

**St Peter at Gowts
Church of England
Primary School**



**ST. PETER AT GOWTS
CofE PRIMARY SCHOOL**

Unlocking the potential in all,

**Information about Raising
Attendance and Fixed
Penalty
Notices (fines)**

Overview

Frequently Asked Questions :

Who is responsible for a child's attendance?

By law, parents whose children are aged 5 to 16 and registered at a school are responsible for ensuring their children attend regularly. If they fail to do so they are guilty of an offence and can be issued with a penalty notice under section 444 of the Education Act 1996.

What is authorised and unauthorised absence?

Any absence during term time affects the continuity of a child's education. Authorised absence is where the school has given permission in advance for a pupil to be away from school, using the exceptional circumstances criteria. The school must be given at least 14 days notice when requesting leave on exceptional grounds. A form for requesting leave can be collected from the school office.

What are Exceptional Circumstances?

This is under the discretion of the Headteacher and Governing Body. Exceptional circumstances are rare, significant, unavoidable and short. Examples of circumstances that will be considered include :-

- Up to 2 days for the wedding of a close family member - parent or sibling
- Absence for bereavement of a close family member
- An educational event which happens on a specific day and cannot be altered
- Visiting seriously ill relatives
- Religious observance
- Adjustments for SEN children and those with disabilities

Please note, no absence will be authorised during national testing weeks, or if a child's attendance is less than 95%. Holidays are not classed as an exceptional circumstance.

Every Day Counts

At St Peter at Gowts, we believe that attendance is key to all children's education.

What is a Fixed Penalty Notice?

A fixed penalty notice is a **fine**. Fines are issued to parents who fail to ensure their child/ children attend school regularly and on time unless there are extreme medical difficulties.

Fixed penalty notices will be issued in circumstances where the child is not in school, due to an unauthorised absence and attendance level of 90% or less, or who has more than 4.5 days of unauthorised absence in a 6 week period. This will include lateness after the close of registration and code U is used. Also, where a child is present in a public place during school hours without reasonable justification during the first five days of any exclusion.

Parents will be forewarned of the possibility of a fixed penalty notice through a fixed penalty notice formal warning letter.

How are they Issued?

The fixed penalty notice will be issued and paid to Lincolnshire County Council. They are restricted to two per child per academic year. Where a child resides with two parents a separate penalty notice will be issued to each parent. If a fixed penalty notice is issued, parents will pay £60, per parent and per child. In reality this means that a two parent family with two children will be fined **£240**.

If you have any concerns about absence and fixed penalty notices, please do come and see our Parent Support Worker - Sammy Robinson and/or Kinga Wilson. We hope we can work together to ensure that every child is in school and learning for as many days as possible per year.

Many thanks for your continued support

St Peter at Gowts C of E Primary School