

Flanderwell Primary School Attendance and Punctuality Policy 2024-2025



Date of Policy: January 2024
Date of Review: January 2025

Attendance and Punctuality Policy

Vision and Ethos

At Flanderwell Primary, we aim to...

... provide an environment where 'every child' grows, thrives and is prepared for life in the modern world and feels safe, happy and confident.

...ensure that 'every minute' of our time is used well to ensure our pupils have the best possible chances of success during their time with us.

...provide an engaging and relevant curriculum which sets down the foundations for 'every hope' and aspiration a child may have.

At Flanderwell, we have high expectations for all of our children and believe, wholeheartedly, that happy children learn. For this reason, we foster a warm, caring and inclusive environment and keep our children's interests at the heart of all we do. This includes promoting and expecting the highest standards of behaviour among our pupils including developing core values of respect, kindness and compassion, inclusion and aspiration. Safeguarding pupil and staff welfare is of the utmost importance to us.

Legislation and Guidance

This policy meets the requirements of the DfE document 'Working Together to Improve School Attendance' (May 2022) and refers to the DfE statutory guidance on school attendance parental responsibility measures (January 2015). These documents are drawn from the following legislation setting out the legal powers and responsibilities 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
- It also refers to:
- School census guidance
- Keeping Children Safe in Education Sept 2023
- Mental health issues affecting a pupil's attendance: guidance for schools (February 2023)

Aims

In order for our pupils to maximise all learning opportunities provided and to reach their full potential, consistently good attendance is vital. As a Trust, we are committed to meeting our obligations with regard to school attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Identifying and acting promptly to address patterns of absence
- Building strong relationships with families to ensure pupils have the right support in place to ensure they attend school.
- Promoting and supporting punctuality in attending school.

School Attendance Target: 96%

ROLES AND RESPONSIBILITIES

Headteacher

- 🔗 Implementing the attendance policy at the school
- 🔗 Monitoring school-level absence data and sharing this information with the local school board in the Headteacher's Termly Report.
- 🔗 Supporting staff with monitoring the attendance of individual pupils
- 🔗 Monitoring the impact of any implemented attendance strategies
- 🔗 Issuing fixed penalty notices where necessary
- 🔗 Having an oversight of data analysis regarding attendance

Class teachers

- 🔗 Complete registers accurately and promptly
- 🔗 Have regular discussions with pupils about the importance of regular attendance and punctuality
- 🔗 Liaise with other school staff and respond to attendance issues promptly.
- 🔗 Support the Trust/whole school ethos of promoting good attendance

Attendance Leads (Mrs Sherrif)

- 🔗 Attendance leads delegated responsibilities, including:
- 🔗 Development and review of the attendance policy
- 🔗 Producing and distributing attendance information for parents/carers
- 🔗 Setting and monitoring targets for improving attendance within the school, and evaluating targets with the senior leadership team
- 🔗 Supporting all school staff in their work related to attendance
- 🔗 Collating attendance data as required for senior leadership team, DfE, LA and LSB
- 🔗 Identifying individual pupils with known punctuality/attendance issues, and ensuring these pupils are monitored closely
- 🔗 Referring pupils to the Trust Education Welfare Officer when attendance gives severe cause for concern, and liaising with the EWO to develop strategies to support these pupils/families.
- 🔗 Liaising with other partner agencies and services towards improving and developing strategies to raise levels of attendance.

The Local School Board

- 🔗 Will receive information from the Headteacher and/or EWO on attendance in the Headteacher's termly report.
- 🔗 Will support the school in setting attendance targets
- 🔗 Will support the school in planning a response where attendance is a cause for concern
- 🔗 Will support the school in its efforts to raise attendance
- 🔗 May support the school by attending strategic meetings or attendance panels as appropriate.

Education Welfare Officer

- 🔗 The Trust has its own appointed Education Welfare Officer who will:
- 🔗 Work with the Deputy CEO, Head of Business and Operations, Headteachers, School Business Managers, Learning Mentors and Attendance Leads to develop processes, communication streams and efficient ways of working to support attendance.
- 🔗 Provide advice for schools and engage with pupils, parents and families to improve pupil attendance rates
- 🔗 Arrange and carry out home visits or on-site visits, to explore and offer support to improve pupil attendance
- 🔗 To be on the school site to facilitate 'late gates' as required
- 🔗 Use, model and evaluate practice and quality assure the processes and systems relating to pupil attendance
- 🔗 Work with other staff and agencies who support pupils, such as local authorities and multi agencies, including support for Early Help assessments and TAF meetings

- ❖ Develop processes and procedures to improve the attendance systems through data analysis, pastoral information and other evaluation, preparing reports, assessments and other statistics data as required
- ❖ Take part in internal meetings to share information and provide guidance on Trust policy where necessary
- ❖ Have an up-to-date knowledge of legal proceedings and support schools in relation to statutory processes
- ❖ Where required participate in Child Protection procedures as appropriate, including making an education contribution at case conferences and multi-agency meetings

STATEMENT OF EXPECTATIONS

What our schools expects of pupils:

- ❖ To attend school every day, unless in exceptional circumstances.
- ❖ To arrive on time, appropriately prepared for the day
- ❖ To report to their class teacher for registration, or to the school office if late

What our schools expects of parents/carers

- ❖ To fulfil their statutory responsibility by ensuring their children attend school regularly and on time
- ❖ To ensure that they contact the school on the first day their child is unable to attend (01709 546771).
- ❖ To ensure their child arrives on time, and is well prepared for the day (equipment, homework completed, PE kit etc)
- ❖ To contact the school (class teacher/headteacher/admin staff) in confidence whenever a problem arises that may keep their child from attending school
- ❖ To inform the office staff of any forthcoming appointments and, where possible, make appointments outside of the school day. Evidence of an appointment must be shown to the school office staff – without evidence, the absence for a full session will be logged as unauthorised. Parents collecting children early will also be asked to show evidence of the appointment.
- ❖ Holidays should be taken in the school holiday period only, and leave in term time will only be granted in exceptional circumstances.

What parents can expect of their school

- ❖ The encouragement and promotion of good attendance
- ❖ Regular, efficient and accurate recording of attendance
- ❖ First day contact with parents when a pupil fails to attend school without providing prior notification
- ❖ Prompt action when any problems are identified
- ❖ Close liaison with the Trust Education Welfare Officer, LA Attendance Officers and Early Help Team to assist and support parents and pupils
- ❖ Notification to parents/carers of their child's attendance record through annual reports sent home (drawn from Arbor)

Attendance Procedures

- ❖ Gates will open at 8:35am and close at 8:50am
- ❖ Classroom doors will open at 8:40am and parents/carers can walk their child to the classroom. This is to allow parents and carers an opportunity to speak to staff
- ❖ All children must be in school to start the day at 8:45am
- ❖ All classroom doors will be closed by 8:50am. If a child arrives later than 8:50am, they will need to enter school through the school office

- ❁ Registration begins at 8:45am and closes at 9.00am each morning and at 1:00/1.15pm in the afternoon
- ❁ If pupils arrive after 9.00am they will be deemed to be late and will have to register their attendance with the school office. They will be given and given a late mark (L).
- ❁ The morning register closes at 9:30am. If a child arrives after this time it will be recorded as an unauthorised absence Pupils arriving after this designated time will be marked as (U). If this lateness is due to a medical appointment, a medical mark (M) will be recorded (this is recorded as an authorised absence).

Responding to good and improving attendance and punctuality

Improvements and Recognition of Good Attendance

As a school, we recognise the importance of celebrating good attendance and recognising where improvements have been made. We aim to do this in a variety of ways, including both the children and their parents, to ensure the profile of good attendance remains high and giving the children an incentive for attending regularly.

The following is not an exhaustive list of ways, but rather the minimum of what school will offer:

- ❁ Weekly – every week in our Celebration Assembly, the best class for attendance will be announced, with a treat given if they secure 100% attendance
- ❁ Weekly - Children with 100% and on time, in each class, their names will be entered into a prize draw for a reward
- ❁ Class attendance percentages are shown on Dojo
- ❁ Monthly – Children with 100% attendance and on time, in each class, their names will be entered into a prize draw for a reward
- ❁ Half-termly – Attendance figures will be shared with parents and families on Dojo
- ❁ Termly – Certificates are given to those children with good attendance, with those children securing 100% receiving a Bronze/Silver/Gold certificate
- ❁ Yearly – All children with 100% attendance at the end of the year will receive a certificate and a prize
- ❁ Improvements – Where attendance shows improvements over a set period of time, school will send a letter home recognising this achievement

As a school, we are committed to working with families to secure good attendance and will utilise bespoke plans and rewards for the children who are most vulnerable to attendance.

Responding to lateness (punctuality)

Pupils who are regularly late for school will miss out on valuable learning time. Late arrival in school can not only disrupt the individual child's learning, but also that of their peers. Our schools will take active steps to address persistent lateness.

- ❁ Staff will monitor lateness, and note persistent offenders. Arbor registers will be annotated with the number of minutes late.
- ❁ Where a pattern of repeated lateness is seen, the school will send the relevant 'Late' letter 1 to remind parents of the importance of good timekeeping.
- ❁ Where the problem persists, the school can ask the DSAT EWO to speak to parents by telephone to discuss their child's lateness and try to identify causes/seek remedies to the problem.
- ❁ If there is no subsequent improvement, school will send 'Late' letter 2, and parents will be invited to a meeting with the headteacher and EWO.

The school's response to unexplained absence

Although parents are expected to contact the school if their child is to be absent due to illness or other unexpected reasons, there will be instances where this does not happen. In such cases, Flanderwell will follow a 'first day call' procedure as outlined below:

- ❁ If no message has been received, office staff will note the absence as 'N' at the close of registers. This can be updated depending upon outcome of first day protocols.
- ❁ The school office will send a text message as soon as registers are closed to the primary contact to check on the absence.
- ❁ If no contact has been received by 9:30am, the office staff will start to ring the contacts on the pupil's file.
- ❁ Should there be no response from any of the contacts on file, office staff should consult the SLT/safeguarding leads to ascertain whether a home visit should be made. This can be by school staff or the DSAT EWO, depending on staff availability.
- ❁ The school may choose to contact their Local Authority Safeguarding Hub if in person contact cannot be made with the family and there are concerns around the safety of the child(ren). This decision would be made following careful discussion between DSLs and SLT.

Safeguarding

Children may be at risk if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility.

Failing to attend school on a regular basis is considered to be a safeguarding matter.

As part of first day call procedures outlined, schools may well make home visits to ascertain the well-being of pupils. In any instance, where a pupil has not attended and the school has not been contacted with what it deems an acceptable reason, then a home visit will be considered. The school will speak to their safeguarding leads for additional advice where necessary, and where appropriate DSLs contact their Local Authority Safeguarding Hub for support.

The school's response to attendance issues/following attendance pathways

- ❁ The school will identify and monitor pupils whose attendance gives cause for concern. The Trust will set a target for attendance, to be reviewed each academic year.
- ❁ The Trust target for the academic year 2023-24 is 96%.
- ❁ Pupils falling below this will be deemed to be of concern. The attendance lead in school (Mrs Sherrif) should review the attendance certificates, and if necessary, make initial contact with the parent/carer to express their concerns and offer Early help support. At this stage schools should send the first letter according to their relevant Local Authority Attendance Pathway, and monitor for 3-4 weeks.
- ❁ If attendance continues to fall below 90% (as defined by the DfE) a child will be deemed to be 'Persistently Absent' (PA). Absence at this level is likely to cause considerable damage to any child's educational prospects and the school will need parent/carer's fullest support and co-operation to address this. If not taken up already, Early Help support should be offered again. The school will continue on their Local Authority pathway as prescribed. Parents will be invited to meet with the head and Trust EWO.
- ❁ If attendance does not improve over the next 3-4 weeks, the next pathway letter will be sent and parents will be invited to a formal attendance review panel in school with the Headteacher/Attendance Lead and Trust EWO. The LA Attendance lead may also be invited to this meeting. A support plan will be created for the family, and further professional help accessed if not already in place. Regular review meetings will be held in school to monitor progress.
- ❁ Children whose attendance continues to fall to below 50% are deemed to be Severely Absent (SA) and will need a specific targeted plan. This should be created in liaison with support from the Local Authority attendance lead.

- Parents should be advised that failure to comply with the above interventions could eventually lead to the issuing of Fixed Penalty Notices, or prosecution in court. The Local Authority will contact parents regarding the issuing of fines or any other legal action.

Leave of absence (including holidays in term time)

- The Trust will not authorise holidays in term time. Flanderwell will refer any cases of unauthorised holiday absence that meet Local Authority thresholds for the issuing of a Fixed Penalty Notice, currently £60 per parent/per child for any leave of absence of 5 days or more. This FPN will increase to £120 per parent/per child if not paid within 21 days.
- If parents do wish to take their child out of school during term time, applications for leave of absence should be made to the school at least 20 days prior to the date of absence. Leave of absence request forms must be collected in person from the school office, and not given out by class teachers.
- Where a leave of absence request is deemed to be due to exceptional circumstances, the headteacher will consult with the Trust EWO on a case-by-case basis to ascertain whether the FPN can be waived. However, the absence will still be classed as unauthorised.
- Families requesting leave of absence for the purposes of Religious Observance should speak to the Headteacher for guidance.

Children missing from education

Children/students who cannot be located, or their families contacted, will be considered missing from education. The LA Children Missing from Education Team will be informed and will pursue the matter in accordance with specific Local Authority procedures.

Similarly, Flanderwell will pay particular attention to those pupils whose persistent absence is impacting severely upon their education, and classed as 'absent from education';

KCSIE Sept 2023: Children being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation - particularly county lines. It is important the school or college's response to persistently absent pupils and children missing education supports identifying such abuse, and in the case of absent pupils, helps prevent the risk of them becoming a child missing education in the future. This includes when problems are first emerging but also where children are already known to Local Authority children's social care and need a social worker (such as a child who is a child in need or who has a child protection plan, or is a looked after child), where being absent from education may increase known safeguarding risks within the family or in the community. These cases will be discussed with SLT/Safeguarding leads and Trust EWO to ensure that appropriate and robust action is taken to address concerns.

Attendance codes

The following codes should be used when entering details on Arbor.

- / \: Present in school / = am \ = pm Present in school during registration.
- Code L: Late arrival before the register has closed
- Code U: Late arrival after the register has closed
- Code B: off-site educational activity
- Code D: dual registered - at another educational establishment
- Code J: at an interview with prospective employers, or another educational establishment
- Code P: participating in a supervised sporting activity
- Code V: educational visit or trip
- Code W: work experience

Authorised absence from school

Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence

- Code C: leave of absence authorised by the school
- Code E: excluded but no alternative provision made
- Code H: holiday authorised by the school
- Code I: illness (not medical or dental appointments)
- Code M: medical or dental appointments
- Code R: religious observance
- Code S: study leave
- Code T: Gypsy, Roma and Traveller absence

Unauthorised absence from school

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:

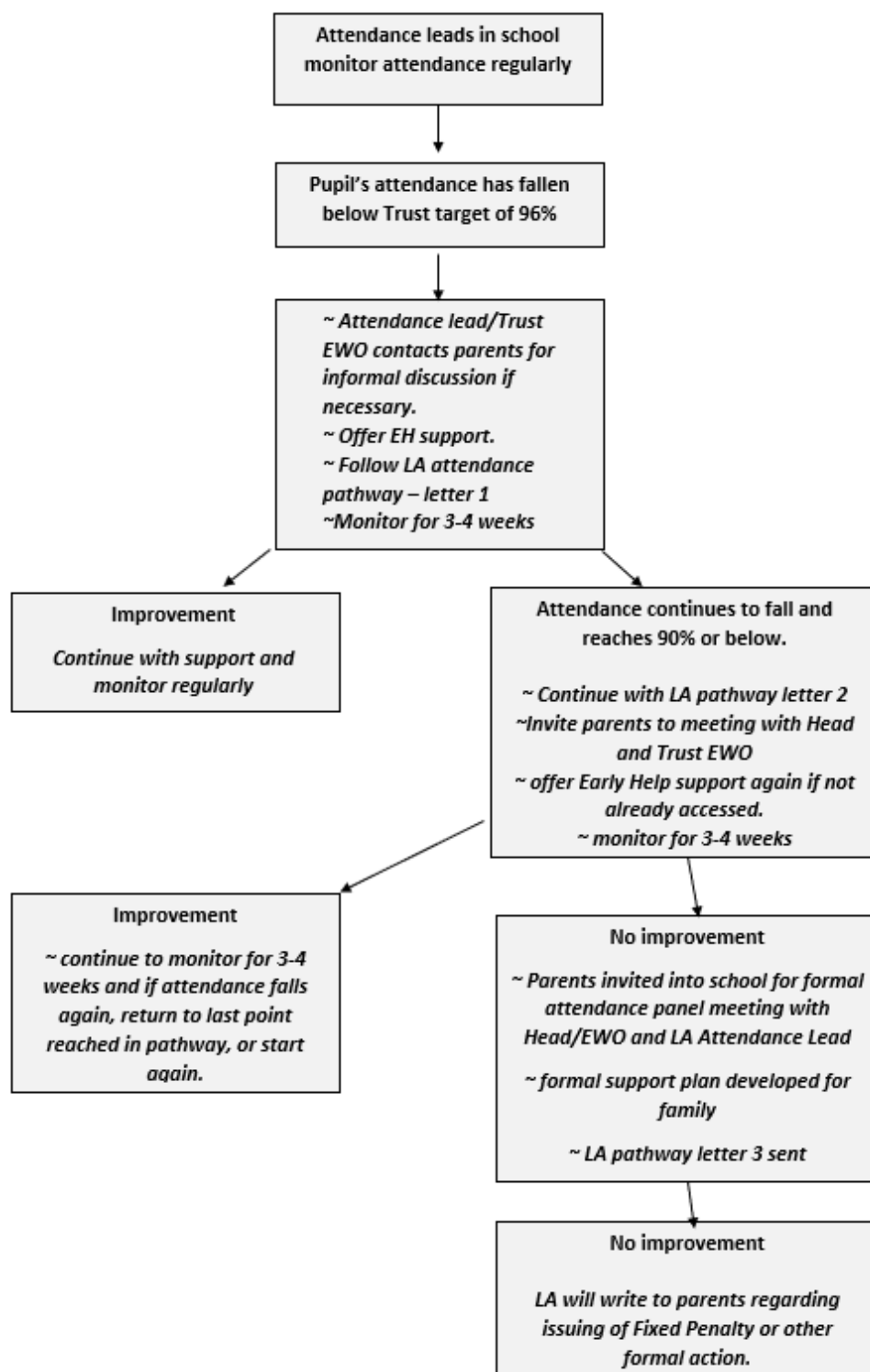
- Code G: holiday not authorised by the school or in excess of the period determined by the head teacher
- Code N: reason for absence not yet provided
- Code O: absent from school without authorisation
- Code U: arrived in school after registration closed

Administrative codes

The following codes are not counted as a possible attendance in the School Census.

- Code X: not required to be in school
- Code Y: unable to attend due to exceptional circumstances
- Code Z: pupil not on admission register
- Code #: planned whole or partial school closure

ATTENDANCE FLOW CHART



APPENDIXES

Poor Punctuality - Letter 1

Date:

Dear

I am writing to you because [name] has been late to school [n] times in [number of weeks/dates]. Persistent lateness can lead to a significant loss of learning time, and can have a serious impact on your child's education. Arriving after the start of lessons can also be embarrassing and unsettling for your child.

The school day begins promptly at [time] and registration closes at [time].

Any child who arrives in school after [time] will be marked as 'late' in the register.

Any child who arrives after [time] will be marked as 'U' ('late after close of registration') and is classed as an unauthorised absence. This will impact on your child's overall attendance data for the year.

All late arrivals are logged and recorded on our systems, and reviewed regularly.

Please ensure that your child is in school and ready to learn at the above times. If you are experiencing any difficulties in getting your child into school, please do speak to the school office who will arrange for the relevant person to contact you to see if we can offer some support.

If there is no improvement, we will arrange a meeting in school with myself and our Education Welfare Officer.

By working together, we can ensure that your child achieves to their full potential.

Yours sincerely,

Head of School

Poor Punctuality – Letter 2

Date:

Dear

I recently wrote to you about your child's punctuality, and the number of late marks on our registers. Unfortunately, there has been little improvement since we made contact.

[name] has been late to school a further [n] times since our last letter [dates/no of weeks].

We would like to remind you that the school day begins promptly at [time] and registration closes at [time]. Any child who arrives in school after [time] will be marked as 'late' in the register.

Any child who arrives after [time] will be marked as 'U' ('late after close of registration') and is classed as an unauthorised absence. This will impact on your child's overall attendance data for the year.

We are committed to working with families to make sure every child gets the support they need. We would therefore like to arrange a meeting with myself and our Trust Education Welfare Officer, to discuss how we can work together to improve [name's] punctuality.

A member of our office staff will contact you by telephone to arrange a suitable meeting time.

Yours sincerely,

Head of School

ATTENDANCE LETTER 1

School
Address

Contact details

Date

IRREGULAR ATTENDANCE AT SCHOOL: WARNING TO PARENTS/CARERS

NAME OF CHILD:

DATE OF BIRTH:

REGISTERED PUPIL AT: (insert)

Dear (insert parent/carer name)

I am writing to you to share my concern regarding the attendance of your child, (insert child's name.) (Insert child's name) attendance is currently (insert attendance %) and the school are concerned as this is unsatisfactory. The Local Authority and School together take attendance very seriously and have strong evidence that children who attend regularly are much more likely to achieve positive outcomes and perform well in school and achieve in later life.

During the period (enter dates) (insert child's name) has been absent from school for (enter figure) out of a possible (enter figure) half day sessions.

Whilst occasionally, absence may have been due to illness, school are concerned that on occasion, there has been a lack of satisfactory evidence provided to explain the absence.

School and the Local Authority are keen that families who experience difficulties are supported in order to help make improvements with issues that are affecting family life and that can result in poor attendance. Support is available for families through the Early Help Assessment and Plan. This is a process that helps professionals understand the issues that may be affecting the child and family and plan appropriate support to help. We recognise that family life can at times be difficult and sometimes families' need a helping hand to assist.

It is, however, important to note that enforcement action may be taken if an improvement in attendance is not made. In light of this, we are keen to offer support and we hope that you take up this offer. If there is not a marked improvement in (insert child's name) attendance at school, the matter will be reported to the Local Authority School Attendance Panel (LASAP) with a view to seeking enforcement as per the provisions of the Education Act (1996.) If LASAP make the decision to issue a fixed penalty notice (fine) you will be informed by letter and will be given 21 days to pay. If LASAP make the decision that there will be an FPN (fine) and there are sufficient concerns that warrant further action, your child's case will be brought formally to LASAP, and you (and your child where appropriate) will be invited to attend.

It is important that you take this information seriously and act in the best interests of your child to ensure future good attendance.

If you need to discuss this further, please do not hesitate to contact me.

Yours sincerely,

(Insert head teachers name)

NB contact name above may be different but the letter must be signed by the head teacher

ATTENDANCE LETTER 2

School Address

Contact details

Date

IRREGULAR ATTENDANCE AT SCHOOL: FORMAL WARNING TO PARENTS/CARERS

NAME OF CHILD:

DATE OF BIRTH:

REGISTERED PUPIL AT: (insert)

Dear (insert parent/carer name)

Despite writing to you on (insert date of letter 1) I am writing to you again to outline my concerns due to the ongoing unsatisfactory attendance of your child (insert child's name.)

I must emphasise the duty that is imposed by the Education Act (1996) upon parents/carers, to ensure that children of school age attend school every time it is open, unless the children are prevented from doing so as a result of their own illness. In the case of illness, medical evidence should always be submitted.

(Insert child's name) attendance is currently (insert attendance %) and the school are concerned as this is unsatisfactory. The Local Authority and School together take attendance very seriously and have strong evidence that children who attend regularly are much more likely to achieve positive outcomes and perform well in school and achieve in later life.

During the period (enter dates) (insert child's name) has been absent from school for (enter figure) out of a possible (enter figure) half day sessions.

The explanations given by you, for your child's absences, are not considered to be reasonable within the provision of the Education Act. I must, therefore, advise you that unless there is an immediate and sustained improvement in your child's attendance at school, I shall be compelled to take further steps in the matter by referring this to the Local Authority School Attendance Panel (LASAP). It is my duty to bring to your attention the penalties which may be imposed via this route by the Magistrates Court in line with the Education Act (1996), namely:

"Any person guilty of an offence against Section 444 of this Act" (these are the sections of the Act relating to compulsory school attendance) "shall be liable on summary conviction, in the case of a first or subsequent offence against that section, to a fine not exceeding £2,500 and/or a period of imprisonment for up to three months."

I must also point out that one of the actions from LASAP could be an Education Supervision Order imposed by the Family Court, which gives the Local Authority discretion to intervene with a family when attendance is very concerning. This means that you and your child will be required to follow directions that are outlined in the order imposed by Court and will be expected to work closely with a professional from the Local Authority.

School and the Local Authority are keen that families who experience difficulties are supported in order to help make improvements with issues that are affecting family life and that can result in poor attendance. Support is available for families through the Early Help Assessment and Plan. This is a process that helps professionals understand the issues that may be affecting the child and family and plan appropriate support to help. We recognise that family life can at times be difficult and sometimes families' need support to assist.

It is, however, important to note that enforcement action will be taken if an immediate improvement in attendance is not made. In light of this, we are keen that you take up the offer of support if you have not already done so. This warning is issued in the hope that there will be no necessity to take further steps to enforce the law. However, you are warned that if you do not immediately address your child's attendance and ensure that they attend school regularly, the actions above will be implemented.

If LASAP make the decision to issue a fixed penalty notice (fine) you will be informed by letter and will be given 21 days to pay. If LASAP make the decision that there will be an FPN (fine) and there are sufficient concerns that warrant further action, your child's case will be brought formally to LASAP and you (and your child where appropriate) will be invited to attend.

I should be pleased if you would give your immediate attention to this matter, and if you have any queries regarding this letter, please contact me.

Yours sincerely,

(Insert head teachers name)

NB contact name above may be different but the letter must be signed by the head teacher

ATTENDANCE LETTER 3

School Address

Contact details

Date

IRREGULAR ATTENDANCE AT SCHOOL: FINAL WARNING TO PARENTS/CARERS

NAME OF CHILD:

DATE OF BIRTH:

REGISTERED PUPIL AT: (insert)

Dear (insert parent/carer name)

Despite writing to you twice previously (insert date of letter 1 and letter 2) I find it necessary to write to you a final letter to re-emphasise my concerns due to the ongoing, serious nature of your child's (insert child's name) poor attendance.

As previously stated, I must reaffirm the duty that is imposed by the Education Act (1996) upon parents/carers, to ensure that children of school age attend school every time it is open, unless the children are prevented from doing so as a result of their own illness. In the case of illness, medical evidence should always be submitted.

(Insert child's name) attendance is currently (insert attendance %) and the school are concerned as this is unsatisfactory. The Local Authority and School together take attendance very seriously and have strong evidence that children who attend regularly are much more likely to achieve positive outcomes and perform well in school and achieve in later life.

During the period (enter dates) (insert child's name) has been absent from school for (enter figure) out of a possible (enter figure) half day sessions.

Despite contacting you twice previously your child's attendance has remained concerning.

The explanations given by you, for your child's absences, are not considered to be reasonable within the provision of the Education Act. I must, therefore, advise you that I am now compelled to take further steps in this matter by referring this to the Local Authority School Attendance Panel (LASAP) It is my duty to bring to your attention the penalties which may be imposed via this route by the Magistrates Court in line with the Education Act (1996), namely:

"Any person guilty of an offence against Section 444 of this Act" (these are the sections of the Act relating to compulsory school attendance) "shall be liable on summary conviction, in the case of a first or subsequent offence against that section, to a fine not exceeding £2,500 and/or a period of imprisonment for up to three months."

I must also point out that one of the actions from LASAP could be an Education Supervision Order imposed by the Family Court; which gives the Local Authority discretion to intervene with a family when attendance is very concerning. This means that you and your child will be required to follow directions that are outlined in the order imposed by Court and will be expected to work closely with a professional from the Local Authority.

It is extremely important to note that enforcement action will now be taken.

In the event of a fixed penalty notice (fine) being issued, the Local Authority will write to you with details of when and how to pay. This will be followed up with further contact to discuss how future attendance will be addressed swiftly.

If, in addition to the above, it is agreed that the case needs to be heard by LASAP the Local Authority will contact you with the date and time to attend LASAP.

I should be pleased if you would give your immediate attention to this matter, and if you have any queries regarding this letter please contact me.

Yours sincerely,

(Insert head teachers name)

NB contact name above may be different but the letter must be signed by the head teacher