



## WHY ATTEND EVERY DAY ?

Good school attendance gives your child the opportunity of success and helps develop skills for life. Your child should attend school every day unless there is an unavoidable cause such as illness.

Missing school damages a pupil's learning and their grades (research shows that missing 17 days of school often leads to a drop in GCSE grades), disrupts routines and can make pupils vulnerable to crime.

Pupils should never miss school for reasons like shopping, birthdays or to wait in for a repair person.

### Missing school seriously affects life opportunities

## WHY ARE PENALTY NOTICES ISSUED ?

Parents/carers commit an offence if a child doesn't attend school regularly and the absence is not agreed by the school (i.e. the absence is **unauthorised**). In some cases unauthorised absence may result in prosecution under Section 444 of the Education Act 1996.

The Anti Social Behaviour Act 2003 introduced Penalty Notices as an alternative to prosecution. A Penalty Notice does not require a court appearance, but still aims to improve attendance.

## HOW MUCH IS A PENALTY NOTICE ?

**£60** if payment is made within 21 days.

**£120** if paid after this but within 28 days.

## WHEN WILL THEY BE USED ?

When the school agrees for your child to miss school in advance or accepts your explanation, absence is 'authorised'. All other absence is 'unauthorised'.

### Penalty Notices may be used where absence is unauthorised, for example when:

- a parent has taken their child on holiday during term without authorisation; especially when this means pupils miss exams, i.e. SATs and GCSEs.
- enquiries at school after a truancy sweep show the pupil's absence at that time as unauthorised.
- pupils are regularly late for school after the register has closed.
- a pupil has 8 or more unauthorised absences within the previous 10 week period.

## WHAT SHOULD I DO IF MY CHILD IS TRUANTING ?

### If your child is truanting you can:

- talk to them ~ try to find out why.
- meet with a member of school staff to discuss the situation and look for solutions.
- contact the Education Welfare Service for advice and guidance (contact numbers overleaf)
- try to understand what is happening for your child and help them resolve the problem.

**Education is key to their future success so it's important to solve issues as quickly as possible.**

## WHY AM I BEING SENT THIS LEAFLET ?

This leaflet is being sent to parents/carers so they are aware of the need for their child to attend regularly and on time to achieve their best.

It is important parents and carers understand their responsibilities and the consequences of their child having unauthorised absence from school.

## WHAT SHOULD I DO IF MY CHILD IS OFF SCHOOL ?

Telephone the school as early as possible on the first morning of their absence to give the reason.

Make routine dentist and doctor appointments after school or during school holidays. If you have to make an appointment during school time, help your child to be at school for most of the day and let the school know about the appointment.

You may be asked for a medical certificate or appointment card if your child is regularly absent due to illness or dental/medical appointments.

## WHAT IF I WANT TO GO ON HOLIDAY ?

Holidays in term time are not normally authorised. In exceptional circumstances ask permission from the Head Teacher and check the school policy.