



ATTENDANCE NEWSLETTER

Thank you for your continued support in ensuring that your child attends school every day whenever possible. Please can we remind you of the following:

Absence due to Illness

Any medical absence in excess of 7 days (14 sessions) per academic year will need to be supported by medical evidence. If no medical evidence is received, then the absence will be coded as unauthorised. Medical evidence can take the form of:

- a dated GP/Nurse appointment card;
- a dated note or compliment slip from the GP/Nurse; or
- a prescription or proof of prescribed medication relating to the current illness.

Parents and carers should be aware that 10 or more unauthorised absences over a term may result in them receiving a Penalty Notice (see below).

Absences and Coding

Parents and carers should contact the school on the first day and every consecutive day of their child's absence. When the school is notified, it is important that you provide details of the reasons for absence. Although it is the parents or carers responsibility to notify the school of any absence, it is at our discretion how this absence is coded in relation to authorised or unauthorised absence.

Unauthorised Absence - Penalty Notices

Parents and carers should be aware that Beechwood Primary School has a duty to contact the Local Authority if a pupil has 10 or more unauthorised absences in any one term, with a view to issuing a Penalty Notice. The Penalty Notice is issued individually to each parent or carer who fails to ensure their child's regular attendance at school regardless of whether parents live together.

Application for Exceptional Circumstances

Beechwood Primary School asks that parents and carers notify the school with a reason for absence in advance. Unfortunately, family holidays and extended leave are deemed as unauthorised absence (according to 2006 Regulation Amendments) and will count towards the statutory threshold of 10 unauthorised absences. The headteacher may not grant leave of absence in term time unless they are considered exceptional circumstances. The headteacher will determine the number of days a child can be away from school if leave of absence is granted. If you continue with your plans and take your child out of school, the absence will be recorded as unauthorised. The school must then inform the Local Authority and a Penalty Notice may be issued. Failure to pay the penalty fine within the required time may result in prosecution.

| Penalties for Unauthorised Absence | | |
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| Timeline | One Child | Two Children |
| Paid within 21 days | £60 per parent | £120 per parent |
| After 21 days but before 28 days | £120 per parent | £240 per parent |
| After 28 days | You will receive a summons to appear before a Magistrate's Court on the grounds that you have failed to secure your child's regular attendance. | |

