



Blue Gate Fields Infant School

Penalty Notice Policy

**Agreed by staff
Agreed by governors**

March 2019

Review in March 2021

To be read in conjunction with Attendance and Leave in Term Time Policies. This policy is based on Tower Hamlets Attendance and welfare service's Penalty Notice Scheme Protocol.

INTRODUCTION

The Education (Penalty Notices) Regulations 2007 came into force on 1st September 2007. This legislation is governed by section 23 of the Anti Social Behaviour Act 2003 and section 105 of the Education and Inspections Act 2006. These pieces of legislation empower designated Local Authority officers, Head Teachers and the Police to issue Penalty Notices in cases of unauthorised absence from school.

In March 2013 the Governors adopted the Penalty Notice Scheme Protocol and informed all parents of this fact in writing. Where a child has 3 days or more unauthorised leave in term time, a penalty notice will be issued. Parents are informed of this when applying for leave in term time. Penalty Notices may also be considered in cases of persistent (85% or less) or unauthorised absence and where there is poor punctuality. Penalty notices are issued on an individual child per parent/carer basis. Where families have more than one child who fits the criteria, multiple issuing of Penalty Notices occurs - two parents/carers who have three children who fit the criteria will therefore be liable to receiving three Penalty Notices each. The full cost of a Penalty Notice is £120 payable within 42 days but is reduced to £60 if paid within 28 days.

Regular and punctual attendance at school is both a legal requirement and essential to promote the education of all pupils.

AIMS

- To maximise attendance of all children.
- To provide an environment which encourages regular attendance and makes attendance and punctuality a priority for all those associated at the school.
- To monitor and support children whose attendance is a cause for concern and work in partnership with parents and carers to resolve any difficulties.
- To analyse attendance data regularly to inform future policy and practice.
- To work closely and make full use of the support from the wider community including the Attendance and Welfare Service and multi-agency teams.

The primary responsibility for school attendance lies with parents. Parents are legally responsible to ensure that their child receives an education. Parents are committing an offence if they fail to ensure their child's regular attendance at school and a Penalty Notice may be issued. Non-payment of a Penalty Notice will result in prosecution and the parents will receive a fine and a criminal record.

Blue Gate Fields Infant School is committed to working with families to resolve all attendance related matters before making a referral to the Attendance and Welfare Service.

Lateness

- Pupils arriving after the register has been taken will be considered as late.
- A record is kept of the actual time that a child has arrived in school.
- Class teachers are responsible for discussing issues related to lateness with parents and explaining the impact that this has on the progress a child makes in school.
- Pupils arriving after 9.30 am will be expected to provide a satisfactory explanation for their lateness. Action to address lateness will be taken in line with the school's strategy to improve punctuality. Persistent lateness can be viewed as a form of unauthorised absence and children who are continually late will be referred to the Attendance and Welfare Advisor and a Penalty Notice may be issued.

Leave During Term Time - See Leave in Term Time Policy for further detail.

Leave during term time is not allowed and holidays should be taken during the school holiday periods. The school may consider approving a request for pupils if, in the opinion of the Headteacher, there are **exceptional** circumstances. In such cases the Headteacher will not authorise more than 10 school days for leave taken during term time. If a child fails to return to school after an unauthorised holiday they may be removed from the school roll.

Where a child loses his/her school place the parents must reapply for admission to Blue Gate Fields Infant School. As allocation of school places is now carried out by the local authority children losing their place because of leave during term time are unlikely to be able to return to Blue Gate Fields.

Requests for Leave for Term Time during term time should be applied for using the application form obtained from the school office.

Penalty Notices support the school in dealing with emergent patterns of poor attendance and punctuality and lack of cooperation from parents /carers. They send a clear message to parents/carers regarding the importance of regular school attendance and punctuality.

This Penalty Notice policy was approved by governors in March 2019 and signed by the chair of governors.

..... Chair of governors.

..... Date

This policy will be reviewed in March 2020 or sooner in the case of new information, changes or legislation.