

The Canterbury Academy Trust  
Schools for all the Talents



Name of policy	Attendance Policy
Document owner	Ms S Cooper/Mr C Small/Mr M Reeve Mrs B Wilson (Mr C May)
Document issued	November 2020
Date for review	July 2021
Additional notes	The Sixth Form has a separate policy
Number of pages	20 including appendices

## The Canterbury Academy Trust Attendance Policy

The aim of the Attendance Policy is to encourage students to attend school regularly (definition of regularly means every day the school is open in term-time. The Canterbury Academy expects students to attend fully in order to take advantage of the educational opportunities available to them. Irregular attendance undermines the educational process and can lead to students being educational disadvantaged. It can also place children at risk and in some instances result in patterns of anti-social or criminal behavior.

It is part of the school's responsibility to support attendance and to take seriously any problems which lead to non-attendance. In pursuing this aim, we see the need to work closely with parents/guardians who are permanently responsible for securing that their children attend school.

The academy recognises the influence of the curriculum on promoting good attendance and maintains that its ethos and organisation also has a significant impact on student attendance. Coupled with effective follow up of absences this will deter a significant number of potential absentees.

Research indicates that the greatest deterrents to truancy are parental and teacher disapproval of this. In order for parents to show such disapproval, systems need to be in place so that they are made aware of known unauthorised absence at the earliest opportunity.

The Canterbury Academy Trust will not authorise absence in term time and during periods of examination except for illness and revision. Leave may be granted by the Trust Executive Principal, at their discretion, for 'exceptional circumstances.'

### Statutory Duty of Schools

The Education Act 1996 requires parents or guardians to ensure their children receive efficient, full time education, either by regular attendance at school or otherwise. Schools are responsible for recording student attendance twice a day: once at the start of the morning session and once during the afternoon session. An entry should be made on the attendance register for all students of compulsory school age.

Guidance

### **Addendum: recording attendance in relation to coronavirus (COVID-19) during the 2020 to 2021 academic year**

Updated 1 September 2020

### **Attendance expectations**

From the start of the autumn term 2020 pupil attendance will be mandatory and the usual rules on attendance will apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct
- Parents to check Government Guidelines for updates regarding school attendance.

### Implementation of the Policy

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**Note: Referrals to pupils/students/child within the policy covers all young people within our care this may on occasions include students from other schools and in the community. Unless specified individually, referrals to The Canterbury Academy covers all its divisions, with the exception of the Sixth Form who has a separate policy.**

The Academy Trust will ensure that:

- Students are registered accurately at the start of the morning and afternoon sessions each day at The Canterbury Primary School and in 'mentoring' for morning and Period 5 for afternoon registration each day at The Canterbury Academy using a school agreed system of recording.
- The Trust sets annual attendance targets for both authorised and unauthorised absence, which will be reviewed, at least termly.
- Individual students and parents are given individual attendance targets where appropriate and progress towards achieving these targets will be reviewed as part of the initial review system.
- Parents or guardians are contacted when reasons for absence are unknown or unacceptable.
- Parents are contacted on the first day of absence by the most appropriate means of communication.
- Meetings are held in school with the attendance team and parents
- Support Manager's and the attendance team at the primary school will support the school to prosecute parents who regularly keep their children off school without specified reasons.
- All appointments, where possible, should be made out of school time and at The Canterbury Primary School evidence of appointments should be shown to the attendance team.
- The use of a red, amber and green system identifies the intervention required for students and parents, which is implemented and closely monitored (see appendix 1 The Canterbury Academy and CCC)
- After 6 missed sessions parents are informed and penalty notice warning letters are sent after 10 sessions (equivalent to 5 days) of late arrival or absence.
- Academy attendance statistics are reported to Directors at their regular meetings.
- Academy attendance statistics are published weekly.
- The attendance team at The Canterbury Primary School works together to track and monitor attendance. Support Managers at The Canterbury Academy will inform the Assistant Vice Principal (Ethos and Engagement) regarding all attendance related issues.
- A review system is in place to reward good and improved attendance.
- Vulnerable students with specific problems will be supported (e.g. pregnant school girls) with regard to their attendance achievements.
- Attendance over 97% at The Canterbury Primary School will be celebrated weekly in 'Achievement' assemblies. The Canterbury Academy celebrates at termly assemblies.
- After 10 consecutive days of non-attendance without communication from home, the Canterbury Academy will complete a CME referral form and refer the child onto the allocated Support Manager. The CME form is then uploaded on to the KELSI website.

### **In Addition**

The Canterbury Academy uses a system of electronic registration monitored by support managers and the attendance team at the primary school. This enables the tracking of internal absence/truancy as students are registered every lesson as well as at am and pm registration.

### **Students**

Students will be encouraged to:

- Inform staff if there is a problem that may lead to absence.
- Report to the school office at The Canterbury Primary School to receive a late mark.
- Report to the Support Manager at the Canterbury Academy if there is an unusual reason for their lateness.
- Report to the school office at The Canterbury Primary and Student Reception at The Canterbury Academy for an exeat if leaving the premises during lesson time.
- Attend regularly and punctually.

Lateness is recorded and monitored by members of the Attendance Team at The Canterbury Primary School and by the ethos and engagement team at The Canterbury Academy. Sanctions are imposed where appropriate and parents contacted.

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**Note: Referrals to pupils/students/child within the policy covers all young people within our care this may on occasions include students from other schools and in the community. Unless specified individually, referrals to The Canterbury Academy covers all its divisions, with the exception of the Sixth Form who has a separate policy.**

## **Parents**

The following is expected of Parents or guardians:

1. Inform The Canterbury Academy Trust on the first day of non-attendance and all subsequent days of absence until the student returns to school.
2. Discuss planned absences with The Canterbury Academy Trust in advance. Any absence requested for exceptional circumstances should be applied for in writing with at least 2 weeks' notice, where possible. All written requests will be reviewed on an individual case by case basis and parents will be informed of their decision as to whether it will be authorised.
3. During lengthy unavoidable absences maintain regular contact with The Canterbury Academy Trust to assist with the support of the student and the provision of work.

## **Staff**

There is a whole school responsibility and approach for improving school attendance, with specific staff taking individual responsibility.

The Assistant Vice Principals for Ethos and Engagement have overall responsibility for monitoring attendance issues in the primary and secondary phase. This is overseen by the Heads of School and Senior Vice Executive Principal for Ethos and Engagement.

Class teachers complete a register at the beginning of each lesson at The Academy (secondary phase) and once during the morning and afternoon sessions in the primary school and City and Coastal College. Marking the attendance registers twice daily is a legal requirement. (The Education (Pupil Registration) (England) Regulations 2006). Teachers mark pupils present, absent or late. The class teacher notifies the Support Managers / Attendance team and/or Assistant Vice Principals of children whose attendance is causing concern.

It is the responsibility of the Support Managers/Attendance team and/or Assistant Vice Principals to ensure:

- Attendance and lateness records are up to date.
- If no reason for absence has been provided, parents are contacted on the first day of absence by phone call or text message.
- Where there has been no communication, letters are sent to parents requesting reasons for absence.
- The appropriate attendance code is entered into the register (using National Attendance Codes)
- Parents are informed regularly of their child's attendance figure.

## **Children with sustained health needs that cannot attend school**

Children who have a chronic, long term diagnosed medical reason and cannot attend mainstream school, may be referred to The East Kent Health Needs Education Service (KHNES) for short term support with their education. The hub is on the Canterbury Academy Campus and also provides support via outreach, tutoring as well as in the hub.

## **Timeline of School Action for Poor Attendance**

- 95-100% attendance – support managers to investigate and notify Assistant Vice Principals of concerns. Support Managers to contact parent if appropriate. In City and Coastal College, it is investigated by key workers and concerns reported to the Heads of Centre. At the primary school attendance between 95-100% will be monitored by the class teacher.
- 90-95% attendance - school intervention letters/meeting with parents – consider Penalty Notice or Early Help Notification. This process is led by support managers in The Academy, Heads of Centre in City and Coastal College and the Attendance Team at the primary school.

- Below 90% - Where the absences have not been authorised schools may consult with the Local Authority School Liaison Officer via the Digital Front Door process and a referral to PIAS, Inclusion and Attendance Service may be considered.

For students attending City and Coastal College that remain on the roll of other schools, the home school will be notified of any action being taken. Whilst the responsibility is devolved to City and Coastal College, the home school must be fully aware to ensure that the records match and that a joint approach is adopted.

### **Local Authority Action**

The Canterbury Academy Trust will seek support of the Local Authority (LA) through the digital front door, an AS1 referral will be made if at the point at which it is believed that all previous strategies have not helped improve a pupil's attendance. Examples of action that could be taken by the LA include:

- Attendance Improvement Meetings (pre-referral meetings)
- Home visits with specialist from the Trust
- Liaison with other agencies CSS/EH
- Court action prosecution

### **Penalty Notices Proceedings for Poor Attendance**

Penalty Notices are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct, effective from January 2016.

- A Penalty Notice can only be issued in cases of persistent unauthorised absence or where an excluded child is found in a public place during school hours.
- Absence for 10 or more half day sessions (5 school days) without authorisation during any 100 possible school sessions – these do not need to be consecutive.
- The PRU, Inclusion and Attendance Service issue a warning letter setting out 15 school days during which no unauthorised absence is to be recorded.
- If unauthorised absence is recorded during the 15-day period a Penalty Notice will be issued (one per parent per child)

Where Penalty Notices are imposed, the regulations state that the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Penalty Notices are issued to each parent of each child. Failure to pay the penalty in full by the end of the 28-day period will result in prosecution by the Local Authority.

### **Leave of Absence/Holiday**

From September 2013 the Department for Education have amended the Pupil Registration Regulations, removing the Executive Principal's ability to authorise leave of absence for the purpose of a family holiday.

Section 444 of the Education Act 1996 says that parents are **guilty** of an offence of failing to secure regular attendance at school unless they can prove that the child was absent:

- with leave (the school has given permission)
- due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent)
- religious observance
- failure by the Local Authority to provide transport

In law, these are the only acceptable reasons for a child being absent from school.

The Executive Principal may authorise absence in "exceptional circumstances" but this must be requested in advance and agreement to each request is at the discretion of the Executive Principal, acting on behalf of the Governing Body

(Education (Pupil Registration) (England) Regulations 2006). Each case will be judged on its merits and the Executive Principal's decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively.

**Exceptional circumstances could include:**

- Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a wedding or funeral of a person close to the family.
- Any examples provided are illustrative rather than exhaustive. It is acceptable to take a student's previous record of attendance into account when the school is making decisions. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. And by 'unavoidable' it implies that an event could not reasonably be scheduled at another time. It is important to note that Executive Principal can agree the absence of a child in exceptional circumstances and this discretion can be used also to determine the length of the authorised absence.

If the absence is not authorised and the holiday is taken anyway, the case may be referred to the Attendance and Enforcement Service who may issue a Penalty Notice to each parent/adult in the home over the age of 18 for each child taken out of school.

Failure to pay the penalty in full by the end of the 28-day period will result in prosecution by the Local Authority.

**Lateness**

At The Canterbury Academy (~~secondary phase~~) and City and Coastal College, the register is taken at 8:45am and 2:00pm. Pupils arriving after these times must enter school by the main entrance and report to their support manager where their name and reason for lateness will be recorded. The pupil will be marked as late before registration has closed (Code 'L').

The register will close at 9:15am and 2:10pm. Pupils arriving after the register has closed without good reason will be marked as late after registration (Code 'U') and this will count as an unauthorised absence.

In the primary school the register is taken at 8.45 and is closed at 8.55am for the morning session and is taken again at 12.45 and is closed at 1.15pm for the afternoon session. Pupils arriving after these times must enter school by the main entrance and report to the school office where their name and reason for lateness will be recorded.

Frequent lateness after the register has closed (U) will be discussed with parents and could provide grounds for prosecution or a Penalty Notice.

**Penalty Notice Proceedings for Lateness – Penalty Notices are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct effective from January 2016.**

- 10 incidents of late arrival after the registers have closed during any possible 100 school sessions for a Penalty Notice Warning Letter.
- The Penalty Notice Warning Letter sets out 15 school days during which no unauthorised absence is to be recorded.
- If unauthorised absence is recorded during the 15-day period, Penalty Notice(s) will be issued (one per parent per child).
- Where a Penalty Notice is not paid within 28 days of issue the Local Authority will instigate court proceedings.

### **Authorising Absence**

Only the Executive Principal can authorise absence and will use a consistent approach. The Executive Principal is not obliged to accept a parent's explanation. A letter or telephone message from a parent does not in itself authorise an absence. If absences are not authorised, parents will be notified. If no explanation is received, absences will not be authorised.

Absence (leave) during term time can only be approved in "exceptional circumstances". The following reasons are examples of absence that will not be authorised:

- Persistent nonspecific illness e.g. poorly/unwell
- Absence of siblings if one child is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates
- Medical/dental appointments of more than half a day without very good reasons
- Child's/family birthday
- Shopping trip
- Family holidays

Persistent unauthorised absence may result in an AS1 referral to the Local Authority School Liaison Officer for consideration of prosecution. The school will follow procedures prior to referral and parents will be notified in writing.

When a referral is made, the child's Registration Certificate, copies of all letters sent to parents and minutes of any meetings will be attached to the completed AS1 referral form with any other relevant information.

### **Children Missing Education**

No child should be removed from the school roll without consultation between the Executive Principal and the PRU, Inclusion and Attendance Service when appropriate. Please see circumstances below.

Where a child is missing from education, Local Authority guidance will be followed, by completing a Child Missing Education referral for the following circumstances:

- If the whereabouts of the child is unknown and the school have failed to locate him/her.
- The family has notified the school that they are leaving the area but no Common Transfer Form (pupil file) has been requested by another school.

### **Monitoring, Evaluation & Review**

The Canterbury Academy Trust will review the policy annually and assess its implementation and effectiveness. This policy will be developed and implemented throughout the Trust.

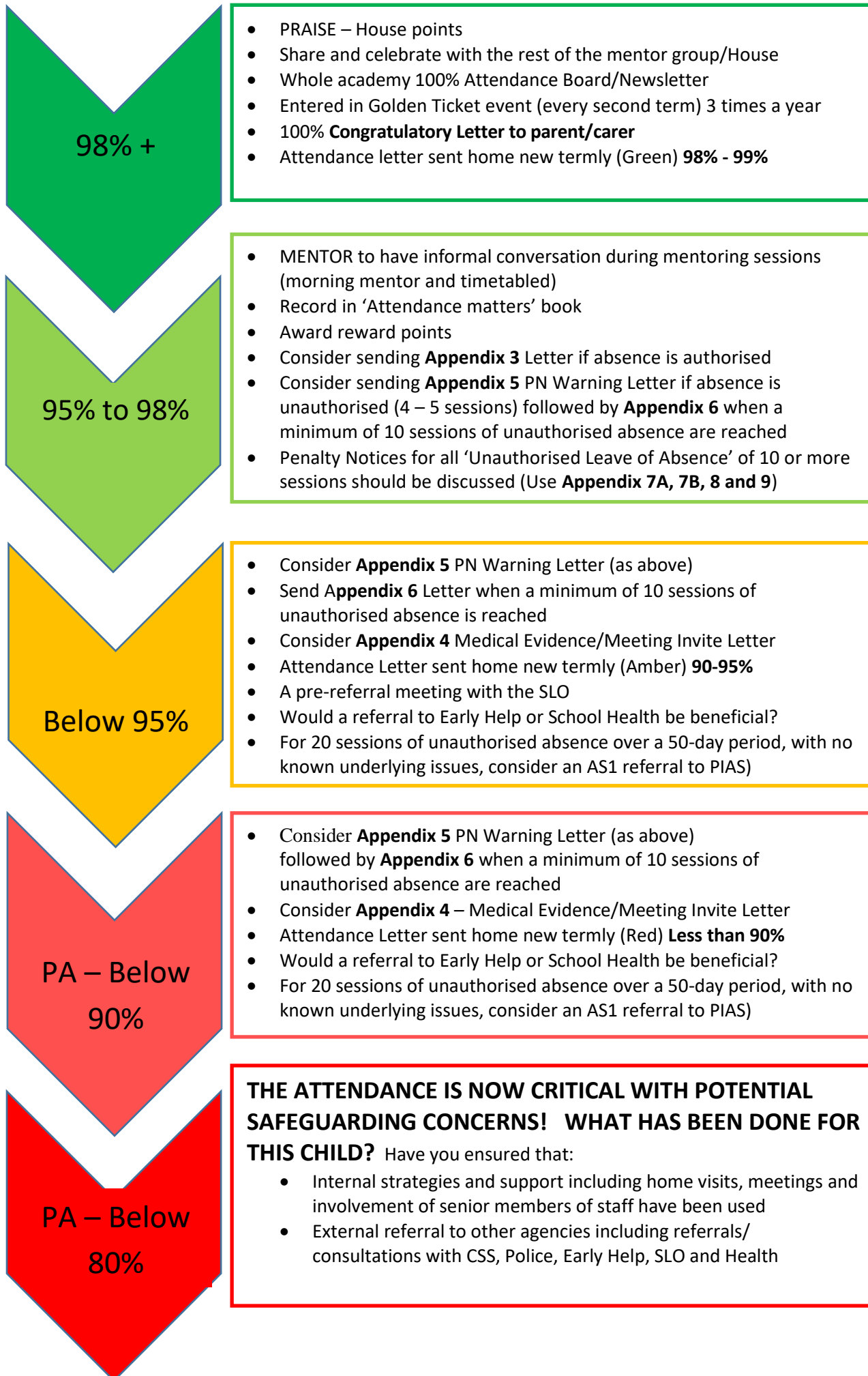
### **Appendices**

- Appendix 1 – Attendance flowchart for The Canterbury Academy (secondary phase) and City and Coastal College
- Appendix 2 – Attendance flowchart for the Primary School
- Appendix 3 – Absence Concern Letter
- Appendix 4 – Attendance Concern Meeting Letter

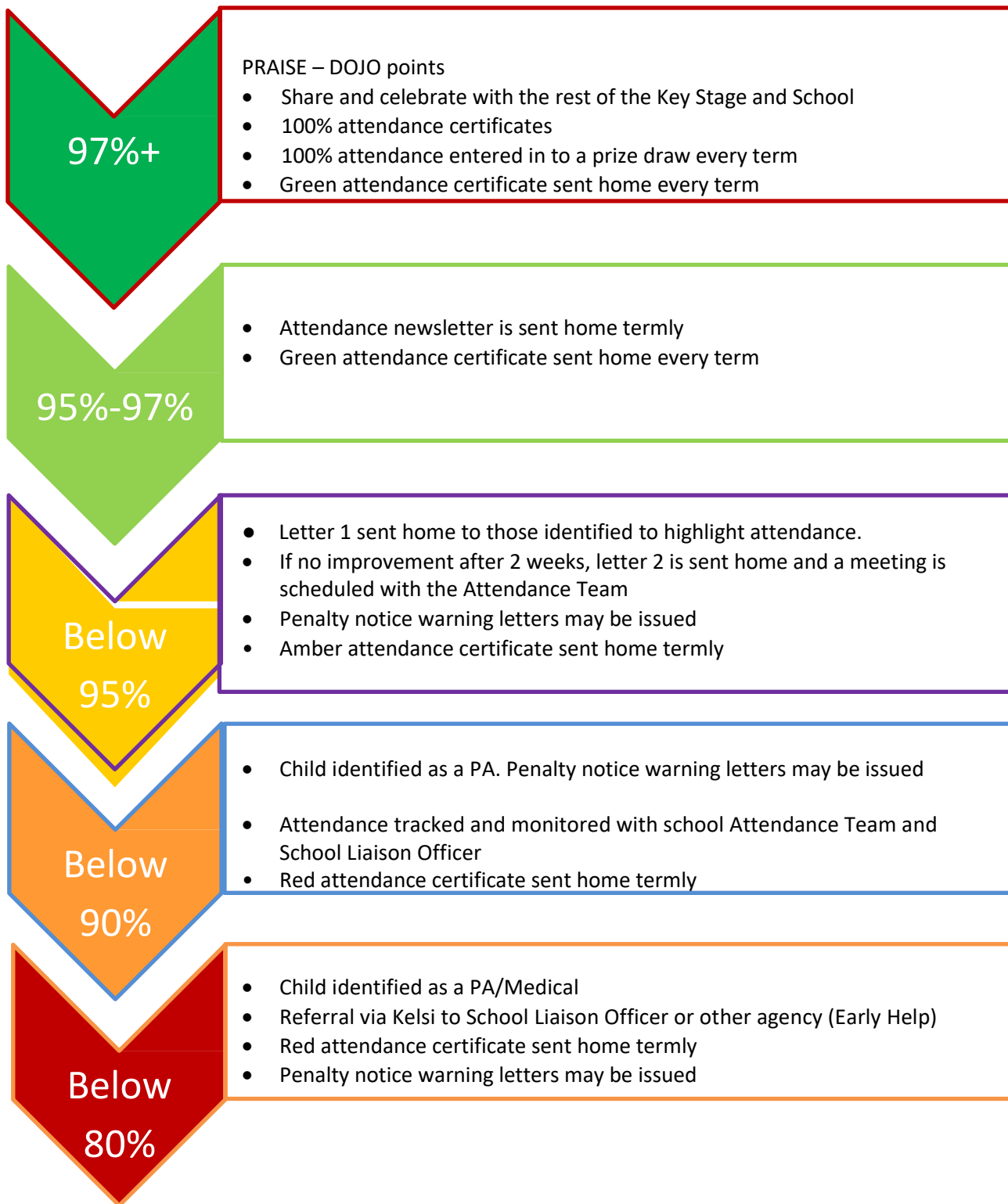
- Appendix 5 – Penalty Notice Warning Letter
- Appendix 6 – Penalty Notice Request Letter
- Appendix 7 – Lateness Concern Letter
- Appendix 8 – Holiday Request Denied Letter
- Appendix 9 – Holiday (No Notice) Penalty Notice Warning Letter
- Appendix 10 – Holiday (No Notice) Penalty Notice Request Letter
- Appendix 11 – Evidence Request Letter
- Appendix 12 – Evidence Not Provided Penalty Notice Requested
- Appendix 13 - Kent School Referral Pathway – Pupil Attendance



**Appendix 1 – Attendance flowchart for The Canterbury Academy and City and Coastal College**



## Appendix 2 – Attendance flowchart for the Primary School



**Appendix 3 – Absence Concern Letter**

<<Parental\_addressee>>

<<Address\_block>>

Dear <<Parental\_Salutation>>

**Re: <<Forename>> <<Surname>>**

I am writing to express my concern over the number of occasions that <<Forename>> has been absent from school. I attach for your information a summary of attendance indicating the days <<Forename>> was absent.

A pupil's absence can seriously disrupt their learning, not only do they miss out on teaching while they are away, but they are less prepared for future lessons when they return.

I am sure you share my concern and would wish to work with the school to improve <<Forename>>'s attendance. If we can help in any way, perhaps via our School Nurse or Family Liaison Officer, please do not hesitate to contact us.

Yours sincerely

Mr J Watson  
Executive Principal

## Appendix 4 – Attendance Concern Meeting Letter

<<Parental\_addressee>>

<<Address\_block>>

Thursday, 19 November 2020

Dear <<Parental\_Salutation>>

**Re: <<Forename>> <<Surname>>**

Despite previous warnings, I note with concern that your child's attendance at school has made no significant improvement. <<Forename>>'s attendance at school is currently <<M\_Present>>% which means he/she has missed <<M\_Authorised\_absences>> half day sessions for authorised absence and <<M\_Unauthorised\_absences>> half day sessions for unauthorised absence. This will have an impact on your child's education which we cannot ignore.

As there has been no improvement in <<Forename>>'s attendance, I must advise you that further absences from school as a result of illness may require medical evidence (e.g. copy of a prescription, Doctors/Dentist appointment card). If medical evidence is not provided when required, further absences will be marked as unauthorised.

I am inviting you to attend a School Attendance Meeting. The time and date have been set for **[INSERT DATE]** at **[INSERT TIME]**. It is important that you and <<Forename>> attend this meeting for us to explore the issues around poor attendance. The meeting will be attended by **[INSERT STAFF]**.

If this appointment is inconvenient, I would be grateful if you could contact me so that an alternative time can be arranged.

If you do not attend this meeting and <<Forename>>'s absence continues to deteriorate, a referral may be made to the Local Authority School Liaison Officer for further action and possible prosecution.

Thank you for your co-operation.

Yours sincerely

Mr J Watson  
Executive Principal

## Appendix 5 – Penalty Notice Warning Letter

<<Parental\_addressee>>

<<Address\_block>>

Dear <<Parental\_Salutation>>

**Re: <<Forename>> <<Surname>>**

At our school we consider attendance of utmost importance and I am therefore bringing this information to your attention.

Our monitoring process has shown that <<Forename>> has been absent from school for a total of <<M\_Unauthorised\_absences>> unauthorised half day sessions. I refer you to legislation regarding Penalty Notices.

*'As from 2005, Kent Local Authority (LA) introduced Penalty Notices for unauthorised absence from school of at least 10 sessions (5 days) during any 100 possible school sessions.'* A separate Penalty Notice can be issued to each parent and for each child.

*On receipt of the Notice, the penalty will be £120, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the LA.*

Please note this is a warning letter that a Penalty Notice could be requested if a total of 10 unauthorised sessions (5 days) are reached.

Should you wish to discuss this matter further please do not hesitate to contact me.

If further unauthorised absence occurs you will be contacted and invited in for a meeting at the school.

Yours sincerely

Mr J Watson  
Executive Principal

## Appendix 6 – Penalty Notice Request Letter

<<Parental\_addressee>>

<<Address\_block>>

Dear <<Parental\_Salutation>>

**Re: <<Forename>> <<Surname>>**

With reference to our letter dated **[INSERT DATE OF PREVIOUS LETTER]**, <<Forename>> has now reached a total of <<M\_Unauthorised\_absences>> half day sessions of unauthorised absence. As a result, we will now be requesting a Penalty Notice from the Local Authority.

A separate Penalty Notice can be issued to each parent and for each child.

Yours sincerely

Mr J Watson  
Executive Principal

**Appendix 7 – Lateness Concern Letter**

<<Parental\_addressee>>

<<Address\_block>>

Thursday, 19 November 2020

Dear <<Parental\_Salutation>>

**Re: <<Forename>> <<Surname>>**

I am writing to express my concern over the number of occasions that <<Forename>> has been arriving late at school. Below for your information is a summary of attendance indicating the days <<Forename>> was late (Code L):

**Total lates: <<Lates\_both>>**

A pupil's lateness will seriously disrupt their learning and can be embarrassing for your child.

I am sure you share my concern and would wish to work with the school to improve punctuality. If we can help in any way, perhaps via our School Nurse or Family Liaison Officer, please do not hesitate to contact us.

Yours sincerely

Mr J Watson  
Executive Principal

## Appendix 8 – Holiday Request Denied Letter

<<Parental\_addressee>>

<<Address\_block>>

Dear <<Parental\_Salutation>>

### **Request for leave during Term-Time**

**For the attention of the parents of <<Forename>> <<Surname>>**

I have received your request to take <<Forename>> out of school for a family holiday between **[INSERT START DATE]** and **[INSERT END DATE]**, a total of **[INSERT NUMBER OF DAYS]** of school sessions.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Executive Principal's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will **not** be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

The School's Attendance Policy confirms that:

- agreement to each request is at my discretion, acting on behalf of the Governing Body
- each case will be judged on its merits
- my decision is final
- leave cannot be authorised retrospectively

I have considered your request but I am writing to confirm that on this occasion the leave will not be authorised. If you decide to take «Forename» out of school I will be making a request for a Penalty Notice to be issued.

Penalty Notices are issued to **each parent** of **each child** and the amount of the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28-day period may result in prosecution by the Attendance Service.

Yours sincerely

Mr J Watson  
Executive Principal



**Appendix 9 – Holiday (No Notice) Penalty Notice Warning Letter**

<<Parental\_addressee>>

<<Address\_block>>

Dear <<Parental\_Salutation>>

**Re: <<Forename>> <<Surname>>**

You failed to apply in advance for permission for <<Forename>> to be absent from school.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Executive Principal's ability to authorise leave of absence, except in exceptional circumstances. ***(State why you are treating this absence as a family holiday and/or why there are no exceptional circumstances)***

Requests for holidays in term-time will **not** be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

I am unable to authorise leave retrospectively therefore this absence will be recorded as unauthorised absence, where a child has 10 unauthorised sessions within 100 school session a Penalty Notice may be issued.

The Penalty Notice gives you the opportunity to pay a penalty instead of being prosecuted for failing to secure your child's regular attendance at school. The amount of the penalty is £120 per parent, per child, but if payment is made by you within 21 days of receipt of this Notice it will be £60 per parent, per child. If you pay this penalty within the time limits, no further action will be taken against you in connection with the offence, i.e. your liability for the offence will be discharged.

Yours sincerely

Mr J Watson  
Executive Principal

## Appendix 10 – Holiday (No Notice) Penalty Notice Request Letter

<<Parental\_addressee>>

<<Address\_block>>

Dear <<Parental\_Salutation>>

### **Request for leave during Term-Time**

**For the attention of the parents of <<Forename>> <<Surname>>**

You failed to apply in advance for permission for <<Forename>> to be absent from school.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Executive Principal's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will **not** be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

The School's Attendance Policy confirms that:

- agreement to each request is at my discretion, acting on behalf of the Governing Body
- each case will be judged on its merits
- my decision is final
- leave cannot be authorised retrospectively

As stated above, I am unable to authorise leave retrospectively and I will be making a request for a Penalty Notice to be issued.

Penalty Notices are issued to **each parent** of **each child** and the amount of the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28-day period may result in prosecution by the Attendance Service.

Yours sincerely

Mr J Watson  
Executive Principal

**Appendix 11 – Evidence Request Letter**

<<Parental\_addressee>>

<<Address\_block>>

Dear <<Parental\_Salutation>>

**Re: <<Forename>> <<Surname>>**

I believe **[INSERT REASONS FOR YOUR BELIEF]** that your child has been taken on holiday during term time, between **[INSERT START DATE]** and **[INSERT END DATE]** which was not requested and has not been authorised. This absence will be recorded as code G, which is an unauthorised mark, unless you are able to provide us with evidence that your child was absent for another reason within the next 10 days.

Where a child has 10 unauthorised sessions within 100 school sessions a Penalty Notice may be issued. The Penalty Notice gives you the opportunity to pay a penalty fine instead of being prosecuted for the offence of failing to secure your child's regular attendance at school. The amount of the penalty is £120 per parent, per child, but if payment is made by you within 21 days of receipt of a Penalty Notice it will be £60 per parent, per child. If you pay the penalty within the time limits, no further action will be taken against you in connection with the offence as set out in the notice, i.e. your liability for the offence will be discharged.

Yours sincerely

Mr J Watson  
Executive Principal

**Appendix 12 – Evidence Not Provided Penalty Notice Requested**

<<Parental\_addressee>>

<<Address\_block>>

Thursday, 19 November 2020

Dear <<Parental\_Salutation>>

**Re: <<Forename>> <<Surname>>**

With reference to our letter dated **[INSERT DATE OF PREVIOUS LETTER]**, the leave of absence taken between **[INSERT START DATE]** and **[INSERT END DATE]** has now been recorded as unauthorised absence and as a result, a Penalty Notice has been requested.

A separate Penalty Notice can be issued to each parent and for each child.

Yours sincerely

Mr J Watson  
Executive Principal

**Appendix 13 - Kent School Referral Pathway – Pupil Attendance**

