Satisfactory
9 days	95.3%	Satisfactory
10 days	94.7%	Requires improvement
11 days	94.2%	Requires improvement
12 days	93.7%	Requires improvement
13 days	93.2%	Requires improvement
14 days	92.6%	Requires improvement
15 days	92.1%	Requires improvement
16 days	91.6%	Requires improvement
17 days	91.1%	Requires improvement
18 days	90.5%	Requires improvement
19 days	90%	Requires improvement