

Attendance Policy Appendix 1

Penalty Notice

Overton Grange School, working in conjunction with the London Borough of Sutton, may issue a Penalty Notice, in accordance with the provision of the Education Act 1996 and the Education Inspection Act, 2006, as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and requires the recipient to pay a fixed amount. The amount payable on issue of a Penalty Notice is £120, payable within 28 days of receipt of the notice. This amount is reduced to £60 per parent, per child if paid within the first 21 days. These powers add to the local authority's existing powers to enforce attendance. Cases of persistent unauthorised absences will remain subject to action under the wider powers of the Education Act 1996 which include prosecution and a criminal record should legal proceedings be instigated.

Circumstances when a Penalty Notices may be issued

A Penalty Notice may be issued to parents/carers who are failing to secure their child's regular school attendance and are failing to engage with supportive measures to improve attendance proposed by the school or Education Welfare Officer.

- Where a child is taken out of school for a holiday during term time for five days or more without the authority of the Headteacher, **each parent** is liable to receive a penalty notice for **each child**. In these circumstances, a warning will not be given where it can be shown that parents had previously been warned that such absences would not be authorised.
- Where attendance has fallen below 85% and there are no less than 10 unauthorised sessions during the half-term (this can include late arrival after the close of registration where the U code has been used denoting unauthorised absence).

With the exception of unauthorised holidays taken in term time, parents will be sent a formal warning of their liability to receive such a notice before it is issued.

Unauthorised Absences

Unauthorised absences, including truancy, are recorded on a student's registration certificate, which may be used as a point of reference for future employers, colleges or universities.

Absences that the school is unable to authorise include:

- Arrival after the register has closed, i.e. 9.30am onwards for morning registration and 2.05pm for afternoon registration.
- Shopping trips, even if this is for school uniform.
- Treat days out.
- Looking after a relative/pet.
- Trips to the hairdresser/other non medical related appointments.
- Inability to participate in a school activity.
- Tiredness due to extra-curricular activities.

Where there are ongoing concerns about school attendance, the school may request that parents/carers provide medical evidence before absences can be authorised.