



Attendance Policy

September 2025

Policy Statement

Georgian Gardens Primary School seeks to ensure that all its pupils receive an education which enables them to reach their full potential. There is a strong link between good attendance and increased attainment. Children who regularly attend school make much better progress socially and academically. Regular attendance enables children to adapt better to routines, schoolwork, and friendship groups.

Georgian Gardens Primary School aims to work in partnership with parents and other agencies to ensure that every child can get the best out of the educational opportunities provided.

By working in partnership with parents and other agencies, we ensure that we have clear and robust strategies in place to manage and promote regular attendance for all children at Georgian Gardens.

We are committed to a whole school approach to attendance and a partnership relationship with parents and carers.

This attendance policy is part of broader collection of safeguarding policies and should not be viewed in isolation. Safeguarding policies include the Child Protection Policy, Anti-bullying policy and Behaviour/Relational Policy.

Aims

The school aims to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote children's welfare.
- All staff are aware of their responsibilities with respect to attendance and understand the correlation with safeguarding.
- Parents, carers, and children are informed about the procedures for attendance and take an active role in promoting good attendance and punctuality.
- Children who achieve attendance and punctuality targets throughout the academic year are recognised and rewarded.

The responsibilities set out in this policy apply (as appropriate) to all members of the school community including children, parents, staff, and governors. It is fully incorporated into the whole school ethos and culture.

Legislation and Guidance

This policy is based on The Department for Education's statutory guidance, Working Together to Improve School Attendance - GOV.UK (www.gov.uk) 2024

The Education Act 1996 states that:

- All pupils of compulsory school age receive a suitable full-time education by regular attendance at school or otherwise.
- The Local Authority must provide school places to parents who wish their children to be educated at school.

- The school must complete attendance registers at the beginning of the morning session and during the afternoon session.
- The school must report to the Local Authority pupils who are absent for more than ten days without explanation.
- The Local Authority has a duty to ensure that parents fulfil their legal responsibilities.
- Failure by parents to ensure the regular attendance at school of a registered pupil is an offence punishable by law.

Education Act 1996 (legislation.gov.uk) - Part 6

Education Act 2002 (legislation.gov.uk) - Part 3

Roles and Responsibilities

The Senior Attendance Champion at Georgian Gardens is the Assistant Headteacher, Inclusion. The Headteacher and Assistant Headteacher, Inclusion, will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the attendance policy is consistently applied throughout the school. The Family Support Manager and Learning Mentor, will support the Headteacher and Assistant Headteacher in this work. They will also ensure that attendance is both recorded accurately and analysed. They will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties. If absence is frequent or continuous, except where a child is clearly unwell, staff will discuss with parents/carers the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a child's home does not mean an absence becomes authorised. **The decision whether or not to authorise an absence will always rest with the school.**

Working Together to Improve Attendance

The foundation for good attendance is a strong partnership between the school, parents and the child.

What the school expects of our children

- That children attend regularly, on time and ready to learn
- Children are prepared for the day with appropriate equipment
- Children who arrive after registration time report to the school office
- Children tell a member of staff if there is any problem which may prevent them from attending school

What the school expects of parents/carers

- Notify school on the first day of absence before 8:30am and provide reason for absence (if a specific reason is not given, you will be asked for one)
- Ensure that their children attend school regularly and on time to fulfil their legal responsibility
- Complete a request form for absence in term time for exceptional circumstances if you know your child is going to be absent
- Supply medical evidence when required. The following would be sufficient:

- Hospital / GP appointment confirmations (letters, text messages, emails or appointment cards)

- GP note or letter
- A copy of a prescription
- An advice slip from a pharmacist
- Ensure all parental and child contact details are up to date
- Provide school with at least two emergency contact details
- Speak to relevant members of staff if they know of any problem which may prevent their child/ren from attending
- Avoid taking their child out of school for non-urgent medical or dental appointments
- Attend attendance meetings with our attendance and pastoral staff when offered

Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

What the school expects of classroom staff

- Meet and greet the children each morning and welcome them into class.
- Model respectful relationships to build positive relationships with families that can be the foundation of good attendance.
- Ensure that all students are registered accurately and in a timely manner.
- Liaise with the Assistant Headteacher, Family Support Manager or Learning Mentor on matters of attendance and punctuality.
- Communicate any concerns or underlying problems that may account for a child's absence.
- Support children with absence to engage with their learning once they are back in school.

What the parents/carers can expect from the wider school team

- A broad, balanced education
- Encouragement and rewards for good attendance and punctuality at school
- Prompt action when a problem has been identified
- Efficient and accurate recording and monitoring of attendance
- Contact with parents and carers on the first day when absence is unexplained
- Liaison with school staff on how we can work together to improve your child's attendance
- Regular communication with parents and carers

Attendance and Pastoral Staff (School Office, The Hub Team, Senior Leaders)

- Ensure the recording of attendance and absence data is accurate.
- Ensure robust day-to-day processes are in place.
- Track and follow up absence and poor punctuality.
- Provide appropriate support and challenge to establish good registration practice.
- Carry out robust first day calling procedures including priority routines for vulnerable children including children with a social worker. If absence continues without explanation, further contact should be made to ensure safeguarding.
- Identify any absences that are not explained for each session and contacting parents to understand why, and when the pupil will return to school.
- Where absences are recorded as unexplained in the register, inputting the correct code as soon as the reason is ascertained, but no later than 5 school days after the session.

- Regularly analyse attendance and absence data to identify pupils, cohorts or groups that require support with their attendance and put strategies in place.
- Keep parents informed on a regular basis of their child's attendance and absence record (this should be communicated to parents in an easy-to-understand format and percentage headlines should be avoided. For example, concentrate on the amount of time missed and the impact on the pupil's learning).
- Hold regular meetings with the parents of pupils whom the school (and/or Local Authority) consider to be vulnerable or are persistently or severely absent to discuss attendance and engagement at school.
- Put into place an attendance contract (a formal written agreement) with families when a pupil has irregular attendance, outlining details of requirements in relation to regular attendance, barriers to attending regularly and support offered.
- Identify children who need support from wider partners as quickly as possible and making the necessary referrals.
- Undertake home visits in line with safeguarding responsibilities to engage families and ensure children are safe.
- Identify and, where possible, mitigating potential barriers to good attendance in liaison with families and relevant support agencies.
- Implement children missing in education (CME) procedures when appropriate.

At Georgian Gardens we believe that working together with parents and children is the best way to result in positive attendance outcomes for our children. In school we have a number of incentives to promote the importance of attendance:

- Assemblies are used to share and celebrate attendance with the children.
- Weekly class treat time for class with the highest attendance.
- Termly class reward of £100 to spend as the class want to ie, play equipment, wet play games, other treats for the highest attendance for a term.
- Weekly draw for children who had 100% attendance the previous week to choose a book prize.

For pupils at risk of persistent absence

- Regular attendance tracking to facilitate weekly reviews with leaders and the pastoral team for monitoring and evaluation purposes.
- Initiating and overseeing the administration of absence procedures. This should include:
 - letters home
 - attendance meetings
 - engagement with local authorities and other external agencies and partners
 - working with families and the community to identify which methods of communication work best, recognising potential barriers in hard-to-reach families and finding methods that work and are understood
 - consideration as to whether further interventions are required in line with the statutory guidance on parental responsibility measures
 - providing regular reports to leaders on the at-risk cohort
- For pupils who are persistently absent
 - Put into place an attendance contract (a formal written agreement) with families when a pupil has irregular attendance, outlining details of

requirements in relation to regular attendance, barriers to attending regularly and support offered.

- Identifying tailored intervention which meets the needs of the pupil.
- Regular check-ins to review progress and impact of support, make regular contact with families to discuss progress.
- Liaising with school leaders (designated safeguarding, SENCO and pastoral leads) on referrals to external agencies and multi-agency assessments.
- Coordinating and contributing to multi-agency meetings to review progress and agree on actions.
- Working in partnership with WSCC Pupil Entitlement Investigations Team and other agencies to ensure the appropriate use of statutory parental responsibility measures.
- Providing regular reports to leaders on the impact of attendance contracts and interventions.

Registration Procedures

The school gates open from **8:35am**. Children **are expected to be in class by 8:45am**. The Teacher and/or Teaching Assistant will meet and greet the children as they arrive in class.

Legally the register must be taken twice daily. Class teachers register the children in the morning and again after lunch. The register is taken as soon as possible after the start of the school day.

School use a computerised system (Bromcom) to keep attendance records. The following codes will be used to record attendance information:

Attending the School	
/	Present (AM)
\	Present (PM)
L	Late (before registers closed)
K	Attending education provision provided by the Local Authority
V	Educational visit or trip
P	Approved sporting activity
W	Work experience
B	Educated off site (NOT Dual registration)
D	Dual registration (i.e. pupil attending other establishment)
Absent – Leave of absence	
C	Leave of absence for exceptional circumstances
C1	Leave of absence for the purpose of participating in a regulated approved performance or undertaking regulated employment abroad
C2	Leave of absence for a compulsory school aged pupil subject to a part-time timetable
M	Medical/Dental appointments
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Study leave
X	Untimetabled sessions for non-compulsory school-age pupils
Absent – other authorised reason	
T	Traveller absence

R	Religious observance
I	Illness (NOT medical or dental etc. appointments)
E	Suspended (no alternative provision made)
Absent – unable to attend school because of unavoidable causes	
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided by the Local Authority not being available and school is not within walking distance (2 or 3 miles dependent on age)
Y2	Unable to attend due to widespread disruption to travel caused by local, national or international emergency
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention.
Y6	Unable to attend in accordance with public health guidance or law (infection/disease control)
Y7	Unable to attend because of any other unavoidable cause. This must be something that affects the pupil, not the parent.
Absent – unauthorised absence	
G	Family holiday (NOT agreed)
N	No reason yet provided for absence
O	Unauthorised absence (not covered by any other code/description)
U	Late after the register has closed (9:15am at Georgian Gardens)
Administrative Codes	
Z	Prospective pupil not yet on roll
#	Planned whole school closure. ie INSET days

Punctuality

It is important to be on time at the start of the morning and afternoon school sessions and to lessons. The start of school is used to give out instructions or organise learning. If your child is late they can miss learning time with their class teacher giving vital information, cause disruption to the lesson for others, and it can be embarrassing leading to possible further absence.

Arrival after the close of registration will be marked as unauthorised absence and coded U in line with Department of Education guidance (after 9:15 am). This mark shows them to be on site, but is legally recorded as an absence. Arrival before this time but after the school day has started will be coded L for late.

If a pupil is late due to a medical appointment, they will receive an authorised absence, coded M. Please be advised that, where possible, doctors and dentists appointments are to be made outside of school hours or during school holidays. You will be asked for proof of the appointment by the school office on arrival at school (email, letter, text reminder from surgery, NHS App).

Ongoing and repeated lateness is considered as unauthorised absence and will be subject to legal action. Parents/carers of children who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved.

If lateness persists parents/carers will be invited to attend a meeting to discuss the problem and support offered. If support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 10 week period, the school can refer to West Sussex County Council Pupil Entitlement Team who can issue parents with a Fixed Penalty Notice.

Please collect your child promptly at the end of the school day. Where late collection is persistent and/or significantly late, the school is obliged to take any uncollected pupil to a place of safety and share concerns, as necessary, with other agencies.

Absence Reporting

Any absence must go through the school office as soon as possible of the day of absence:

01903 771555

office@georgiangardens.w-sussex.sch.uk

Parents must make contact with the school office on each day of absence and before 8:30am.

If an absence is not reported, the following procedures will be followed to ensure your child's safety:

Procedure	Vulnerable Pupils Procedure
Day 1 – Absence call to contact provided by parents (we will contact priority 1 then work through the other contacts provided by you) Day 2 – Repeat of Day 1 Day 3 and 4 – Home visit carried out by a member of The Hub Team or a Senior Leader Day 5 – Follow up home visit carried out by a member of The Hub Team or a Senior Leader Day 10 – Contact the Police/PCSO to request a welfare check	Day 1 – Absence call to contact provided by parents (we will contact priority 1 then work through the other contacts provided by you) If the family is on a Child Protection or Child in Need Plan, where contact can not be made, the Social Worker will be notified Day 2 – Home visit carried out by a member of The Hub Team or a Senior Leader Day 3 – Follow up home visit carried out by a member of The Hub Team or a Senior Leader Day 5 – Contact the Police/PCSO to request a welfare check Day 10 – 101 Report

We have a legal duty to report the absence of any child who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the local authority is notified that the child is at risk of being missing. Children's Services staff will visit the last known address and alert key services to locate the child. So help us to help you and your child by making sure we always have an up-to-date contact number.

Continued or Ongoing Absence

If your child misses 10% (three weeks/sessions) or more schooling across the school year, for whatever reason, they are defined as persistent absentees (PAs).

Absence for whatever reason disadvantages a child by creating gaps in his or her learning. Research shows these gaps affect attainment when attendance falls below 96%. As such, we monitor all absence thoroughly and all attendance data is shared with the local authority and the Department for Education.

If your child has had absence and their attendance level is falling towards 90% we will contact you and, depending on the reasons for the absence, will work with you to support you in improving your child's attendance. This may be in the form of an Attendance Contract which will involve a number of key individuals across school monitoring them on a day to day, week by week basis.

Following discussions with Class teachers, the Assistant Head, Inclusion and the Family Support Manager, additional support and/or alternative provision arrangements may be agreed, and this too will be carefully monitored.

Absence Requests

If a request for leave is absolutely unavoidable parents should complete a 'Request for Absence form, **two weeks in advance** of any planned absence. Each request for absence is dealt with on its own merits and all the available evidence/additional information is considered.

Copies of the absence request form can be obtained from the school office, the school website or by emailing the school office (office@georgiangardens.w-sussex.sch.uk).

Authorised and Unauthorised Absence

Government guidelines state that children can only be absent for the following reasons:

- illness and treatments
- days of religious observance
- exceptional family circumstances

Absence requests **will not** be authorised for:

- Holidays
- Days out (including long weekends, birthday treats, visiting relatives)

Requests for absence to attend funerals or associated events are responded to sympathetically and are normally authorised by the school.

If term-time leave is taken without prior permission from the school, the absence will be unauthorised and if the number of sessions absent hits the thresholds set out in the paragraph below, parents/carers will be issued with a fixed-penalty notice or other legal action. Any absence taken immediately before and/or after an unauthorised absence, such as an unauthorised holiday, needs to be supported by medical evidence; otherwise this will

be included with the known unauthorised absence and a fixed-penalty notice will be issued.

Fixed Penalty Notices

Regular unauthorised absence by a child will be scrutinised by the school and may attract one or more of the following interventions:

- A warning letter
- Request for parents/guardians to attend the school for an interview to discuss attendance
- Referral to Local Authority (Pupil Entitlement: Investigation Team)
- Referral to the Integrated Front Door (in cases of child welfare concerns)

If your child has 10 unauthorised sessions (a session is half a day) of absence within a 10 week period, we will inform the Pupil Entitlement Investigation Team who may choose to serve a **Fixed Penalty Notice** on the parents/carers. (Also see Appendix 1).

If a child is absent for a holiday for 8 or 9 sessions, this will also be referred to the Local Authority for consideration of an FPN.

If the Local Authority (or other authorised officer) believes a penalty notice would be appropriate, they retain the discretion to issue one before the threshold is met. This might apply for example, where parents take several term time holidays below threshold, or a 4-day absence during an inset week or following a bank holiday.

Attendance Support

We have a range of resources in school that we can use to understand any barriers to school attendance. This supports the child, family and school to understand the child's viewpoint.

As a school, we do our utmost to support our children's welfare and we have staff who really do care. If you feel that you need help, support or guidance to support regular attendance please contact a member of the attendance team on 01903 771555 or by email office@georgiangardens.w-sussex.sch.uk. We can then discuss any specific issues further. Should you have any further questions regarding attendance, please make contact with a member of the team.

Our Attendance Team

Mrs Lewis – Assistant Headteacher, Inclusion, and Senior Attendance Champion

Miss Bower – Headteacher

Ms Lewry – Family Support Manager (attendance and family support)

Ms Watts – Learning Mentor (attendance and pastoral support)

Mrs Toney – Receptionist (processes absence reporting and registers)

Mrs Smith – Office Administrator (processes absence reporting and registers)

Appendix 1

Penalty Notices to Address unauthorised absence from School or Alternative Provision and when present in a public place during school hours when suspended or excluded from School or Alternative Provision



Rationale

1. The purpose of this Code of Conduct is to ensure that the associated powers are applied consistently and fairly across the Local Authority area. The Code set out the arrangements for administering Penalty Notices in West Sussex County Council and must be adhered to by anyone issuing a Penalty Notice. The Code complies with relevant regulations and the Department for Education's (DfE's) National Framework for Penalty Notices as set out in the [Working together to improve school attendance](#) guidance.
2. Research published by the Department for Education in May 2022 found pupils with higher attainment at KS2 and KS4 had lower levels of absences over the key stage compared to those with lower attainment.
 - Pupils who did not achieve the expected standard in Reading, Writing and Maths in 2019 had an overall absence rate of 4.7% over the key stage, compared with 3.5% among pupils who achieved the expected standard and 2.7% among those who achieved the higher standard.
 - Pupils who did not achieve grade 9 to 4 in English and Maths GCSEs in 2019 had an overall absence rate of 8.8% over the key stage, compared with 5.2% among pupils who achieved a grade 4 and 3.7% among pupils who achieved grade 9 to 5 in both English and maths.
3. For the most vulnerable pupils, regular attendance is also an important protective factor and often the best opportunity for needs to be identified and support provided.
4. Where difficulties arise with school attendance, professionals should take a 'support first' approach in line with the DfE's 'Working together to improve school attendance' guidance, only resorting to legal enforcement when necessary.
5. The National Framework for Penalty Notices is based on the principles that Penalty Notices should only be used in cases where:
 - a. Support is not appropriate (e.g., a term time holiday) or where support has been provided and not engaged with or not worked, and
 - b. They are considered the most appropriate tool to change parental behaviour and improve attendance for that particular family.

Legal Basis

6. An offence occurs:
 - a. if a parent/carer fails to secure a child's regular attendance at school, or alternative provision, at which they are a registered pupil and that absence is not authorised by the school, or alternative provision. The Penalty Notice is a Notice offering a person the opportunity of discharging any liability to conviction for the offence under S.444(1) Education Act 1996 to which the Notice relates by payment of a Penalty in accordance with the Notice.
 - b. If a parent/carer fails to fulfil their responsibilities to ensure their child is not out in a public place without reasonable justification during the first five days of every suspension or exclusion from school as outlined in S.103 of the Education And Inspections Act 2006.
7. The Education (Penalty Notices) (England) Regulations 2007 (and subsequent amendments) set out how Penalty Notices for school absence must be used.
8. Penalty Notices can only be issued in relation to pupils of compulsory school age in Maintained Schools, Pupil Referral Units (PRU's), Academy Schools, Alternative Provision (AP) Academies, and certain off-site places as set out in section 444A(1)(b) Education Act 1996.
9. The National Framework for Penalty Notices is published in statutory guidance 'Working together to improve school attendance'. This provides further national guidance on the operation of Penalty Notice schemes for school absence in England.
10. Penalty Notices will usually be issued to the parent or parents with day to day responsibility for the pupil's attendance or the parent or parents who have allowed the absence (regardless of which parent has applied for a leave of absence). A parent is defined in S.576 Education Act 1996 and includes:
 - a. All natural parents
 - b. Any person who is not a natural parent who holds parental responsibility for the child.
 - c. Any adult who is considered to have care of the child.

In accordance with the definition of parent within the Education Act 1996, and thereby parental responsibility for non-school attendance, more than one person may be liable for the offence. In such circumstances, separate Notices will be issued to each person. Penalty Notices are therefore issued per parent, per child.

11. Penalty Notices will be issued by First Class post to satisfy evidential requirements/standards. Any Notice sent in this way is considered legally served by the Court. Penalty Notices may also be issued by email should a parent have asserted they will accept this method of correspondence.

Authorisation

12. A Penalty Notice can only be issued by an Authorised Officer; namely a Head Teacher or Deputy or Assistant Head authorised by them, an authorised Local Authority Officer, or a Police Constable.

13. Although professionals other than those within the Local Authority are accredited persons within the legislation, able to issue Penalty Notices, there is no requirement for them to do so. Within West Sussex it has been agreed Pupil Entitlement: Investigation (PEI) will issue Penalty Notices for education offences on behalf of schools and the Authorised Officer will be a member of PEI. This ensures consistency and will prevent conflict with other enforcement sanctions.

Criteria for Issuing Penalty Notices

14. PEI will act upon requests made by schools, academies or alternative education provided and Sussex Police, provided the Government's National Framework threshold has been met. This is reached when a pupil has been recorded as absent without authority for 10 sessions (a school day is made up of 2 sessions) within a 10 school week period. Unauthorised absence is evidenced by the presence of one of, or a combination of the following codes in the child's record of attendance. These codes are stated in the School Attendance (Pupil Registration) (England) Regulations 2024:
 - a. Code **G** – the pupil is absent without permission for the purpose of a holiday.
 - b. Code **N** – the circumstances of the pupil's absence have not yet been established.
 - c. Code **O** – the pupil is absent without Authority and none of the other registration codes within the 2024 Regulations applies.
 - d. Code **U** – the pupil attended school after the taking of the register ended but before the end of the relevant sessions, and no other code within the regulations applies.
15. PEI will also act upon notifications from schools of incidents of an excluded pupil; Code **E** - being present in a public place during school hours without reasonable cause. The National Framework threshold does not apply in these cases.
16. If in an individual case the Local Authority (or other authorised officer) believes a Penalty Notice would be appropriate, they retain the discretion to issue one before the National threshold is met.
17. If repeated Penalty Notices are being issued and they are not working to change behaviour, they are unlikely to be most appropriate tool. The National Framework for Penalty Notices sets out that a maximum of 2 Penalty Notices per child, per parent can be issued within a rolling 3-year period. If the National threshold is met for 3rd time (or subsequent times) within 3 years alternative intervention may be considered. This might include prosecution or one of the other attendance legal interventions available to the Local Authority. The decision on the type of intervention is for the Local Authority to decide.
18. Where families have moved into the Local Authority enquires will be made with past Local Authority's to ascertain if FPNs have been issued for school absence offences.
19. For the purpose of the escalation process, previous Penalty Notices include those not paid (including where prosecution was taken forward if the parent pleaded or was found guilty) but not those which were withdrawn. Penalty Notices issued prior to 19/08/2024 will not count toward the escalation process.

Notice to Improve

20. Schools are required where suitable to issue parents with a Notice to Improve for

absence other than those associated with an unauthorised holiday in term time and when a pupil is present in a public place. This is a final opportunity for a parent to improve attendance and engage in support before a Penalty Notice is issued. If the National threshold has been met and support is appropriate but offers of support have not been engaged with by the parent or have not worked, a Notice to Improve should be sent to the parents as a final chance to engage.

21. Schools may choose not to offer a Notice to Improve if they do not expect it to have any impact on a parent's behaviour (e.g., because the parent has already received one for a similar offence) and when this occurs the expectation is for the school to address their rationale in any referral submission to the Local Authority.
22. The recommended length of the improvement period should be between 3 to 6 weeks. This period is flexible, and a referral may be made to the Local Authority prior to the conclusion of the period, should circumstances dictate e.g., the parent fails to engage and/or the absence continues.
23. It is the school's decision on what sufficient improvement amounts to. For example, it might be no further unauthorised absences within the improvement period, or a sufficient amount of improvement tailored to the family.

Considerations Prior to the Issue of a Penalty Notice

24. PEI will consider the following before issuing a Penalty Notice to ensure consistency of approach:

a. Holidays in term time (G codes).

- Whether a Penalty Notice is the best available tool to improve attendance and change parental behaviour. Where instances of absences of 15 school days (30 sessions) or more a Penalty Notice is not offered and instead the matter is to be referred to the Courts.
- Whether the issuing a Penalty Notice in this case is appropriate after considering any obligations under the Equality Act 2010.
- Whether it is in the public interest to issue a Penalty Notice in this case given the Local Authority would be accepting responsibility for any resulting prosecution for the original offence in cases of non-payment.

b. Unauthorised Absence (O, U & N).

- History of attendance of the pupil concerned including previous referrals to the Local Authority.
- Review whether the school has offered proportional support and whether that support has worked or not, including the communication with parents by phone, letter or in person.
- The level of engagement of the parent/pupil regarding the absences.
- The reasons offered by the parent for the absences.
- Whether the Penalty Notice the best available tool to improve attendance and change parental behaviour for this particular family or

would one of the other legal interventions be more appropriate?

- Whether the issuing of a Penalty Notice in this case is appropriate after considering any obligations under the Equality Act 2010.
- Is it in the public interest to issue a Penalty Notice in this case given the Local Authority would be responsible for any resulting prosecution for the original offence in cases of non-payment?

c. Excluded pupils in a public place.

- Evidence of the notification to parents of their responsibilities whilst the exclusion is in place.
- Evidence presented in respect of the pupil being in a public place during school hours.
- Information relating to any reason apparent/offered for the pupil being in the public place, to assist in ascertaining if there was reasonable justification.

Outcome of Penalty Notices

25. The Local Authority will notify the schools of instances where an offered FPN is not paid, withdrawn, or resulted in a prosecution in respect of the offence under S.444 Education Act 1996. This notification will be achieved by email contact to the referring school.
26. Where pupils move between Local Authority areas, West Sussex can be contacted on crossborder.PenaltyNotice@westsussex.gov.uk to find out if Penalty Notices have been issued previously.
27. Where pupils attend school in West Sussex and live in a different Local Authority, West Sussex will liaise with the home Local Authority to advise of the actions taken and outcome.

Withdrawal of Penalty Notices

28. There is no inherent right to appeal a Penalty Notice. Once issued a Penalty Notice can only be withdrawn in the following circumstance.
 - The Penalty Notice has not been issued in accordance with the Code of Conduct.
 - Evidence has been established the Penalty Notice was issued to the wrong person.
 - Material errors have been identified in the information leading to the issue of the Penalty Notice.
 - The period for payment has expired and the Local Authority does not intend to instigate legal proceedings for which the Penalty Notice relates.

Cost and Payment of Penalty Notices

29. The amount of the Penalty Notice is set out by Government and is subject to change should the Government direct. The current cost of the Penalty Notice is £160 and, in some cases, an early payment of £80 would be offered should circumstances permit. Details of the cost of the Penalty Notice will be outlined clearly within it.
30. The National Framework has stipulated revenue generated from Penalty Notices, must be used to cover the costs of issuing, and enforcing these, including the cost of prosecuting recipients who do not take up the offer of the FPN. Any surplus income must be ring fenced for attendance support.

Non-Payment of Penalty Notices

31. If the Penalty Notice is not paid in full by the end of the 28 day period, the Local Authority must either:
 - a. Prosecute for the offence to which the Notice applies. The prosecution relates to irregular school attendance under Section 444 of the Education Act 1996, or in instances of a child being in a public place whilst excluded under S.103 of the Education And Inspections Act 2006.
 - b. Consider the use of a formal Caution as an alternative method of disposal.
 - c. Withdraw the Penalty Notice when circumstance indicate this is suitable.
32. A record will be kept of all FPNs issued, and all prosecutions relating to offence for which a Penalty Notice was issued.

ATTENDANCE AT GEORGIAN GARDENS PRIMARY SCHOOL



IF YOUR CHILD IS ABSENT

Please contact our school office on 01903 771555

Leave a message before 8:30am telling us your child's name, class and a specific reason for absence.

You are required to do this for each day of absence (unless there is a long term medical condition).



IF YOU DO NOT TELL US ABOUT AN ABSENCE...

You will receive a phone call enquiring as to why your child is off school.

IF WE CAN NOT MAKE CONTACT WITH AN ADULT WE WILL...

Day 1 – Absence call to contact provided by parents (we will contact priority 1 then work through the other contacts provided by you)

Day 2 – Repeat of Day 1

Day 3 and 4 – Home visit carried out by a member of The Hub Team or a Senior Leader

Day 5 – Follow up home visit carried out by a member of The Hub Team or a Senior Leader

Day 10 – Contact the Police/PCSO to request a welfare check

ATTENDANCE SUPPORT



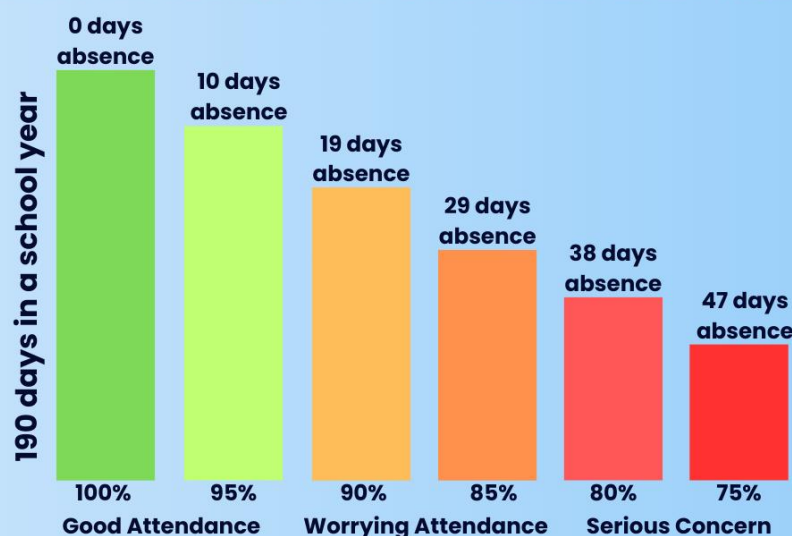
We have a range of resources in school that we can use to understand any barriers to school attendance. This supports the child, family and school to understand the child's viewpoint.

If you feel that you need help, support or guidance to support regular attendance please contact the attendance team on 01903 771555 or by email office@georgiangardens.w-sussex.sch.uk. We can then discuss any specific issues further.

Good attendance at Georgian Gardens means being in school every day, on time and ready to learn.

GOOD ATTENDANCE MEANS...

BEING IN SCHOOL EVERY DAY, ON TIME AND READY TO LEARN.



DID YOU KNOW?

A two week holiday in term time means that the highest attendance you can achieve is 94.7%

DID YOU KNOW?

If you are 15 minutes late each day, you will have missed 2 full weeks of school in one year.

IF YOUR CHILD IS LATE TO SCHOOL EVERY DAY, THEY ARE MISSING OUT ON LEARNING



WORKING TOGETHER TO IMPROVE ATTENDANCE

We keep parents informed of their child's attendance.

We celebrate attendance through strategies introduced by our Young Governors:

- class treat time
- termly class reward
- weekly prize draw for children that week with 100% attendance.

Our staff meet and greet all children, every day.

We work with families to remove barriers to non-attendance.

We work hard to build relationships with our children.

For further information, please see our attendance policy on our school website.