The
Pope Francis Catholic
Multi Academy Company

Imago Dei

ATTENDANCE POLICY

POLICY INFORMATION SHEET	
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Date of Change	Description of change/ update (include section name/number)
July 2026	Added school contact details and school times

[Insert school logo here]

Key Contacts

The name and contact details of the Senior Attendance Officer– the senior leader responsible for the strategic approach to attendance in our school, is:

Name: D Marban

Email address or contact details: office@st-josephs.oxon.sch.uk

The name and contact details of the school staff member pupils and parents should contact about attendance on a day-to-day basis is:

Email address or contact details: absence@st-josephs.oxon.sch.uk or call 01844214278 and leave a message on the absence line

The name and contact details of the school staff member pupils and parents should contact for more individual support with attendance (Attendance Officer/Pastoral Support Worker/Head of Year etc):

Name: D Marban

Email address or contact details: office@st-josephs.oxon.sch.uk

The name of our linked Governor with responsibility for monitoring attendance is:

Name: Madeline Ronane

Introduction and Background

This school recognises that positive behaviour and good attendance are essential in order for pupils to get the most of their school experience, including their attainment, wellbeing and wider life chances.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly, on time. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

The Department for Education (DfE) has produced statutory guidance for maintained schools, academies, independent schools, and local authorities. It is called "Working together to improve school attendance" and it includes a National Framework in relation to absence and the use of legal sanctions. Our School Attendance Policy reflects the requirements and principles of that guidance.

This policy is written with the above guidance in mind and underpins our school ethos to:

- promote children's welfare and safeguarding;
- ensure every pupil has access to the full-time education to which they are entitled;
- ensure that pupils succeed whilst at school;
- ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school.

It has been developed in consultation with school governors, teachers, local Headteacher Associations, the Local Authority and parents and carers. It seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed of attendance matters in school and to outline the school's commitment to attendance matters. It details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor pupil attendance.

This policy is linked to the PFMAC Supporting Children With Medical Conditions Policy. A copy of this policy can be requested via the School Office.

In addition, all schools follow the DfE's statutory safeguarding guidance, Keeping Children Safe in Education, which emphasises the importance of understanding the potential vulnerabilities of children who are missing or absent from education.

https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

Our policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued;
- Raising and maintaining a whole school awareness of the importance of good attendance and punctuality;
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

For our children to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day the school is open unless the reason for the absence is unavoidable. It is a rule of this school that pupils must attend every day, unless there are exceptional circumstances, and it is the headteacher/principal, not the parent, who can authorise the absence.

Promoting Regular Attendance

We believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our pupils from the outset. It is a central part of our school's vision, values, ethos and day to day life. We recognise the strong connections between attendance, attainment, safeguarding and wellbeing.

Helping to create a pattern of regular attendance is the responsibility of parents, pupils and all members of school staff. To help us all to focus on this, we will:

- Submit a daily attendance return to the Department of Education, in line with the legal expectations placed on all schools;
- Build strong relationships and work jointly with families;
- Give parents/carers details on attendance for their individual children through termly attendance reports;
- Promote the benefits of high attendance;
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow up absence as required by law;
- Acknowledge good or improving attendance;
- Contact parents/carers should their child's attendance fall below the school's target for attendance.

Understanding Types of Absence

Any absence affects the routine of a child's schooling and regular absence will seriously affect their learning journey and ability to progress. Any pupil's absence or late arrival disrupts teaching routines and so may affect the learning of others in the same class. Ensuring a child's

regular attendance at school is a parental responsibility and allowing absence from school, without a good reason, creates an offence in law and may result in prosecution.

Every half-day absence from school has to be classified by the school (not by the parent), as either authorised or unauthorised. This is why information about the cause of any absence is always required. Each half-day is known as a 'session'.

Authorised absences are morning or afternoon sessions away from school for a genuine reason such as illness (although you may be asked to provide medical evidence for your child before this can be authorised), medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been granted. This type of absence can lead to the school referring to the Local Authority for penalty notices and/or legal proceedings.

Unauthorised absence includes (however this list is not exhaustive):

- parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn;
- absences which have never been properly explained;
- children who arrive at school after the close of registration are marked using a 'U' – this indicates that they are in school for safeguarding purposes, however it is counted as an absence for the session;
- shopping trips;
- looking after other children or children accompanying siblings or parents to medical appointments;
- their own or family birthdays;
- holidays taken during term time, not deemed 'for exceptional purposes' by the headteacher, including any arranged by other family members or friends;
- day trips;
- other leave of absence in term time which has not been agreed.

Where the school has reasonable grounds to question the reason for an absence, or where the reason provided is insufficient to establish whether the absence should be authorised, the school may request supporting evidence at the Headteacher's discretion. This may include absences relating to physical or mental ill health, medical appointments or involvement with external agencies. Evidence may include appointment confirmations, correspondence from healthcare professionals or relevant external agencies, or other appropriate documentation. Each case will be considered individually, taking account of the pupil's circumstances and any additional needs. Where sufficient information or evidence is not provided, the absence may be recorded as unauthorised.

Persistent Absenteeism (PA) and Severe Absenteeism (SA)

A pupil is defined by the Government as a 'persistent absentee' when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. Absence at this level will cause considerable damage to any pupil's education and we need the full support and co-operation of parents to resolve this. All pupils who have attendance levels of 90% or below are considered to be a persistent absentee.

A pupil who has missed 50% or more schooling is defined by the Government as 'severely absent'. Pupils within this cohort may find it more difficult to be in school or face bigger barriers to their regular attendance and, as such, are likely to need more intensive support.

Absence Procedures

The name and contact details of the school staff member pupils and parents should contact about attendance on a day to day basis can be found on the first page of this policy.

We monitor and review all pupils' absence, and the reasons that are given, thoroughly.

If a child is absent from school the parent must follow these procedures:

- Contact the school on the first day of absence before 8:45 am, when our register opens;
- The school has an answer phone available to leave a message if nobody is available to take your call, or you may call into school personally and speak to the office staff. Please be aware that, if you leave a voicemail to report your child's absence, you may receive a call from the school so that we may discuss the absence before making a decision as to whether the absence is to be recorded as authorised;
- Contact the school on every further day of absence, again before 8:45 am;
- Ensure that your child returns to school as soon as possible and provide any medical evidence, if requested, to support the absence.

If your child is absent we will:

- Telephone you on the first, and every subsequent day of absence, if we have not heard from you. However, it is your responsibility to contact us;
- If we are unable to make contact with parents by telephone, we will telephone emergency contact numbers, send emails and a home visit may be made, in the interests of safeguarding;
- Make a referral to the Local Authority if no contact has been made with parents by the 10th day of absence (or sooner if deemed appropriate), at which point your child will be considered to be "missing from education."

If absence continues we will:

- Write to you if your child's attendance is below 90% / causing concern, and/or where punctuality is a concern;

- Arrange a meeting so that you may discuss the situation with our Senior Attendance Officer;
- Create a personalised attendance contract, to address any barriers to attendance and make clear each person's role in improving the attendance patterns of your child;
- Offer signposting support to other agencies or services, if appropriate;
- Refer the matter to the Local Authority for relevant legal sanctions, if attendance deteriorates following the above actions.

Lateness

Poor punctuality is not acceptable and can sometimes lead to irregular school attendance patterns. Good time-keeping is a vital life skill which will help children as they progress through their school life and out into the wider world.

Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed and risk missing vital work and important messages from their class teacher.

The times of morning and afternoon registers and close of the school day for all pupils are:

Gates open: 8:35 am

Morning Registration starts: 8:45 am

Morning Registration closes: 9:15 am

Afternoon Registration starts: 1:00 pm

Afternoon Registration closes: 1:30 pm

End of the school day: 3:15 pm

How we manage lateness

- Registers are taken at the published morning registration time;
- Children arriving after the morning registration time are required to come into school via the school office. If accompanied by a parent/carer they must sign them into our 'Late Book' and provide a reason for their lateness, which is recorded; If your child arrives 8:45am and 9:15 am they will receive a late mark 'L' on their register;
- At 9.15 am the registers will be closed. In accordance with the Regulations, if your child arrives after that time, they will receive a mark that shows them to be on site – 'U', but this will not count as a present mark and it will mean that they have an unauthorised absence;
- The school may contact parents/carers regarding punctuality concerns;

Unauthorised lateness could result in the school referring to the Local Authority for sanctions and/or legal proceedings. If your child has a persistent lateness record, you may be asked to meet with the Senior Attendance Champion or Attendance Officer, but you can approach us at any time if you are having difficulties getting your child to school on time. We expect parents and staff to encourage good punctuality by being good role models to our children and, as a school, we celebrate good class and individual punctuality.

Understanding Barriers to Attendance

Whilst any child may occasionally have time off school because they are too unwell to attend, sometimes they can be reluctant to attend school. Any barriers preventing regular attendance are best resolved between the school, the parents and the child. If a parent thinks their child is reluctant to attend school, then we will work with that family to understand the root problem and provide any necessary support. We can use outside agencies to help with this, such as the School Nurse, Mental Health and Emotional Wellbeing support services, a Child and Family Support Worker or the relevant Local Authority team/s. Where outside agencies are supporting the family, you may be invited to attend a Team Around the Family meeting (TAF) to consider what is working well and what needs to improve. An individual support plan will be agreed and subsequently reviewed.

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long-term medical conditions or who have special educational needs and disabilities, or other vulnerabilities. High expectations of attendance remain in place for these pupils, however we will work with families and pupils to support improved attendance whilst being mindful of the additional barriers faced. We can discuss reasonable adjustments and additional support from external partners, where appropriate.

Under the DfE's statutory guidance, schools are required to submit a sickness return to the Local Authority for all pupils who have missed/are likely to miss 15 or more school days (consecutive or cumulative) due to medical reasons/illness.

The name and contact details of the school staff member pupils and parents should contact for more detailed support on attendance can be found on the first page of this policy.

Local Authority Attendance Support Services

Local Authority Attendance Specialists work strategically by offering support to schools, to reduce persistent absence and improve overall attendance.

Parents are expected to work with the school and local authority to address any attendance concerns. Parents should proactively engage with the support offered, aiming to resolve any problems together. This is nearly always successful. If difficulties cannot be resolved in this way, the school may consider more formal support and/or refer the child to the Local Authority. If

attendance does not improve, legal action may be taken in the form of a Penalty Notice or prosecution in the Magistrates Court.

School Attendance and the Law

New legislation was passed — The School Attendance (Pupil Registration) (England) Regulations 2024 — which introduced a National Framework in England. By law all children of compulsory school age must receive an appropriate full-time education (Education Act 1996). Parents have a legal duty to ensure their child attends school regularly at the school at which they are registered.

Parents may be recognised differently under education law than under family law. Section 576 of the Education Act 1996 states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

National Framework for Penalty Notices

There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England, of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence (G, O and/or U coded within the school's registers). The 10 school week period can span different terms, school years or education settings.

Sanctions may include issuing each parent (for each child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days (for the first offence). A second Penalty Notice issued within a three year period will result in a fine of £160 per parent, per child. If a third offence is committed the matter may be referred to the local authority for consideration of prosecution via the Magistrates Court. If prosecution is instigated for irregular school attendance, each parent may receive a fine of up to £2,500 and/or up to 3 months in prison. If a parent is found guilty in court, they will receive a criminal conviction.

There is no entitlement in law for pupils to take time off during the term to go on holiday or other absence for the purpose of leisure or recreation, or to take part in protest activity in school hours. In addition, the Supreme Court has ruled that the definition of regular school attendance is "in accordance with the rules prescribed by the school."

The School Attendance (Pupil Registration) (England) Regulations 2024 set out the statutory requirements for schools. All references to family holidays and extended leave have been removed. The amendments specify that headteachers may not grant any leave of absence

during term time unless there are “exceptional circumstances” and they do not have any discretion to authorise up to ten days of absence each academic year.

It is a rule of this school that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the headteacher, irrespective of the child’s overall attendance. Only the headteacher or his/her designate (not the local authority) may authorise such a request and all applications for a leave of absence must be made in writing, 10 working days in advance, on the prescribed form, which you can get from the school office. The school will usually consider that the parent who has made the application is therefore allowing the leave of absence, and also that all parents who are on the holiday are allowing the leave. Where a parent removes a child after their application for leave was refused or where no application was made to the school, the absence will be recorded as unauthorised. It is likely that penalty notices will be requested, in line with the National Framework and the applicable local Code of Conduct, in respect of each parent believed to have allowed the absence.

‘Exceptional circumstances’ will be interpreted as: being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time (as determined by the headteacher). The fundamental principles for defining ‘exceptional’ are events that are “rare, significant, unavoidable and short”. By ‘unavoidable’ we mean an event that could not reasonably be scheduled at another time, outside of school term time, regardless of who has planned or paid for the holiday or absence (including grandparents or other family or friends).

The headteacher/school may discuss the leave of absence request with other education settings and/or the Local Authority to determine any exceptional circumstances.

If leave of absence is authorised, the school will not provide work for children to do during their absence. Parents are however advised to read with their children, complete Times Tables Rockstars and encourage them to write a diary while they are away.

Deletion from Roll

For any pupil leaving the school, other than at the end of the final year, parents/carers are required to complete the appropriate departure form available from the school office, providing the following information: child’s name, class, current address, date of leaving, new home address, name of new school, address of new school. This information is essential to ensure that we know the whereabouts and may appropriately safeguard all of our pupils, even those who leave us.

It is crucial that parents keep school updated with current addresses and contact details for the pupil and key family members, in case of emergency.

Under Pupil Regulations 2006, all schools are now legally required to notify their Local Authority of every new entry to the admission register within five days of the pupil being enrolled. In addition, every deletion from the school register must also be notified to the Local Authority as soon as the ground for deletion has been met, and in any event no later than the

time at which the pupil's name is deleted from the register. This duty does not apply when a pupil's name is removed from the admission register at a standard transition point.

Absence Data

We use data to monitor, identify and support individual pupils or groups of pupils when their attendance needs to improve, and schools are required to submit pupil attendance data to the Department for Education on a daily basis (Education (Information about Individual Pupils) (England) (Amendment) Regulations 2024). Persistently and severely absent pupils are tracked and monitored carefully. We also combine this with academic tracking, as increased absence affects attainment.

We share information and work collaboratively with other schools in the area, local authorities, and other partners, when absence is at risk of becoming persistent or severe.

Annex A: DfE Guidance — Summary Table of Responsibilities for School Attendance (from 19th August 2024)

Source:
https://assets.publishing.service.gov.uk/media/65e8ae343649a2001aed63aa/Summary_table_of_responsibilities_for_school_attendance__applies_from_19_August_2024_.pdf

All Pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Ensure their child attends every day the school is open except when a statutory reason applies. Notify the school as soon as possible when their child has to be unexpectedly absent. Only request leave of absence in exceptional circumstances and do so in advance. Book any medical appointments around	Have a clear school attendance policy on the school website which all staff, pupils and parents understand. Develop and maintain a whole school culture that promotes the benefits of good attendance. Accurately complete admission and attendance registers. Have robust daily processes to follow up absence. Regularly	Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures. Ensure school leaders fulfil expectations and statutory duties. Use data to understand patterns of attendance and identify areas for improvement. Ensure school staff receive	Have a strategic approach to improving attendance for the whole area. Have a School Attendance Support Team. Provide each school with a named point of contact. Offer opportunities for all schools in the area to share effective practice.

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
the school day where possible.	monitor data to identify patterns and trends. Have a dedicated senior leader with overall responsibility for championing and improving attendance.	training on attendance.	

Pupils at Risk of Becoming Persistently Absent

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the support offered to prevent the need for more formal support.	Proactively use data to identify pupils at risk of persistent absence. Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers. Where out of school barriers are identified, signpost and support access to required services. If the issue persists, take an active part in multi-agency working with the local authority and other partners.	Regularly review attendance data and help school leaders focus support on the pupils who need it.	Hold a regular conversation with every school to identify, discuss and signpost services for pupils who are persistently or severely absent or at risk. Where there are out of school barriers, provide the pupil and their family with access to the services they need.

Persistently Absent Pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the formal support offered, including any parenting contract or voluntary early help plan to prevent the need for legal intervention.	Continue support as for pupils at risk and: put additional targeted support in place where absence becomes persistent; hold more formal conversations with parents where there is a lack of engagement; work with the local authority on legal intervention where support is not working; intensify support through a referral to statutory children's social care where there are safeguarding concerns; work with other schools in the local area.	Regularly review attendance data and help school leaders focus support on the pupils who need it.	Continue support as for pupils at risk and: work jointly with the school to provide formal support options including attendance contracts and education supervision orders; ensure joint working where there are safeguarding concerns; enforce attendance through legal intervention where support is not working.

Severely Absent Pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Work with the school and local authority to understand their child's barriers to attendance. Proactively engage with all formal support offered.	Continue support as for persistently absent pupils and: agree a joint approach for all severely absent pupils with the local authority.	Regularly review attendance data and help school leaders focus support on the pupils who need it.	Continue support as for persistently absent pupils and: make this group the top priority for support, including consideration for a whole family plan, an EHCP or alternative provision; be especially conscious of safeguarding issues and

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
			ensure joint working with children's social care.

Support for Cohorts of Pupils with Lower Attendance than their Peers

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Not applicable.	Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them. Work with other schools and the local authority to share effective practice.	Regularly review attendance data and help school leaders focus support on the pupils who need it.	Track local attendance data to prioritise support and unblock area-wide attendance barriers where they impact numerous schools.

Support for Pupils with Medical Conditions or SEND with Poor Attendance

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the support offered.	Maintain the same ambition for attendance and work with pupils and parents to maximise attendance. Ensure pastoral support is joined up and where required put in place additional support and adjustments. Consider additional support from wider services and external partners. Regularly monitor data for such groups at board and governing body meetings.	Regularly review attendance data and help school leaders focus support on the pupils who need it.	Work closely with relevant services and partners to ensure joined-up support for families. Ensure suitable education is arranged for children who because of health reasons would not otherwise receive a suitable education.

Support for Pupils with a Social Worker

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the support offered.	Know who the pupils who have, or have had, a social worker are. Understand how welfare, safeguarding and child protection issues can impact on attendance whilst maintaining a culture of high aspiration. Provide additional academic support and make reasonable adjustments. Work in partnership with the local authority, sharing data on attendance and informing the pupil's social worker of any unexplained absences or deletions from the register.	Regularly review attendance data and help school leaders focus support on the pupils who need it.	Ensure that all Children's Social Care practitioners understand the importance of good attendance for pupils' educational progress and their role in improving it. Undertake systemic monitoring and data sharing of the attendance of children with a social worker. Provide advice, challenge and training to schools.

Looked After and Previously Looked After Children

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Work with the school and local authority to understand the child's barriers to attendance, including the development of Personal Education Plans. Proactively engage with the support offered.	Have high expectations for the cohort with expert support provided by the designated teacher for looked-after and previously looked-after pupils. Work in partnership with the local authority Virtual School Head to develop high quality Personal	Designate a member of staff to have responsibility for the promotion of the educational achievement of looked-after and previously looked-after pupils. Monitor and review attendance of the cohort.	Promote the educational achievement of looked-after and previously looked-after children. Appoint an expert Virtual School Head who will monitor education outcomes, ensure schools are informed when they have a looked-after

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
	Education Plans. Work directly with parents to develop good home-school links.		pupil, and ensure high quality Personal Education Plans are in place.

Monitoring

Parents:	Schools:	Academy trustees and governing bodies:	Local authorities:
Schools regularly update parents on their child's attendance. If parents feel the school and/or local authority have not delivered what they are expected to, they should discuss the case with the school and/or the local authority's attendance support team.	The school's Senior Attendance Champion will ensure all school-based staff complete their attendance responsibilities in line with the school's policies and procedures. The governing board or academy trust will hold the headteacher or executive leadership to account for their delegated responsibilities. Ofsted will expect schools to do all they reasonably can to achieve the highest possible attendance.	DfE Regions Group considers multi academy trusts' efforts on attendance as part of decision making. Ofsted considers governing bodies' efforts as part of inspections.	DfE Regions Group monitors local authority efforts as part of regular interaction. Ofsted may consider the local area partnership's approach to improving attendance of children and young people with SEND as part of the SEND Area Inspection.

Annex B: Penalty Notices for Unauthorised Absence

The following changes came into force for Penalty Notice Fines issued for unauthorised absence recorded by schools after 19th August 2024.

Who may be fined? Penalty Notice Fines are issued to each parent who allows their child to be absent from school. For example: 3 siblings absent for term time leave would result in each parent who allowed the absence receiving 3 separate fines.

National Threshold: There will be a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5

school days) of unauthorised absence within a rolling 10 school week period. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence, including the U code (late after registers have closed). The 10-school week period can span different terms or school years.

First Offence: £80 per parent, per child if paid within 21 days, increasing to £160 if paid between days 22–28.

Second Offence (within 3 years): £160 per parent (who allowed the absence), per child, payable within 28 days.

Third Offence and Any Further Offences (within 3 years): A Penalty Notice will not be issued and local authorities will need to consider other available measures. This may mean cases are presented before a Magistrate's Court. Prosecution can result in criminal records and fines of up to £2,500. Cases found guilty in the Magistrates' Court can show on the parent's future DBS certificate due to 'failure to safeguard a child's education'.

Annex C: Illness Absence Guidance

For guidance on when children should be kept off school due to illness, please refer to:

- NHS and relevant Local Authority Guidance on School Absence and Childhood Illness
- UKHSA 'Should I keep my child off school?' guidance poster: https://assets.publishing.service.gov.uk/media/626669cb8fa8f523b7221b98/UKHSA-should-I-keep-my_child_off_school_guidance-A3-poster.pdf
- Children's Commissioner: Helping parents to understand the changes to fines for term time holidays: https://www.childrenscommissioner.gov.uk

Further information is available via the school office.