



DEVONPORT HIGH SCHOOL FOR GIRLS

ATTENDANCE POLICY

Named person: R Morgan

Category: Statutory

Review: Every 2 years or when there are significant changes

Date to be reviewed: Summer 2026

This policy has been reviewed with regard to the work/life balance of staff.

Ratified at the Trustees' meeting on: 10/07/2023

Aim

Devonport High School for Girls (DHSG) is committed to providing a full and effective educational experience for all students. We believe if students are to fully benefit from education, excellent attendance is crucial. Irregular attendance undermines the educational process and can lead to educational and social disadvantage. As a school we will do all we can to ensure maximum attendance for all students. Any problems that prevent full attendance will be identified and addressed as speedily as possible.

Objectives

- To encourage full attendance and punctuality.
- To keep an accurate and up to date record of attendance.
- To inform parents/carers of attendance and punctuality issues.
- To identify causes of non-attendance and take action.
- To improve attendance of individuals, groups and the School.
- To work with appropriate agencies to support good attendance and punctuality.
- To acknowledge and reward a successful record of attendance through our rewards system.
- Work towards 100% attendance for each individual during the academic year.

Attendance Targets

- To provide a safe, happy learning environment where students feel valued and welcome.
- To monitor and record any absences with clear communication links between all parties.
- To work with and support individual students and families where any attendance issues have been identified, and where necessary and with agreement, engage partnership support through external agencies.
- To link attendance data with performance data and use in target setting.

The Law

Under Section 7 of the Education Act 1996, parents/carers are responsible for making sure their child of compulsory school age receive full-time education. Parents/carers have a legal responsibility to ensure their child's regular attendance at the school where they are registered. If a child of compulsory school age who is registered at a school fails to attend regularly at the school then the parent/carer is guilty of an offence under Section 444(1) of the Education Act 1996.

Since March 2001, a parent/carer also commits an offence if, knowing their child is failing to attend regularly at school, fails without reasonable justification to ensure they attend (Education Act 1996, section 444(1A) as amended by the Criminal Justice and Court Service Act 2000).

Students are required to stay in education, training, begin an apprenticeship or work 20 hours while in part-time education until the age of 18. Parents/carers are required to adhere to and be cognisant of the Sixth Form Learning Contract which clearly states acceptable attendance requirements. If any issues arise a review of student progress with parents/carers will be called.

‘Term-time holiday’

Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school if the leave is granted.

In such cases where term-time holiday/s of 11 sessions (five and half days) or more are taken within a running 12 month period and have not been authorised by the Head Teacher, a warning letter from school will be issued. Information and guidance will be provided with the warning letter and the Local Authority notified regarding the issuing of a fixed penalty notice. This will be without further notice. In cases of less than 11 sessions (five and half days) within a running 12 month period, the warning letter from school will be issued and your child’s attendance will be monitored by the Local Authority for up to 12 months from the date of the unauthorised holiday. Should there be any further unauthorised absence from school within this period, parent/carers will be referred to the LA regarding issuing a fixed penalty notice. This will be without further notice.

National data for secondary school attendance informs DHSG the benchmark for good attendance is 95% Analyse School Performance (ASP) 2022. This is the standard for comparison which is used by Ofsted to make judgements and as a school we will use this to set a threshold of 95% attendance when considering an application for leave of absence.

There is no national benchmark available at present for data statistics for the Sixth Form. However, the context of our school, based upon attendance data for Ofsted league tables, indicate that 95% is also an appropriate threshold for Post 16.

This policy takes into account the Statutory Guidance “Children missing education September 2016” and “School attendance: Guidance for Maintained Schools, Academies, Independent Schools and Local Authorities July 2019”. As well as Keeping Children Safe in Education 2023.

Persistent Absence (PA)

The Department for Education (DfE) have set the threshold for ‘Persistent Absence (PA)’ at 90% or below attendance. PA indicates a significant level of non-attendance and will be approached as a concern in relation to student support. We will work closely with families to address attendance that falls, or is likely to fall below this threshold. including with our Student Support Team and external agencies.

For Sixth Form “Persistent Absence” is set at 90% attendance based upon Ofsted league tables. Where PA occurs, we will work closely with both student and families to address attendance which falls below this threshold.

Authorised Absence (AA)

Authorised absence is absence which has been authorised by the Head Teacher, Senior Leadership Team (SLT), or other authorised representative of the school as per the Attendance Policy. Parents/carers must submit requests for leave of absence and advise the school of absences due to illness and medical appointments. If a student is absent from school for seven days (including weekends) further information will be required in the form of a written note from the student’s GP. External examinations, external rehearsals, etc. are to be requested on a leave of absence form in advance of the absence, along with providing supporting documentation.

Request for leave of absence for holiday in term time will only be considered in exceptional circumstances.

The Leave of Absence form is now electronic and can be found on the school’s website. (an example has been included in the appendix of this policy)

You will receive a reply slip back in return when completing the electronic Absence request form.

Attendance over one school year (190 school days) Attendance over one school year (190 school days) – If a student had:

- 98% attendance = less than 4 days absent from school
- 95% attendance = less than 10 days absent from school
- 90% attendance = 4 weeks absent from school
- 85% attendance = 5½ weeks absent from school
- 80% attendance = 7½ weeks absent from school

Illness

Please be aware if a student is absent from school for seven days in succession (e.g. Monday through to and including the weekend) parent/carers may be asked to provide additional information from their child's GP confirming in their medical opinion they are unfit to attend school.

Unauthorised Absence (UA)

Unauthorised Absence is absence without leave from an authorised representative of the school. This includes all unexplained or unjustified absences.

It includes:

1. alleged sickness, without medical or other justifiable verification.
2. condoned - with the approval of one or both parents/carers.
3. caused - by failing to comply with standards or school rules.
4. truancy - absent from school without parents/carers knowledge.
5. absconding - leaving school after being registered present.

In the Sixth Form, students are allowed to self-certify, however, where they fall below the PA threshold self-certification is not accepted.

Procedures

The school register is a legal document which must be maintained accurately and is a critical tool for safeguarding. The School has a statutory obligation to make registers available to the Local Authority and HM Inspectors.

Statutory Registration Periods at DHSG are:

- Morning Session: 08.50 am – 09.00 am
- Afternoon Session: 14.35 pm – 14.45 pm

The morning registration period takes place with a Form Tutor. It is their responsibility to ensure the register is completed electronically and accurately via Student Information Management System (SIMs) or Edulink and closed at 09.00 am.

The information will be recorded and viewed from 09.15 am. If the register has not been taken, a message will be sent to the individual Form Tutor reminding them of their duty.

The same will apply to the afternoon session; however, the register will be taken by the Subject Class Teacher as the session is at the beginning of Period 5. The registration period closes at 14.45 pm.

Parents/carers are asked to ring the school every day their child is away from school between the hours of 08.00 am to 09.00 am, an answer machine is available before this time. If we have not had contact from the parent/carer by 09.30 am, the Attendance Officer will make a call home and request information by telephone. If a student is signed off school by a doctor due to illness, a copy of the certificate should be sent to school, and the Attendance Officer will update the system accordingly. This is the only exception for not ringing and updating the school of absence on a daily basis.

For the Sixth Form, parent/carers or students are asked to contact the school for any absence by 09.30 am. Where this does not occur, it will be recorded as unauthorised absence. The student must then meet their Tutor to explain the reason on their return. For planned absences e.g. medical appointments, students must complete the online Leave of Absence request form found on the school's website prior to the absence to obtain authorisation.

The Attendance Officer/Sixth Form Administrator will inform the SLT Line Manager or Head Teacher if notes contain information indicating serious rather than routine reasons for absence.

If the Attendance Officer is unable to obtain contact from home, the absence will be recorded as unauthorised. The system will be updated accordingly once the parent/carer has contacted the school and where there are welfare concerns the Designated Safeguarding Lead (DSL) will be informed.

If a student's attendance is below 90% and the Attendance Officer is unable to obtain contact from home, the absence will be reported to the Head of House or a member of SLT, For the Sixth Form, the Head of Sixth Form will be made aware.

Attendance is monitored closely by the Assistant Head responsible for inclusion, Attendance Officer/Sixth Form Administrator, Form Tutors and Heads of House. A weekly percentage attendance report is produced. A letter will go home for students below 95% at the discretion of their Head of House (HoH)/Head of Sixth Form (Ho6th).

Sixth Form students who fall persistently below 90% will be placed on a Attendance Monitoring list where daily telephone calls are made by the Sixth Form Administrator and a stepped approach of support is put in place.

Parents/carers of students in Years 7 to 13 are able to check their child's attendance on the Parent Gateway (EduLink).

Procedure for Unexplained Absence follow-up:

When the Unexplained Absence Report is produced, the Attendance Officer will usually e-mail the student, copying in their Form Tutor, to request a letter or Leave of Absence Form for the absence. If there is no response the Attendance Officer will e-mail a second time, this time copying in the HoH as well. If there is still no explanation for the absence, a letter will be sent home to parents/carers asking for the information to be supplied. If no update is then received, a second letter will be sent to parents/carers. This letter will also inform parents/carers if no update has been received by the Monday of the following week, the absence will be entered as "Unauthorised".

Guidelines are that there should be no sessions unaccounted for and the code “N” (no reason yet provided for absence) is merely a “holding” code and should not be used as a permanent entry on the official register.

A list of Unauthorised Absences will be held by the Attendance Officer for tracking purposes. Any issues or concerns will be forwarded to the Head of Sixth Form, HoH and Form Tutors.

Lateness

Should a student arrive at school late (after 08.50am), they must report to the Attendance Officer or School Office as soon as they arrive. If a student is continually late, they will be asked for an adequate explanation and if none is given, parents/carers will be consulted and further action taken. For the Sixth Form they must sign in with the Sixth Form Administrator.

Additionally, at DHSG we also operate electronic registration at the beginning of each lesson throughout the day.

- **Connect 2 and Locality Hubs**

Connect 2 and the locality hubs both offer access to early help and targeted support family via support workers and youth workers amongst other professionals. We will consider referrals where absence and patterns of absence are of concern and presenting issues are complex, for example emotional based selective avoidance.

Responsibilities for Senior Leadership Team (SLT) and Trustee

Ownership of the whole school attendance policy and procedures.

- Monitor and set achievable attendance targets to ensure reduction of absence.
- Provide support, guidance and challenge to staff in delivering their duties in regard to attendance.

Responsibilities for Attendance Officer

Daily

- To deal with any telephone calls regarding absences from 08.00am and enter relevant information onto the school's information database (SIMs).
- To inform relevant parties (Form Tutor/HoH/DSL) if there are any areas of concern.
- To check all morning registers are completed by 09.15am and send a 'Missing Register' notification to staff who have not completed the task by this time.
- To inform the link SLT member where teachers are failing to meet their statutory duty in relation to registration.
- To run the Whole School report after Absence report and calls.
- To liaise with the DSL where a vulnerable student is absent.
- To advise the HoH and relevant SLT members, of students who register for P1 but not am registration.
- To check all afternoon registers are completed by 14.45 pm and visit the classroom of any staff who have not completed the task by this time.
- To check on any student who have received an “N” mark for P5 and ascertain their whereabouts on school site and to amend the register accordingly.

Responsibilities of the Sixth Form Administrator pertaining to attendance

- To inform Form Tutor, Ho6th if there are any areas of concern.
- To sign in students who are late and update the records accordingly.
- To liaise with Ho6th/DSL if a vulnerable student is absent.

Weekly

- To ensure each Form Tutor is copied into emails to students regarding absence (see p5).

- To provide each HoH with a 'Percentage Attendance' report (below 95%) every Tuesday and update the relevant spreadsheet.
- To provide each HoH with a 'Late' report every Tuesday and update relevant spreadsheet.

Responsibilities of the Sixth Form Administrator pertaining to attendance

- To ensure each Sixth Form tutor and the Ho6th receives an unexplained absence report on Teams every fortnight.
- To collate all sheets from the previous week, and to update the records accordingly
- To meet weekly with the Ho6th regarding attendance

Termly

- To provide SLT and HoH with a Percentage Attendance Disproportionality chart at the end of every term. The chart identifies those students and groups of students who are Persistent Absentees (<90%) and those achieving less than 95% attendance against the rest of the school.
- To update the Three-Year Trend report for disadvantaged groups.
- To provide SLT with a Behaviour Attendance and Emotional Wellbeing (BAE) Audit report for all year groups (Summer, Spring and Autumn terms (three times an academic year.))

Responsibilities of Sixth Form Administrator pertaining to attendance

- To run a percentage attendance report to monitor attendance and to identify trends of absence.
- To ensure that letters are sent home to parents/carers and meetings are set up when required and the follow the Attendance monitoring routine/strategy flow chart.
- To update the persistent absence list and update the Attendance monitoring list.

Responsibilities for the Administration Team within the Main Office

- To take telephone calls regarding absence from 08.00am and enter details on SIMs or pass the details to the Attendance Officer.

Responsibilities for Heads of House (HoH)

- Monitor weekly list of students per year group with below 95% attendance.
- Contact parents/carers of students whose attendance drops below 90%.
- Meet with the Attendance Officer when necessary to discuss any issues.
- Liaise with Form Tutors regarding issues either as a result of discussion through Tutor Period or as and when necessary.
- Liaise with parents/carers when issues arise.
- Make referrals to the SST and external agencies where appropriate (notifying appropriate member of SLT).
- To utilise and compare current reports to the Disproportionality Chart issued at the end of every term.
- Monitor the attendance of disadvantaged groups.
- Liaise with the Inclusion Lead and SENCo to support attendance as appropriate.

Responsibilities of Form Tutors

- To be punctual in taking registers during Registration Period and ensuring information entered is accurate (if there is any doubt, please refer to the Attendance Officer). If Form Tutors have any information regarding a student's absence, they are asked not to enter a code, but record a message within the 'Comment Field' which will flag an alert to the administration staff.

- To monitor and discuss any unexplained absences from the previous week during Tutor Period with individual students. The weekly report 'Unexplained Absences' will be sent from the Attendance Officer providing details of the sessions missed.
- To return the 'Unexplained Absences' report to the Attendance Officer and Sixth Form Administrator at the end of the Tutor period with notes/details of any updates.
- To ensure a communication link with the Attendance Officer, Sixth Form Administrator and HoH is on a regular basis where there are any issues of concern.
- To inform the DSL if patterns of lateness/absence raise welfare concerns.

Responsibilities of Teaching Staff

- To be punctual in taking registers at the start of each lesson and ensuring information entered is accurate, (if there is any doubt, please refer to the Attendance Officer). If they do have any information regarding a student's absence, they should not enter a code, but record a message within the 'Comment Field' which will flag an alert to administration staff.
- If a teacher is unable to access SIMs/Edulink or they are unable to take their register, it is imperative a paper register is produced.

Responsibilities of Parents/Carers

- Ensure their child leaves for school on time every day.
- Provide an explanation for their child's absences from school.
- Endeavour not to take their child out of school in term time.
- Notify the school as soon as problems arise with their child's attendance.
- If no letter has been sent in advance, telephone the school on the first morning their child is absent.

Responsibilities of Students

- Arrive at 08.50am for registration every morning and 14.35pm for registration every afternoon.
- Be on time for lessons.
- Make sure a note is sent from parents/carers to explain absences.
- If late, sign in at the main office/or Sixth Form Office.
- If leaving for an appointment off site Years 7 to 11 need to come to the office and await collection by a responsible adult named on SIMs.
- If they need to leave early, to sign out at the main office or Sixth Form office.
- Tell their Form Tutor, Ho6th or HoH if they are having any problems attending school.

Support Available

- Attendance Reports (to combat lesson truancy).
- Attendance interviews and regular reviews.
- Meetings with HoH, Head of Sixth Form and external agencies to provide support for students and their parents/carers.
- Re-integration programme on the first morning back in school after long-term absence.
- Re-integration timetables where appropriate.
- Individualised curriculum where appropriate.
- Phased return to school in exceptional circumstances.

Rewards

- Commendations.
- Certificates and letters home for individuals and form prizes for groups.
- Good attendance references to potential employers/colleges.

Behaviour for Learning Responses

The school reserves the right to use any of the following responses to fulfil its obligations with respect to school attendance: -

- Form Tutor detention.
- Subject Department detention.
- House/SLT detention.
- Parenting Contracts.
- Referral to SENCo/Inclusion Lead.
- Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract further responses.

Children being absent from education for prolonged periods or Children who are absent from education

Children being absent from education for prolonged periods or children who are absent from education is a potential indicator of abuse and neglect, including sexual and/or criminal exploitation and radicalisation. The DSL will monitor unauthorised absence, particularly where students go missing on repeated occasions.

We follow the DfE legal requirements for schools in respect of recording and reporting of children who leave school without any known destination..

Where a student has 10 consecutive school days of unexplained absence and all reasonable steps* have been taken by the school to establish their whereabouts without success, the school will make an immediate referral to Plymouth City Council's Children Missing Education (CME) Service.

The CME service can be contacted on 01752 307405 or by email to cme@plymouth.gov.uk

*Reasonable steps include:

- telephone calls to all known contacts
- letters home (including recorded delivery)
- contact with other schools where siblings may be registered
- possible home visits where safe to do so
- enquiries to friends, neighbours etc. through school contacts
- enquiries with any other service known to be involved with the student/family
- all contacts and outcomes to be recorded on the student's file

Upon receipt of a referral from the school, the CME Service will then continue to attempt to track the student, for at least a further 10 school days, using access to additional contacts/services, e.g. Housing. If this also fails to establish the student's whereabouts, the school will be informed to remove the student from roll and place the student's name on the School to School database, entering XXXXXXXX in the box for destination. This will place the student on the list of Children Missing from Education.

Deletions from roll agreed with the CME Service will normally be backdated to the first day of absence.

If the CME Service is able to contact the student and their parents/carers, arrangements will be made with the school and family for a return to education, including a re-integration programme where necessary. If the student has registered at another school, we will delete their name from our roll and transfer the student's educational records to the new school in the normal way. Any child protection records will be transferred separately and securely for the attention of the DSL in the new school and a receipt secured.

Students leaving the school for known destinations outside the maintained sector in England and Wales will be updated to the School to School database using MMMMMMM in the destination box. This includes private/independent schools, schools in other countries (including Scotland and Northern Ireland) and students moving into Home Education. The latter will be formally notified to Plymouth City Council, Admissions team by the school as soon as written confirmation is received from the parents/carers. If no confirmation is received the above Missing Children procedures will apply.

New Request for Leave of Absence during Term Time

Devonport High School for Girls (DHSG) is committed to providing a full and effective educational experience for all students. We believe if students are to fully benefit from education, excellent attendance is crucial. Irregular attendance undermines the educational process and can lead to educational and social disadvantage.

Request for Leave of Absence During Term Time

Please complete the questions to request a Leave of Absence during term time. Schools are unable to authorise any requests for absence relating to holidays in term time, unless under exceptional circumstances. If you feel that your circumstances are exceptional, please continue to complete this form and provide a detailed letter, addressed to Mr Sargeant.

By submitting this form, you accept that the school is not obliged to authorise the request.

Please note that if the school refuses your request and your child is still taken out of school, this will be recorded as an unauthorised absence and may make you liable to a fine of £60/£120 (£60 per parent/carer per child).

* Required

1. Parent/Carer Name *

Enter your answer

2. Parent/Carer Email Address *

Enter your answer

3. Student Name *

Enter your answer

4. To which year does your child(ren) *

Year 7

Year 8

Year 9

Year 10

Year 11

Year 12

Year 13

5. To which house (or sixth form Tutor Group) does your child(ren) belong * 

- Edgumbe
- Flete
- Hartland
- Kitley
- Saltram
- L
- M
- N
- P
- Q
- R

6. I request authorisation for my child(ren) to be absent from school due to the following reason *



- Immediate family members bereavement, crisis, serious illness or funeral
- Wedding of immediate family member (please provide evidence)
- Religious Observance
- Service personnel about to go on deployment (please provide letter from the commanding officer)
- To participate as a competitor at a sporting event or competition (please provide evidence from organising body)
- Medical appointments (hospital/dental/GP)
- Other

7. Any supporting evidence must be emailed to the school - dhsg@dhsg.co.uk. Please list the evidence you plan to send in the space provided below. 



Devonport High School for Girls

A Specialist Language College

Dear Parent/Carer

Name of Student(s): _____

Form: _____

Leave of Absence request for: _____

Has been authorised/not authorised by _____ Name of Head of House

Date: _____

Head Teacher:
 Mr L J Sargeant BA (Hons), MA (Ed), PGCE, NPQH
 Lyndhurst Road, Peverell, Plymouth, PL2 3DL
 01752 705024
 www.dhsg.co.uk
 dhsg@dhsg.co.uk



Devonport High School for Girls Academy Trust, known as Devonport High School for Girls, is an exempt charity. Company No. 7556657 Devonport High School for Girls is a company limited by a guarantee registered in England



Reduce Timetable Notification (RTT1)

Child's forename		Surname	
Date of Birth		NCY	
		SEND – EHCP/SEN Support	
Home Address			
Parent/Carer name		Parent/carers phone number	
Parent/Carer email address			
SCHOOL INFORMATION			
School Name			
Name of school contact			
REDUCED TIMETABLE (RTT) INFORMATION			
Risk assessment in place	Y/N	Reintegration plan in Place	Y/N
RTT start date		Planned review date	
Expected end date		Is the RTT assessed as compliant with the schools duties under the Equality Act 2010	Y/N
Is the RTT part of an assess, plan, do, review cycle of support and intervention?	Y/N	Reason for RTT	Choose an item.
Hours of school based provision			
<p>Please return completed referral form to cme@plymouth.gov.uk</p> <p>Telephone – 01752 307405</p>			

Please complete this form for each child who is subject to a Part-Time Timetable prior to the start of the PTT and on the day the PTT ends and make sure it is logged on CPOMS alerting and

Pupil Details:

Forename:		Surname:	
DOB:		Ethnicity:	
UPN:		NCY:	
SEN Identified:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please specify e.g. DAF/EHCP	
		Gender:	
		Free School Meals:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Safeguarding:

Care Status:	<input type="checkbox"/> CiC - Full Care Order <input type="checkbox"/> CiC - Interim Care Order <input type="checkbox"/> CiC - Accommodated (Section 20) <input type="checkbox"/> Child in Need <input type="checkbox"/> Child Protection Plan
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How have any safeguarding risks and concerns been assessed and mitigated (with a particular focus re. the pupil being at home more often)?

Is there a Safeguarding concern:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, please specify in box below, including any MASH referrals, missing episodes etc:

School Details:

School Name:	Devonport High School for Girls	DfE No:	879 4152
If at an Alternative Provider please give details:			

Part-Time Timetable Details: (reason for Part-Time Timetable, please select all that apply)

Number of hours per week?		Within normal school hours?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="radio"/> Medical-Physical Health	<input type="radio"/> Medical - Mental Health	<input checked="" type="radio"/> Behavioural	<input type="radio"/> Emotional
<input type="radio"/> Other - please specify			

Details of Provision:

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m.					

p.m.			
Provision when child is not on school site and who is the responsible person at these times?			
Actions to be undertaken which will enable the child to return to full-time education:			
Date PTT started:		Code being used to record absence:	
Planned date to return(ed) to full-time education:		Is this within 4 weeks?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If the return date is beyond 4 weeks please provide the date of the review to decide on return to full-time education and attach the plan for the child to return to full-time education.			
Review date:		Actual date of return to full-time education:	unknown
.			
Is there a Pastoral Support Programme / Multi-Agency Plan in place or underway e.g. DAF? Please specify:			
If Yes, is there Multi-Agency involvement? Please specify below:			
Which of the following professionals have agreed to reducing the child's full-time entitlement to education? It is essential that the relevant professional(s) support the Part-Time Timetable prior to it starting.			
Date of meeting to agree Part-Time Timetable:			
Role/Title:	Name:	Contact Number:	
Behaviour Support Team – Advisory Teacher			
Child & Adolescent Mental Health Service (CAMHS) Worker:			
Clinical Psychologist:			
0-25 SEN Team Commissioning Officer:			
Educational Psychologist:			
Education Welfare Officer:			
Inclusion Officer (Education):			
Paediatrician:			
Police Officer:			

Social Worker:		
Youth Offending Officer:		
Other: (please specify)		
Other: (please specify)		
Other: (please specify)		
Was the Pupil involved in the discussion on the need for a Part-Time Timetable?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Parent/Carer signature:	
Details of person completing this form:		
Name:		
Role:		
Email:		Phone No:
Date form completed:		
Headteacher/School Staff signature:	



CAN I APPEAL AGAINST THE PENALTY NOTICE?

There is no statutory right of appeal against a Penalty Notice. They can only be withdrawn for the following reasons:

- Where it should not have been issued. For example, where it has been issued outside the Council's Code of Conduct or where no offence has been committed.
- Where it has been issued to the wrong person.
- Where it was materially defective

If you believe that the notice was wrongly issued, you must make representations to the Local Authority, in writing, stating why you believe the notice has been incorrectly issued within 14 days of receiving the notice. Payment extensions will not be granted whilst representations are considered. Representations received after 14 days will not be considered.

If a penalty notice is withdrawn, a notice of the withdrawal will be sent and any amount paid will be refunded. No proceedings shall be continued or instigated for the offence for which the withdrawn notice was issued.

WHAT YOU SHOULD DO IF YOU ARE CONCERNED ABOUT YOUR CHILD'S ATTENDANCE

Contact the Inclusion, Attendance and Welfare Service. They will support you and advise you of ways that could help to ensure your child's regular attendance at school. They can also put you in touch with other agencies that can provide more support and advice.

It is also important to talk to staff at your child's school. They can often identify specific problems that might be causing your child to truant. They can also offer 'Pastoral Support Plans' that will help you and your child feel your views and concerns are being heard.

HOW WILL I RECEIVE THE NOTICE?

By post.

IMPORTANT

As with prosecutions under section 444 of the Education Act, a Penalty Notice can be issued to each parent liable for the offence.

A 'parent' is defined in Section 576 of the Education Act 1996 and includes any person who, although not the natural parent, has care of a child.

IMPORTANT EXCLUDED PUPILS

Section 103 of the Education and Inspections Act 2006, places a duty on the parents of a child excluded from school to ensure that the child is not in a public place during school hours without reasonable justification during the first five days of each and every fixed period or permanent exclusion.

This means that a Penalty Notice could be issued to the parent of an excluded child if they are found to be in a public place during the hours of a normal school day.

If you have any questions about Penalty Notices or would like to speak to an Education Welfare Officer about your child's attendance, please contact us.

CONTACT

Penalty Notice Officer
Inclusion, Attendance and Welfare Service
Learning and Communities
Plymouth City Council
Windsor House
Plymouth PL6 5UF
T 01752 668000
E penaltynoticeofficer@plymouth.gov.uk
www.plymouth.gov.uk

Penalty Notice Leaflet_UA
Published by Plymouth City Council
January 2016

This information is available in other languages and formats, please call 01752 668000

PENALTY NOTICES

Information for parents

Tackling unauthorised holidays and absences



Devonport High School for Girls
A Specialist Language College

Parent/Carer address

Date

Dear

Child's name:

DOB:

Unauthorised Absence - Holiday during term time less than 11 sessions (5 and half days) - Penalty Notice warning

Your [child's name] has had *[] unauthorised absences from school between *[] and *[] due to an unauthorised holiday during term time.

It remains the case, as set out in the Education (Pupil Registration) (England) Regulations 2006 amended in 2013, that Head Teachers continue to have the power to authorise leave of absence, but only in exceptional circumstances.

This letter is to advise you that [child's name]'s attendance will now be closely monitored and a review of their attendance and unauthorised absence will be undertaken for a period of up to 12 months from the date the absence stated above. Should [child's name] have further unauthorised absence from school within this period, I will refer the matter to Plymouth City Council and you could receive a penalty notice without further warning.

I hope by bringing this matter to you attention now, it will prevent any further disruption to your child's education and avoid any further action being taken in respect of unauthorised absence from school.

Yours sincerely

Mr Lee Sargeant
Head Teacher

Head Teacher:
Mr L J Sargeant BA (Hons), MA (Ed), PGCE, NPOH
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Devonport High School for Girls
A Specialist Language College

Parent/Carer address

Date

Dear

Child's name:

DOB:

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