

# School Attendance

## *A very important message for all Parents/Carers*

Insert Date

Dear Parent/Carer,

..... Academy/School is working in partnership with parents and the Local Authority to improve school attendance. **We would like to congratulate the many parents who make sure their children attend school regularly.**

Absence disrupts the education of the individual pupil and the whole class. Are you aware that children who do not attend regularly:

- do not achieve well in exams
- find it difficult to maintain friendships
- are more likely to become involved in crime
- miss out on opportunities in further education and the world of work?

### How does your child compare?

| Attendance during one school year | equals this number of days absent | which is approximately this many weeks absent | which means this number of lessons missed |
|-----------------------------------|-----------------------------------|---|---|
| 95%                               | 9 days                            | 2 weeks                                       | 50 lessons                                |
| 90%                               | 19 days                           | 4 weeks                                       | 100 lessons                               |
| 85%                               | 29 days                           | 6 weeks                                       | 150 lessons                               |
| 80%                               | 38 days                           | 8 weeks                                       | 200 lessons                               |

Absence can only be authorised by the Head Teacher, within the boundaries set by the Education (Pupil Registrations) (England) Regulations 2006. **Head Teachers may not authorise leave during term time except where the circumstances are exceptional.**

Please remember that parental illness, going shopping, visiting family, truancy, not wanting to go to school, alleged bullying (speak to school immediately to resolve the issue), family holidays (unless authorised by the Head teacher by pre-arrangement) are not acceptable reasons to be absent. All of these will be recorded as unauthorised absence, including if your child arrives at school after the close of registration.

Family emergencies need careful consideration. It is not always appropriate or in the best interests of the child to miss school for emergencies which are being dealt with by adult family members. Being at school with support from staff and peers can provide children with a safe and familiar background during times of uncertainty.

**It is a parent's legal responsibility to ensure their children receive appropriate education. Failing to send your child to school regularly without good reason is a criminal offence.**

**Legal action that may be taken includes:**

- **Issuing penalty notices:** Each parent receives a penalty notice for each child who has unauthorised absence. The penalty is £60 or £120 depending on how soon payment is made. So, if there are two parents and two children the total penalties could be up to £480. Failure to pay may result in prosecution.
- **Taking parents to court for unauthorised absence:** Education Act 1996 Section 444(1) - court can fine each parent up to £1000 per child, order payment of prosecution costs and/or impose a Parenting Order.
- **Taking parents to court for persistent unauthorised absence:** Education Act 1996 Section 444(1A) - court can fine each parent up to £2,500 per child, order payment of the prosecution costs, impose a Parenting Order and/or sentence you to a period of imprisonment of up to 3 months.

**Being taken to court could result in you having a criminal record.**

Frequent absence can add up to a considerable amount of lost learning and can seriously disadvantage your child in adult life.

If your child's level of absence is of serious concern, the school will offer advice and support to improve attendance. After this, any unauthorised absence may result in the School and the Local Authority taking legal action.

If you have concerns about your child's school attendance please contact the school urgently. They may be able to assist you or even offer you an Early Help Assessment.

**Again, we would like to thank those parents who make sure their child is attending school regularly and are therefore benefiting fully from their educational opportunity.**

Yours sincerely,

*E. Langley*

(delete if preferred)

Head teacher

Lead Attendance Officer  
Education Legal Intervention Team  
Alternative Provision, Attendance, and Independent Education Service