Attendance Policy

Policy Overview

Written by	Mrs J Knapp
Date for Review	November 2026
Approving Body	The Strategic Development Committee
Signed Chair of Trustees	S. Trentini

AIMS

To manage and improve attendance effectively, The Forge Trust aims to:

- Develop and maintain a whole school culture that promotes the benefits of high attendance.
- Have a clear school attendance policy which all staff, pupils and parents understand.
- Accurately complete admission and, with the exception of schools where all pupils are boarders, attendance registers and have effective day to day processes in place to follow-up absence.
- Monitor attendance registers weekly in order identify pupils or cohorts that require support with their attendance and put effective strategies in place.
- Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them.
- Identify a key person within school that the family can contact.
- Foster a collaborative approach to involve parents/carers and encourage them to take part in any active planning and reviewing.
- Foster good links and communication between support services.

Striving to forge improvements in communities and become the highest performing MAT in the country.

INTRODUCTION

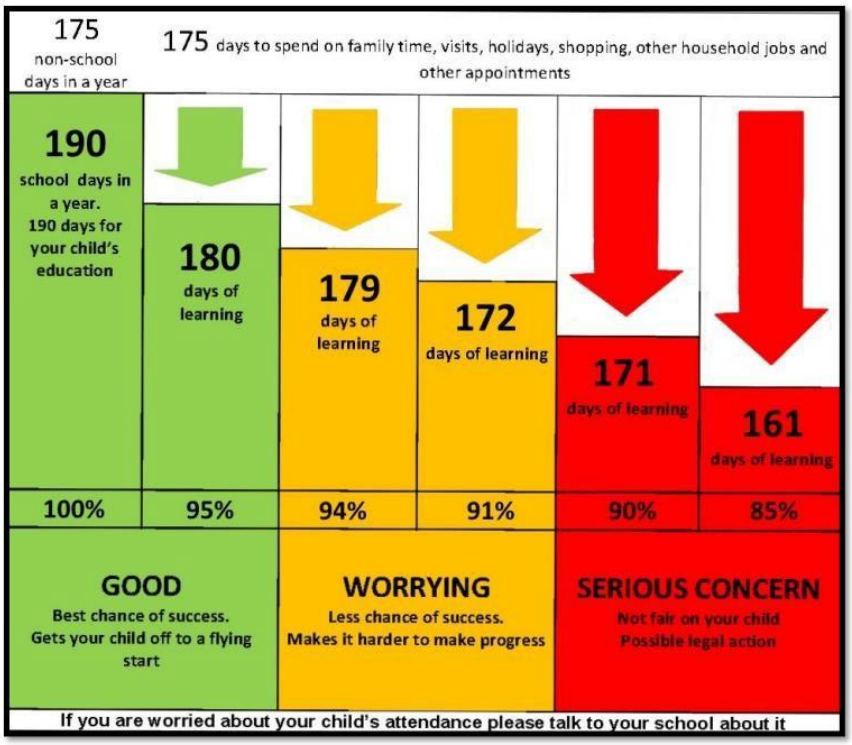
At The Forge Trust, we expect all of our children to attend the school every day that the school is in session, as long as they are fit and healthy enough to do so. We strongly believe that the development of positive attitudes towards the academy, alongside good relationships in the classroom, is key to ensure children come to school. We strive to make our school a happy and rewarding experience for all children. We encourage them to be proud of who they are and their achievements, to be safe in the school environment and outside, and to be kind to their fellow classmates and community. This policy is designed to put in place a number of procedures which will help our children to attend and achieve.

TRUST EXPECTATIONS

The FORGE Trust believes that regular attendance is vital when it comes to children reaching their full potential; therefore we encourage all our parents/carers to support us in giving their child/ren every opportunity to achieve their best. At the FORGE Trust we aim for all children to achieve above 96% attendance or above during the academic year.

School Attendance

Going to school regularly is important for every child's future. Children who miss school frequently miss fundamental building blocks for future learning. Poor attendance rates and persistent lateness undermines the educational process and leads to educational disadvantage.



At The Forge Trust, we are committed to meeting our obligations with regards to school attendance by:

-Promoting good attendance and supporting parents to perform their legal duty to ensure their children of compulsory school age attend school regularly;
-Offering supportive strategies to reduce absence, including persistent absence.
-Acting early to address patterns of absence or lateness;
-Working in partnership with other agencies to ensure the good attendance of pupils.

LEGISLATION AND GUIDANCE

By law, all children become compulsory school age at the beginning of the first term following their fifth birthday. Once a child is of compulsory school age, suitable full-time education should be provided.

This policy complies with the statutory requirements of the school attendance guidance from the Department for Education (Working together to Improve School Attendance) and refers to the DFE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

-Part 6 of The Education Act 1996;
-Part 3 of The Education Act 2002;
-Part 7 of The Education and Inspections Act 2006;
-The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011,2013, 2016 amendments);
-The Education (Penalty Notices) (England) (Amendment) Regulations 2013.

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

ROLES AND RESPONSIBILITIES

The Trustee Body

Under the Education (Pupil Registration) Regulations 1995, the Trustee body is responsible for making sure that the school keeps an attendance register that records which pupils are present at the start of both the morning and afternoon sessions of the school day. This register indicates whether the absence is authorised or unauthorised.
The Trustee body will :-

- monitor attendance figures for the whole school on at least a termly basis.
- take an active role in attendance improvement,
- support their academies to prioritise attendance,
- work together with school leaders to develop a whole-school attendance culture.

Trustee meetings will be held to include:

- Thorough examination of recent and historic trends and patterns,
- Benchmarking against comparator schools/academies within the local authority, region and nationwide,
- Paying particular attention to pupil cohorts and to groups that face entrenched barriers to attendance (this should be specific to the academy's context but may include vulnerable groups such as pupils who have a social worker, are from a background or ethnicity where attendance has historically been low, have a long-term medical condition, have special educational needs or disabilities or are eligible for free school meals),
- Working with school leaders to set goals and outline areas for support and challenge.
- Respond to Leave of Absence requests for exceptional circumstances.

The Principal

The Principal is responsible for:

-The implementation of this policy;
-Monitoring school-level absence data and reporting it to Trustees;
-Supporting staff with monitoring the attendance of individual pupils;
-Issuing fixed-penalty notices, where necessary.

The Attendance Lead
The school attendance lead:

-Monitors attendance data across the school and at an individual pupil level;
-Reports concerns about attendance to the Principal;
-Initiates alongside the Pastoral lead the Attend Framework Procedures
-Works with external agencies to tackle persistent absence;
-Arranges calls and meetings with parents to discuss attendance issues;
-Advises the Principal about when to issue fixed-penalty notices.
-Ensure that children who transfer to new schools are tracked in line with the school's Child Protection Policy

The Attendance Lead is also responsible for initiating the First Day of Absence Protocol. They check registers for absences daily at 9.30am. They check whether pupils who have been marked absent or are in school and ensure that registers are amended where appropriate. If no contact has been made with school regarding a child's absence, the Attendance Lead **will telephone home and in the event of no answer they will telephone alternative emergency contacts** to establish the reason for absence. An attendance text will also be sent. In the event that there has been no contact by 11.30am, the Attendance Officer will inform a DSL, who may conduct a home visit that day or days that follow. If there is no answer, a letter will be posted and a text message sent, in line with our absence protocol. All actions will be recorded on the CPOMs Log and the register notes.

The Pastoral Lead
The Schools' Pastoral Lead:-

-Works with external agencies to tackle persistent absence;
-Arranges calls and meetings with parents to discuss attendance issues;
- Initiates alongside the Attendance lead the Attend Framework Procedures
-Advises the Principal about when to issue fixed-penalty notices.
- Ensure that children who transfer to new schools are tracked in line with the school's Child Protection Policy

The Forge Trust Attendance Structure

Staff Member	Roles and Responsibility
Principal	The strategic approach to attendance in school.
Attendance Lead	Contact about attendance on a day to- day basis
Pastoral Lead	For more detailed support on attendance
SENDCo	For support with attendance for SEND children

Class Teachers
Class teachers are responsible for recording attendance on a daily basis, sharing communication from parents or carers and submitting this information to the school office.

RECORDING ATTENDANCE

Attendance register

The school keeps an attendance register on Arbor for each class, in which pupils are marked present or absent at the beginning of each school session (am and pm).

For pupils who are marked absent, the relevant DfE code will be used to indicate the reason for absence (**See Appendix 1** for these codes).

Pupils must arrive in school by 8.40am on each school day.

UNPLANNED ABSENCE

Parents/carers **must notify the school on the first day of an unplanned absence by 9.30am** or as soon as practically possible. Contact should be made by telephone, or in person, informing the school of the absence and/or nature of any illness. Parents are also asked to inform the school if there is a likely return date. If we do not receive a notification to explain an absence, the first day absence protocol will be followed.

Absence due to illness will be marked as authorised, unless the academy has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the academy may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

Any absence that may be considered to be an unauthorised absence should only be recorded after a discussion with the Principal.

PLANNED ABSENCE

The law states that only the school can approve absence, not parents. If doubts remain about the explanation offered - or where no explanation/evidence is forthcoming at all - the absence must be treated as unauthorised. Legislation passed in 2013 makes it clear that leave of absence, during term time, would not be granted, unless 'exceptional circumstances' prevail. These are determined by the Principal and are circumstances that are 'rare, significant, unavoidable and short.'

Absence will be authorised immediately or retrospectively if:

- the pupil was absent due to illness;
- the pupil had leave of absence granted by the Principal;
- the absence occurred on a day exclusively set aside for religious observance by the religious body to which the pupil's parents belong;
- the absence was due to a medical or dental appointment.

In addition, the school will consider authorising absence in the following cases:

- family bereavement/attending wedding;
- moving house;
- external music examination;
- special tuition/events.

The school will **not** authorise absence in the following cases:

- shopping during school hours;
- pupils looking after brothers and sisters;
- pupils minding the house during school hours;
- pupils avoiding aspects of the curriculum (games, swimming, visits, etc) whether condoned by parents or not;
- holiday leave in term time.

Where there has been contact with the parent/carer but a child has been absent for 3 days, a home visit will be undertaken on the third day to check on the wellbeing of the child and to see whether there is anything the school needs to be aware of.

HOLIDAYS IN TERM TIME / WITHDRAWING CHILDREN FROM LEARNING

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. Parents and carers requesting to withdraw their children from school for a holiday are asked to complete a holiday request form (available from the School Office). Due to governmental regulations relating to holidays taken during term time, schools no longer have the authority to grant authorised absence unless there are exceptional circumstances. Exceptional circumstances include:

- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart;
- Where families may need time together to recover from trauma or crisis;
- Holidays for parents in the Armed Forces, where they are returning from long operational tours that prevent contact during scheduled holiday time;
- Absence for a bereavement of a close family member but for the funeral service only, not extended leave;
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision.

In each case the Principal will consider the request. The Principal may refer the parental leave of absence request to the Trustee Board. The Trustee board will write to the family explaining that the exceptional absence days will be recorded unauthorized, but a fine will not be issued.

LATENESS AND PUNCTUALITY

We recognise that persistent lateness is:

- detrimental to the child's education
- administratively disruptive to poor preparation for future schooling and adult life.

Registration takes place at the beginning of the morning and afternoon sessions of school.
The class register opens at 8.40am at the start of school and closes at 8.50am. We ask all parents/carers to ensure that their child arrives for the start of the school day so that they can go into school with their class and start the day in a positive way. Coming in late can be distressing for children and also disrupts their learning and the learning of others.

- If pupils arrive after 8.50am and before 9.10am they receive a late mark (L) and need to be signed in late via the school office.
- Pupils arriving after 9.10am will sign in late at the office and receive a mark (U) which denotes 'Late after the register is closed' which counts as an unauthorised absence.
- Afternoon registration for Key stage 1 starts at 12.30pm and the registers are closed at 12.35pm; pupils arriving during the period 12.30 pm and 12.35pm receive a late mark (L).
- Afternoon registration for Key stage 2 starts at 1.15pm and the registers are closed at 1.20pm; pupils arriving during the period 1.20pm and 1.25pm receive a late mark (L).
- Pupils arriving after 12.35pm (KS1) or 1.25pm (KS2) sign in late at the office and receive a mark (U) which denotes 'Late after the register is closed' which counts as an unauthorised absence.

Lateness is monitored by class teachers and office staff alongside the Attendance Lead.

Parents whose children regularly arrive late, more than five times in a half term, will receive a warning letter from school.

If punctuality continues to cause a concern then parents/carers will be invited to attend an 'Attendance Action Planning' meeting, where supportive actions will be put in place to help.

MID-SESSION ARRIVALS/DEPARTURES

It is recognised that children may arrive or depart mid-session for a variety of reasons which maybe authorised:

- illness or accident in school resulting in a child going home;
- medical or dental appointments;
- unavoidable delays or reasons to leave early.

Pupils present for registration who leave early, or for part of a session, should be noted on the Mid-Session Arrivals/Departure system in the school office for purposes of emergency evacuation. The register itself is not altered.

Pupils not present for registration who return later from an appointment should be noted on the Mid-Session Arrivals/Departure Log in the school office for purposes of emergency evacuation. The register is subsequently amended to authorise the absence or record an unauthorised absence.

PERSISTENT ABSENCE

Persistent absence is defined as attendance below 90%. The Attendance Lead meets weekly with office staff to be updated on attendance issues. Three-weekly meetings are then undertaken to ascertain progression through a five-phase attendance procedure flowchart **(Appendix 2).** Appropriate letters will be distributed through phases 1-5 (**Appendix 3**)

REWARDS AND INCENTIVES

To help pupils value attendance at school, a number of incentives are used:

- Weekly attendance figures are displayed on the whole school Class Dojo story and shared with all pupils in class;
- The class with the highest weekly attendance is celebrated in the Superstar assembly and they move along the car race;
- The class that reached the finish line on the car race will be given a teat from the school kitchen
- Each week, children that have attended 100% that week get a sticker in their attendance passport. These stickers cab be traded in for prizes throughout the year.

SUPPORTING FAMILIES

Our Attendance Lead and Family Support Worker supports pupils and families with attendance through the use of the Attend Framework. This includes:

- Meeting with families needing support with attendance dropping below 95%;
- Meeting with families needing support with persistent lateness;
- Creating Attendance Action Plans;
- Liaising with Early Help;
- Conducting home visits;
- Supporting vulnerable pupils with attendance.

SUPPORT BEFORE LEGAL INTERVENTION:

Schools are expected to:

- Proactively use data to identify pupils at risk of poor attendance.
- Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.
- Where out of school barriers are identified, signpost and support access to any required services in the first instance.
- If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. Act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners. (Appendix 4)

THE NOTTINGHAMSHIRE COUNTY COUNCIL TARGETED SUPPORT SERVICE

The Targeted Support Service will only take referrals for cases of persistent absence (85% or below) where:

- a significant proportion of the pupil's absence is unauthorised by the school.
- There is evidence that the parents/carers have been notified by the school about the concerns around their child's attendance and
- The schools can evidence that they have made reasonable efforts to meet with the parents to explore the underlying issues and identify and implement possible solutions.

The Local Authority through Targeted Support will prosecute cases of persistent absence where an individual case meets the criteria set out in the County Council Enforcement Policy and in the case of Penalty Notices, the Nottinghamshire Code of Conduct. Schools and services will try to engage with the parents to understand and address any underlying issues as an alternative to prosecution. Referral On receiving a referral related specifically to attendance, Targeted Support will:

- Allocate a Case Manager to the child/young person for whom the referral has been made.
- Issue or give serious consideration to issuing a Notice to Attend to the parents following an initial meeting with the family.
- Undertake an assessment of the young person to ascertain why their attendance is an issue.
- For young people at Level 3 in the Pathway to Provision the assessment will be the Family CAF.
- Share and explain a copy of the attendance register with the parent or carer
- Make it clear to the parent or carer both verbally and in writing that there is concern over the child's attendance and that the seriousness of the concern may lead to prosecution
- Include the parents/carers in the assessment,
- Develop and implement an action plan to address the issues impacting on the pupils attendance,

- Work with the school to explore any strategies for addressing the attendance issue. These might include addressing issues of bullying, offering mentoring, making temporary adaptations to the pupil's timetable or considering transport issues. Proceeding to Prosecution: Prosecutions will be undertaken in line with the County Council's Enforcement Policy. Prosecutions will be undertaken by a Senior Case Manager (Education Welfare) within Targeted Support to allow the designated Case Manager to continue to work with the child/young person and their family.
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Legal Sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.(**Appendix 5- Penalty Notice Request)**

If issued with a fine, or penalty notice, each parent must pay £80 within 21 days or £160 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year;
- One-off instances of irregular attendance, such as holidays taken in term time without permission;
- Where an excluded pupil is found in a public place during school hours without a justifiable reason.

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

Children Missing from Education

Children missing from education (CME) fall into two broad categories:

'CME - WASP (without a school place)' - those whose whereabouts and circumstances are known to the local authority but who have, for whatever reason, been out of education for 4 school weeks or more

'CME - missing' - those who are 'lost' are children who have apparently disappeared, usually with their families, and the local authority knows neither where they are, nor anything of their circumstances

Both categories of young people are at risk of not achieving their educational potential and couldbe placing their safety and welfare at risk.

Children missing from education are not:

- Children who are on a school roll but are not in regular attendance - if a child is not attending their registered school or education provider, the school's attendance policy should be followed;
- Children being educated at home (EHE);
- Children whose parent or carer has applied for a school place and the application is being dealt with by the admissions procedure;
- Children who are on an alternative provision package;
- Children who are on holiday during term time.

Children Absent from Education

Repeated or prolonged absence from education may be an indicator of abuse, neglect, exploitation, mental health difficulties, safeguarding risks within the home or other unmet needs. We will:

- monitor attendance and patterns of absence
- respond promptly to unexplained or concerning absence
- make reasonable enquiries to establish the child's whereabouts and welfare
- consider absence alongside other safeguarding information
- share information and work with parents, carers and relevant agencies
- refer or escalate concerns where the child cannot be located, risk is increasing or circumstances are not improving

Staff must follow our school's attendance and children missing education procedures. Attendance concerns must not be treated solely as an administrative matter where there may be a safeguarding risk.

Further information: Working together to improve school attendance, Children missing education and Nottinghamshire Children Missing Education arrangements

If you're concerned about a child not receiving a suitable education then please contact us:

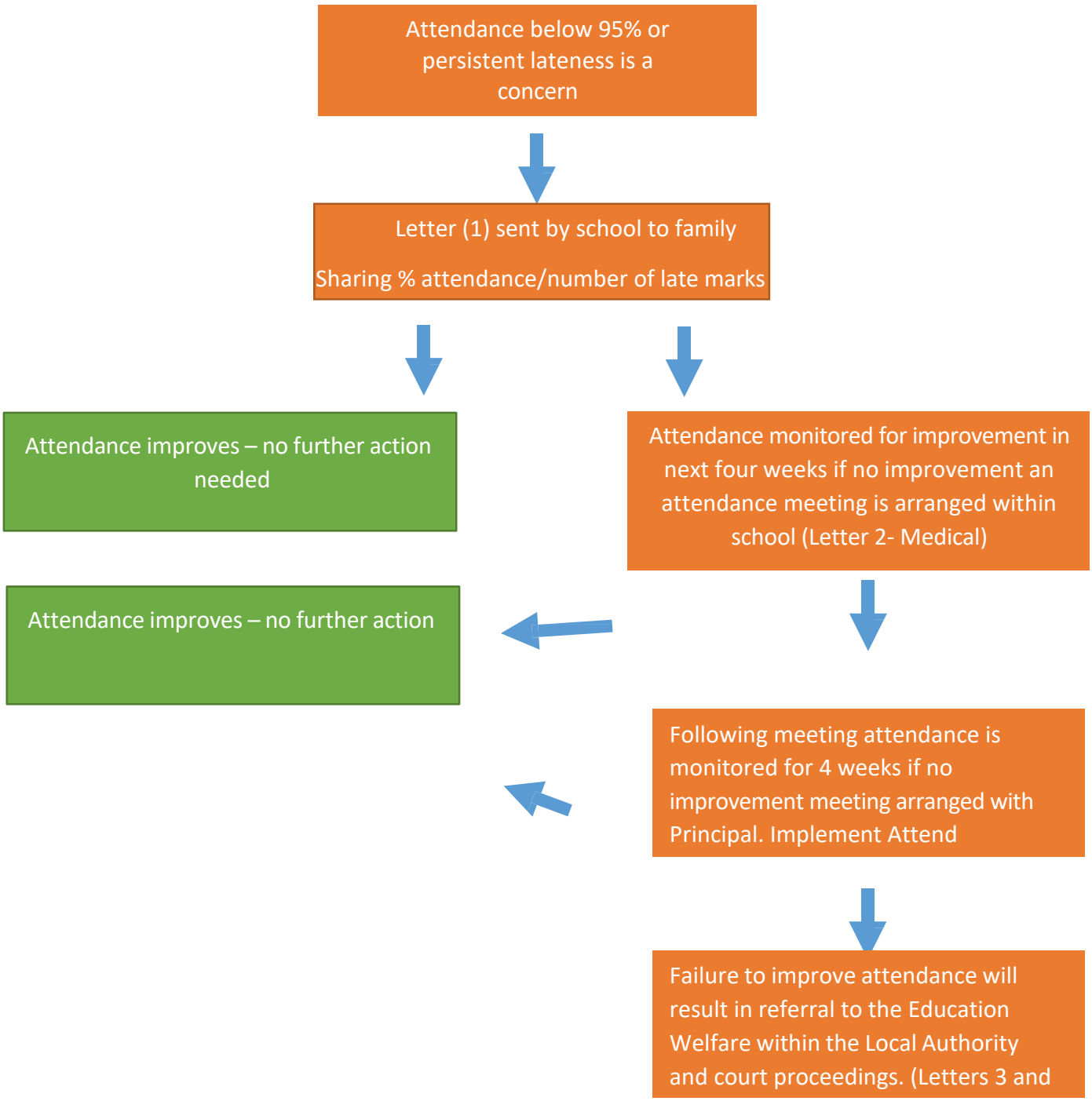
- Follow the link for information about school admissions-
- https://www.nottinghamshire.gov.uk/education/school-admissions/hub
- A child missing from education (CME), contact Glen Scruby 0115 804 1045
- Email glen.scruby@nottscc.gov.uk

APPENDIX 1- DFE ATTENDANCE CODES

Registration Code /
:Present in school / = am \ = pm Present in school during registration.
Code L: Late arrival before the register has closed
Code B: Off-site educational activity
Code D: Dual Registered - at another educational establishment
Code P: Participating in a supervised sporting activity
Code V: Educational visit or trip
Code C: Other authorised circumstances
Code E: Excluded but no alternative provision made
Code H: Holiday authorised by the school
Code I: Illness (not medical or dental appointments) 101 – Illness 102 – Confirmed case of COVID-19
Code M: Medical or dental appointments
Code R: Religious observance
Code G: Holiday not authorised by the school or in excess of the period determined by the principal
Code N: Reason for absence not yet provided
Code T: Gypsy, Roma and Traveller absence
Code L: Late arrival before the register has closed
Code O: Absent from school without authorisation
Code U: Arrived in school after registration closed
Code X: Not required to be in school
Code Y: Unable to attend due to exceptional circumstances
Code #: Planned whole or partial school closure
Code Z: Pupil not on admission register

APPENDIX 2- ATTENDANCE FLOW CHART

Attendance Meetings Flowchart



APPENDIX 3- LETTERS
ATTENDANCE LETTERS -STAGE 1 CONCERNING ATTENDANCE

No …….. DATE

Town

County

Postcode

Dear Parent/Carer,

RE: Absences from school name of child (dob)

Your child XXX's attendance is a cause of concern at XX%. I am writing to bring this to your attention in order that we might work together to improve this. I enclose an attendance certificate for your information. I am proposing a school meeting/ home visit/telephone discussion (delete as appropriate) to further discuss ways we can support your child.

(Attendance Officer & DSL), will contact you in the next two weeks.

Should our joint efforts to improve attendance be unsuccessful the school may decide to refer for enforcement action.

Yours sincerely

Principal

ATTENDANCE LETTER STAGE 2 MEDICAL ATTENDANCE

No …….. DATE

Town

County

Postcode

Dear Parent/Carer,

RE: Continued Absences from school name of child (dob)

Your child XXX's attendance is still a cause of concern at XX%, this is despite working together to try and improve it. Unfortunately XXX has had XXX more days of absence since we wrote to you on XXX (please see enclosed Registration Certificate). I have taken the decision to no longer authorise absences that are not covered by medical evidence.

Please take immediate steps to ensure your child gets to school on time every day and obtain medical evidence if he/she is too ill to attend. Any other reason for absence should be discussed with the school and it is the schools decision whether to authorise any absence that is not covered by medical evidence.

Should you wish to discuss any of the above, please do not hesitate to contact (Attendance Officer & DSL) in school.

Yours sincerely

Principal

ATTENDANCE LETTER STAGE 3 PENALTY WARNING

Dear Parent/Carer,

RE: PENALTY NOTICE WARNING

Address Date

Dear Parent/Carer,

Penalty Notice Warning

RE: Child's Name

As I am sure you are aware, you, as parent, have legal responsibility under Section 444 (1) of the Education Act 1996, for ensuring that your child attends school regularly. The registers at the academy show that, at the end of the academic year 2025/2026, your child's attendance was ……%.

From today 01 September 2026 …….'s attendance will be monitored for the remainder of this academic year. If during this time they have 5 days or 10 sessions of absence over a 10-week period without sufficient medical evidence, we will request that the local authority issue a penalty notice. The notice can be issued to both parents/carers for each child whose absence is persistent. This includes students arriving persistently late at school, if your child arrives late to school their mark will be recorded as a 'U' code, which gives an unauthorised mark for that session.

The penalty notice fines are issued to each parent, for each child, and are up to £160 for each child who is absent. When a fine remains unpaid, the matter may be enforced at the magistrate's court. The maximum fine for this offence is £1000 per parent, per child. The local authority will not issue more than two penalty notices per calendar year to any person taking more than two periods of unauthorised absence. Where further absences occur or where the local authority deem it appropriate, enforcement will be dealt with directly by the court.

Please take immediate steps to ensure(NAME) gets to school on time every day and obtain medical evidence such as an appointment card, prescription label, medical letter etc. if he/she is too ill to attend. Any other reason for absence should be discussed with the school as we aim to work with you and it is the school's decision whether to authorise any absence that is not covered by medical evidence.

If you would like to have a chat with the Attendance Lead (NAME) in school, please don't hesitate to contact school.

Yours sincerely

ATTENDANCE LETTER STAGE 4 PENALTY NOTICE REQUEST

Dear Parent/Carer,

RE: PENALTY NOTICE REQUEST

Child X (dob XX/XX/XXXX)

Further to our letter dated (Insert Date) notifying you that your child had incurred unauthorised absence from school and that any further absence may result in a request to the Local authority to issue a Penalty Notice fine.

We are now writing to advise you that because your child (insert name) has had unauthorised absences in excess of 3 days over a 6 week period, a request has been made to the Local Authority to issue a Penalty Notice to you for failing to ensure that your child attends school regularly.

If an absence is not authorised by the school, the pupil's attendance is deemed to be irregular. Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, his/her parent/carer (s) are guilty of an offence. Please also note that if you have more than one child, each child's irregular attendance is dealt with as a separate matter.

The Local Authority may take formal action against you for failure to comply with the law. Penalty notices are issued as an alternative to prosecution, but may not be issued if prosecution is considered to be a more appropriate response to the attendance issues.

Therefore, your child's irregular attendance could result in one of the following actions:

1. A Penalty Notice being issued. Each penalty notice is £80 if paid within the first 21 days, rising to £160 if paid between 22-28 days. Failure to pay will result in prosecution.

2. Prosecution. This could lead to fines of up to £2500 and/or 3 months imprisonment.

Once issued, a Penalty Notice incurs a fine which is payable to the Local Authority. The Local Authority will be sending you a letter with more details in due course.

Yours sincerely

Principal

ATTENDANCE LETTER TO LA

Dear Case Manager,

PENALTY NOTICE REQUEST

RE: Child's Name (DOB)

I am requesting that parents name XXX is/are issued with a Penalty Notice/s for not ensuring his/her/their son/daughter/children attend/s school regularly.

I enclose copies of letters sent to parents name XXX and a copy of the childs name XXX registration certificate showing the unauthorised absences.

Yours sincerely

Principal

APPENDIX 4

Practical ideas for challenging and improving attendance checklist for schools

First day telephone calls/home visits questioning reason for absence and offering advice/supportive challenge	
Letters sent to all parents share attendance concern	
Have you spoken to the form tutor/head of year/pastoral manager?	
Has someone spoken to the Young person to establish the reason/hear their voice?(age /ability dependent)	
Have you met with the parents/carers and asked why the child isn't attending school? Do these reasons match with the reason the child provided?	
Have family circumstances been considered and have you considered with the family what support may help them at this time? Have any referrals to other agencies been offered?	
If regularly late, has the school start time been shared with parents. Have you provided them with an alarm clock/used a sticker chart etc. Would the child benefit from attending breakfast club to ensure they are on school site on time each day? Would being met at the school gate help?	
Checked to see if siblings are having the same absences. Have you contacted the school the siblings attend?	
Have you spoken to other staff members to ascertain any other reasons for absence? Look at the patterns on 'by-lesson attendance', and if patterns are evident speak to those teachers.	
Is the child a Young Carer, and is this having an impact on their attendance?	
Consider if there are any unmet learning needs	
Is English the second language for this family? Have letters and meetings been translated to allow fair access to school concerns for parents?	
If EHCP in place are the outcomes being supported, when was this last reviewed?	
Has the child's health been considered, have you received any medical evidence	
If external services are involved has a meeting taken place? E.g., TAF, CIN. If there is a lead professional from EHCM, YOS, CAMHS or CSC they should be consulted before an enforcement referral is made.	
Where absence is attributed to anxiety or young persons mental health have support mechanism been put in place e.g. ARNA, ATTEND, MHST	

APPENDIX 5

PENALTY NOTICE REQUEST FORM

Nottinghamshire County Council

NB: Please note that if full details are not provided your request cannot be processed.

Parent / Carer's Details		Parent / Carer's Details	
Title:	**Mr/Mrs/Miss/Ms/Other**	**Title:**	**Mr/Mrs/Miss/Ms/Other**
Forename:		**Forename:**	
Surname:		**Surname:**	
Full address:		**Full address:**	
Postcode:		**Postcode:**	

Childs Details:		Childs Details:	
Forename:		**Forename:**	
Legal surname:		**Legal surname:**	
Chosen surname:		**Chosen surname:**	
DOB:		**DOB:**	
Full address:		**Full address:**	

Please select only ONE of the options below

Option 1: Complete below for a penalty notice for a Leave of Absence in Term Time

Parent request for leave of absence: (please tick (✓) one box only)	Phone call	
	Text/Dojo message	
	Email	
	LOA request	
	No LOA request	

Have you done the following:	
1. Sent a letter in response to the above	Yes / No
2. Sent a letter informing of the penalty notice request made to the Local Authority	Yes / No
3. Included an attendance certificate (indicating G code) for the school year to date with this request	Yes / No

Option 2: Complete below for a penalty notice for Unauthorised Absences

Attendance this academic year:	Overall Attendance %
	Authorised %
	Unauthorised %

Have you done the following:	
1. Sent 1st letter warning of possible penalty notice due to the number of unauthorised absences	Yes / No
2. Sent 2nd letter informing penalty notice request made to the Local Authority	Yes / No
3. Included an attendance certificate for the school year to date (indicating unauthorised absences)	Yes / No

Number of unauthorised days absence within the 6-week date period:	Number of unauthorised days absence within the 6-week date period:
Submit this request as soon as possible following the child's return to school	**Ensure you have given the warning within the given time of your monitoring period**
Please ensure the required supporting information for each child is submitted with your request – letters, LOA request, attendance record for the current academic year	

Details of the person completing this form:			
Name:		**Telephone number:**	
Job title:		**Email address:**	
School:		**Date PN requested:**	

Comments and any additional relevant information: