



# Hesketh-with-Becconsall All Saints Church of England Primary School Attendance Policy September 2025

## Our School Christian Vision

*'We are God's handiwork, created in Christ to do good works.'*

Ephesians 2:10

*'What you are is God's gift to you, what you become is your gift to God.'*

At Hesketh-with-Becconsall All Saints Church of England Primary School, we believe every **child** and member of **staff** is God's unique handiwork, created with love and purpose. Guided by Christ, we nurture hearts and minds so that all can flourish and thrive, feel that they belong, shine their light and live out the good works God has prepared for them. This will lead to our **school** becoming a place of joy, hope, and excellence, where every individual grows in wisdom, character and faith, and where together we make a difference to our community and God's world.

## Our Mission

- To provide a rich, inclusive education where each child is recognised as God's creation, celebrated for their gifts, and supported in their growth.
- To place Christian values at the heart of all we do, enabling children to show honesty, determination, responsibility, loyalty, respect, friendship and love.
- To inspire a love of learning, creativity, and curiosity, equipping pupils to make a positive difference in their community and the wider world.
- To walk together in faith, prayer, and service, encouraging all to follow Christ's example and love each other as I have loved you. (John 15:12)

## Our Christian Values

*"My command is this: Love each other as I have loved you."* John 15:12

Our Christian Values are rooted in scripture and are threaded through the of our school, our decision making and everything that we do.

**Love** is at the heart of our seven Christian Values, and all members of our community aim to 'live out' our Christian Values in our actions and choices. underpinned by six other carefully selected values:

- |                  |                        |                         |
|------------------|------------------------|-------------------------|
| • <b>Honesty</b> | • <b>Determination</b> | • <b>Responsibility</b> |
| • <b>Respect</b> | • <b>Friendship</b>    | • <b>Loyalty</b>        |

## Rationale



daily life

school  
Love is

Hesketh-with-Becconsall All Saints CE Primary School is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all. We endeavour to provide an environment where all pupils feel valued and welcome.

For a child to reach their full educational achievement, a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

School attendance is subject to various Education Laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education and Local Authorities.

Each year the school will examine its attendance figures and set attendance targets. These will reflect both National and Lancashire attendance figures.

The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

This policy will contain within it the procedures that the school will use to meet its attendance targets.

### **Why is Attendance so Important?**

We are committed to ensuring that children attend school as often as possible to ensure they maximise their opportunities to learn and progress. Table 1 & 2 show the impact that absence from school can have on a child's overall attendance figures and the learning time they lose as a result.

**Table 1: Attendance over one whole school year for each pupil**

<b>Attendance</b>	<b>Missed Days</b>
100%	0
98%	Less than 4 days / 8 sessions
97%	Less than 5 days / 10 sessions
95%	Less than 10 days / 20 sessions
90%	20 days / 40 sessions
85%	27 ½ days / 55 sessions
80%	37 ½ days / 75 sessions

**Table 2: Learning time lost over a year against overall attendance percentage figure**

<b>Attendance during one school year</b>	<b>Equivalent Days Missed</b>	<b>Equivalent Sessions Missed</b>	<b>Equivalent Weeks missed</b>	<b>Equivalent Lessons Missed</b>
95%	9 days	18 sessions	1.4 weeks	45 lessons
90%	19 days	38 sessions	3.4 weeks	95 lessons

85%	29 days	58 sessions	5.4 weeks	145 lessons
80%	36 days	72 sessions	7.1 weeks	180 lessons
75%	48 days	96 sessions	9.3 weeks	240 lessons

Therefore, it is vital that all parties work together to ensure your child attends school as often as possible.

## **School Procedures**

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity (attendance out of school). Only the Headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unexplained, if the absence is still unexplained after a 2-week period, this will be changed to unauthorised.

### **Lateness**

The classroom doors open at **8.45am** and close at **8.55am**. The class teacher is responsible for overseeing the completion of the morning registration, which closes at **9.00am**, this is completed using a computerised system (SIMS).

If a child is absent, the class teacher will leave the register blank, and the appropriate authorised absence code will be entered by the administration officer.

Pupils arriving after the close of registration **must** report to the school office. Pupils arriving before **9.30am** will be treated, for statistical purposes, as present, but will be coded as Late (before registers close).

Pupils arriving late after **9.30am** will be marked as U (after registration closes), unauthorised absence. Pupils arriving from a medical appointment will be given a 'medical mark'. A medical mark is an authorised absence but does affect the pupils' overall attendance percentage.

The afternoon registration will be at **12.45pm** for EYFS and **1.15pm** for Years 1 to 6 and will close five minutes later, **12.50pm** and **1.20pm** respectively. The class teacher is responsible for manually recording the correct mark on the computerised system.

Continuous lateness is monitored by the Headteacher (or another nominated person) during each half term alongside The Learning Together Trust Attendance Champion. A letter (Appendix 1) will be sent to all parents and carers, whose child has a high number of late sessions (five or more), during a half term. If lateness improves, no further action will be taken. If the number of late sessions continues, and parents and carers have not been in contact with school, the Headteacher (or another nominated person) will request a meeting with parents and carers to establish the reason for lateness, and to offer support.

### **First Day Absence**

Parents and carers should keep children at home if they are acutely unwell. Parents will be encouraged to send children into school if there is a possibility of doing so. In this case, school will closely monitor the child and send home if necessary.

On the **first day** of absence, school should be notified by parents/carers, either in person, by telephone or by email, as soon as possible, giving reasons for why their child is unable to attend.

Thereafter, parents and carers should continue to notify school **every day** the child is absent either in person, by telephone or by email until their child returns to school. Where attendance and punctuality are a concern, absences will only be authorised with proof of any illness or appointments requiring time away from school.

***It may be necessary for members of school staff to complete additional telephone calls and/or a home visit to offer further support.***

### **Unexplained Absences/Unable to Contact Parents or Carers**

If the school has not been informed of a child's absence on the **first day** of absence, a telephone call to the child's parents/carers will be made by the administration officer before 10.30 am, to ensure they are absent with their permission, and to establish the reason for absence.

If there is no answer on either parent's contact numbers, a message will be left for them by the administration officer, stating why they are calling and asking them to contact the school as soon as possible.

If the child does not attend school for a **second day**, and parents/carers have not contacted school, the administration officer will contact **all** of the named contacts for the child and send an email requesting an urgent telephone conversation.

If the child does not attend school on the **third day** of the absence and parents/carers have not contacted school, a home visit will be arranged. If, after a home visit, no reason for the absence has been established, school may request a police welfare check. If a member of staff completes a home visit and there is no response, a note will be left informing parents/carers that school has tried to make contact. This will be repeated on the **fourth day** and **fifth day** if school have still not had communication from parents.

If, on the **sixth day** of absence, the child does not attend school and there has been no communication with parents/carers, school will complete and submit a 'Child Missing in Education' Form to the Local Authority.

***If at any point during a child's absence, the school has any concerns or suspect the reasons for absence are not genuine, they may choose to complete additional phone calls, a home visit or request a police welfare check, regardless of the time the child has been absent.***

### **Persistent Absence (defined in legislation as 10% or more absences; either authorised or unauthorised)**

A child who is persistently absent is at risk of failing to achieve their full potential within the school environment. Any pupil with attendance below 90% will be closely monitored and appropriate interventions will be implemented to raise attendance above the Persistent Absence threshold.

When a child's attendance falls below 90%, an '**Initial Concern Letter**' will be sent to parents/carers informing them of their child's current attendance and that school will continue to monitor this closely and review on a regular basis. (See Appendix 2a for template letter)

If, after receiving an initial concern letter, a child's attendance improves so it rises above 90% and they are no longer deemed to be persistently absent, parents/carers will be informed of this with a '**Recognition of Improvement Letter**' (See Appendix 2b for template letter).

If a child's attendance does not show a significant improvement and remains below 90%, parents/carers will receive a letter inviting them to a meeting to discuss their child's attendance by the Pastoral Lead. (See Appendix 2c for template letter).

Should support offered by school not have a positive impact on a child's attendance, a member of the Hesketh with Beconsall All Saints CE Primary School Senior Leadership Team and/or Learning Together Trust Central Team may request a further meeting with parents.

Should attendance not improve, the school may refer the matter to Lancashire County Council who may issue an Education Penalty Notice (EPN) or begin legal proceedings.

The Headteacher and other nominated staff will always consider the individual circumstances surrounding each child's absence and apply this approach with common sense and sensitivity.

### **Routine Monitoring of Attendance**

The Headteacher and Learning Together Trust Attendance Champion will meet regularly to undertake monitoring of whole school attendance and persistent absence.

This monitoring will include:

- Attendance code analysis
- Analysis of persistent absence
- Specific cohort and group monitoring – particularly for vulnerable groups i.e. children with a social worker, children with SEND

From this, identified pupils/families where attendance is a concern will be supported by the Pastoral Lead.

### **Welcome Back**

It is important that on return from an absence, that all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

### **Retention of Absence Notes/Emails**

Notes and emails received from parents explaining absence will be kept for the remainder of the academic year and recorded on the School's Information System. If there are attendance concerns about a specific pupil, then the notes will need to be retained for a longer period in case they are required for further investigation.

### **Medical Appointments**

Parents/carers may request to take children out of school for medical appointments. Routine appointments such as GP, dentist and optician appointments should be made outside of school hours, where possible.

### **Holidays in Term Time**

Term time holidays and extended leave are not allowed and will not be authorised as stated in the Education (Pupil Registration) (England) (Amendment) Regulations 2013.

The school will only grant leave of absence in exceptional circumstances that are not related to holidays.

Parents/carers must complete a **'Leave of Absence in Term Time Request Form'** (Appendix 3a), to the Head of School in good time (at least 6 weeks before a planned absence) to request permission to take their child out of school during term time. The 6-week time period is necessary in order for the school to give due consideration to the request.

If the request is denied, school will inform the parent/carer of the reason by letter (Appendix 3b). If the parent/carer chooses to continue with the planned absence, it will be recorded as an **unauthorised absence** and could result in an Education Penalty Notice (see next section).

In the rare circumstances when the Head of School is satisfied that there are genuine reasons for an absence, they will determine the number of days a child can be away from school and the leave will be granted as **authorised** (Appendix 3c).

### **Penalty Notices**

Lancashire County Council are informed of unauthorised absences by school and will take appropriate action, which may include issuing an Education Penalty Notice to parents/carers or court action. Parents/carers are informed of the criteria for Education Penalty Notices at the beginning of each school term (Appendix 4).

Section 23 of the Anti-Social Behaviour Act 2003 empowers designated LA officers, Headteachers and the Police to issue penalty notices in cases of unauthorised absences from school. The Education (Penalty Notices) (England) Regulations 2004 came in to force on 27 February 2004 and were amended in the Education (Penalty Notices) (England) (Amendment) Regulations 2013.

A Penalty Notice may be issued if a child falls within one or more of these categories within a 12-week period:

- 10 sessions (5 days) of unauthorised absence (including term-time holidays)
- persistently arrives late for school after the close of registration

Further information about Attendance and Education Penalty Notices can be found at [School attendance - pay an education penalty notice - Lancashire County Council](#)

Parents are notified every term about Education Penalty Notices. (Appendix 4)

### **Categorisation of Absence**

**Any pupil who is on roll but not present in the school must be recorded within one of these categories.**

1. Unauthorised Absence
2. Authorised Absence
3. Approved Educational Activity

#### **1. Unauthorised absence**

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason. Unauthorised absences affect attendance figures.

## 2. Authorised absence

This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996. Authorised absences also affect attendance figures.

## 3. Approved Educational Activity

This covers types of supervised educational activity undertaken off site but with the approval of the school.

**Note Pupils recorded in this category are deemed to be present for attendance returns purposes.**

This would include:

- Work experience placements;
- Field trips and educational visits;
- Sporting activities;
- Link courses or approved education off site;
- Most types of dual registration.

Registers by law must be kept for at least 3 years.

The school will use a computerised system for keeping the school attendance records and use the following codes to record attendance.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Leave of absence for exceptional circumstance	Authorised absence
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised absence
C2	Leave of absence for a compulsory school age pupil subject to part time timetable	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded/Suspended (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
Q	Unable to attend school because of lack of access arrangements	Authorised absence
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Parent travelling for occupational purposes	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity

<b>X</b>	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
<b>Y1</b>	Unable to attend due to transport normally provided not been available	Authorised absence
<b>Y2</b>	Unable to attend due to widespread travel disruption	Authorised absence
<b>Y3</b>	Unable to attend due to part of the school premises being closed	Authorised absence
<b>Y4</b>	Unable to attend due to the whole school site being closed unexpectedly	Authorised absence
<b>Y5</b>	Unable to attend as pupil is in criminal justice detention	Authorised absence
<b>Y6</b>	Unable to attend in accordance with public health guidance or law	Authorised absence
<b>Y7</b>	Unable to attend because of any other unavoidable cause	Authorised absence
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	Planned whole or partial school closure	Not counted in possible attendances

## **The Law**

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable-

- [a] To his/her age, ability and aptitude and
- [b] To any special needs he/she may have.

Either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

Register and Admission Roll keeping.

The legal requirements are found in:

The Education [Pupil Registration] (England) Regulations 2006



## **APPENDICIES**

### **Appendix 1 - Late Letter**

Date

**Re: Attendance of (insert child's name)**

Dear Parents/Carers,

During the last half term, your child arrived at school after 9.00am and received a late mark on **x occasions**.

Your child's attendance and punctuality will be closely monitored during the next half term. I enclose a copy of the attendance certificate for your information.

When a child is late for school, they will miss valuable learning time, which could have a detrimental impact on your child's progress and attainment. They may also miss key information and messages from their class teacher. Arriving late for school can affect a child's routine and wellbeing.

If you would like to discuss any issues regarding this, please contact the school office to arrange a convenient appointment with your child's class teacher.

Yours sincerely,

**Mrs. R. Ainsworth**

**Headteacher**

**Appendix 2a – Initial Attendance Concern Letter**

Date

**Re: Attendance of ... Class ...**

Dear Parents and Carers,

For a child to reach their full educational achievement, a high level of school attendance is essential. As a school we work towards a goal of 100% attendance for every child. Attendance below 90% is classed as 'Persistent Absence'. We strive to ensure that all children have attendance of 96% or better.

Our recent monitoring of attendance has shown that [name of child] attendance is currently {??%} which means they are classed as persistently absent. We recognise that there are a number of circumstances why a child may be absent from school, with many of these genuine reasons. If you feel that school can offer support to ensure that [name of child] attendance improves, please do not hesitate to contact school and make an appointment.

We will continue to monitor [name of child] attendance regularly and expect to see an improvement.

We enclose a copy of the attendance certificate for your information.

Yours sincerely,

**Mrs. R. Ainsworth**

**Headteacher**

**Appendix 2b – Recognition of Improvement Letter**

Date

**Re: Attendance of ... Class ...**

Dear Parents and Carers,

We wrote to you on [insert date] informing you that [name of child] attendance had fallen below 90% and they were classed as being persistently absent from school.

Following an attendance review, we are pleased to inform you that there has been an improvement in [name of child] attendance and they are no longer persistently absent. [name of child] attendance is now [??%] and we are pleased to see this upward trend. We will continue to monitor [name of child] attendance as we strive to ensure that all children have excellent attendance of 96% or better.

Should you feel that you still require support to further improve attendance, please do not hesitate to contact the school office to arrange an appointment.

We enclose a copy of the attendance certificate for your information for your information.

Many thanks for your support.

Yours sincerely,

**Mrs. R. Ainsworth**

**Headteacher**

## **Appendix 2c – Invitation to Attendance Support Meeting**

Date

**Re: Attendance of ... Class ...**

Dear Parents and Carers,

We wrote to you on [insert date] informing you that [name of child] attendance had fallen below 90% and they were classed as being persistently absent from school.

Following a recent attendance review, we have identified that [name of child] attendance has [not improved/declined]. Our aim in school, is that all children have attendance of 96% or better in order for them to gain the best out of their school experience.

We would like to invite you to a meeting in school with Mrs Brides (Pastoral Lead) to talk about how we can work together to improve [name of child] attendance. This is a supportive meeting and your ideas and input will be very important as we strive to ensure [name of child] attends school as often as possible.

We enclose a copy of the attendance certificate for your information.

We look forward to meeting you to discuss this further. If you have any questions, please do not hesitate to contact me through the school office.

Yours sincerely,

**Mrs. R. Ainsworth**  
**Headteacher**

## Appendix 3 Leave of Absence Form

### APPLICATION FOR LEAVE OF ABSENCE

Missing school can disrupt a child's learning progression, as well as their ability to engage with peers and participate in ongoing projects. Parental support in maintaining regular school attendance is highly appreciated and can make a significant difference in a pupil's educational journey.

Parents/carers should obtain permission from the head teacher **before** taking a child out of school for leave during term time for **any reason**.

Absences taken without permission may be unauthorised by the school. Parents do not have the automatic right to insist that school absences are authorised, only the school may decide how to mark the register. Schools must take into account the statutory Department for Education (DfE) guidance when deciding whether to authorise a leave request. Schools can grant a leave of absence for exceptional circumstances at their discretion.

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence should not be granted for a pupil to take part in protest activity during school hours.

Where absences are not authorised and meet the qualifying trigger (10 sessions (equivalent of 5 days) in a rolling 10 school-week period), schools **must** consider applying to the Local Authority (LA) for a penalty notice. Upon receipt of such an application, the LA may decide to either issue a penalty notice or institute other legal action (e.g., prosecution).

This form should be fully completed **by the parent with whom the child normally resides** and returned to school for consideration well in advance of the proposed leave and before committing to any expense. Once received the head teacher (or delegated person) will decide whether to approve the request, bearing in mind the current regulations and government guidance.

First name of child	<input type="text"/>	Surname of child	<input type="text"/>
Date of birth	<input type="text"/>	Year group	<input type="text"/>
First name of parent/carer	<input type="text"/>	Surname of parent/carer	<input type="text"/>
Relationship <u>to child</u>	<input type="text"/>		
Home address	<input type="text"/>		
Postcode	<input type="text"/>	Telephone number	<input type="text"/>

Provide details of any siblings at the school who you also wish to apply for leave for

First name of child	Surname of child	Date of Birth	Year Group
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Length of absence (number of <u>school</u>	<input type="text"/>	Destination   (if applicable)	<input type="text"/>

Date of departure

Date due back  
in school

UK emergency contact and  
telephone number

Other emergency contact  
details

Provide information regarding the exceptional circumstances for leave.  
(additional documents may be attached)

I confirm I am the parent with whom the child normally resides  
(tick)

☐

I confirm I have included any relevant information for consideration  
(tick)

☐

Parent/carer signature

Date

## SCHOOL SECTION

Date  
Received

Pupil  
Attendance %

Date discussed  
with parents (if  
applicable)

**The headteacher/~~authorised~~ person has considered this leave request.**

**The outcome of the request is:** (circle)

**Not Approved**

Permission not granted

**Approved**

Permission granted

**Partially Approved**

Some days to be ~~authorised~~

If only some of the leave is to be approved, number of days which will be  
~~authorised~~

Reason(s) for decision

Headteacher / appropriate person signature	

A copy of this form should be provided to the parent(s).

**All parents should be individually notified in writing of the outcome of this request and must be notified in circumstances where a penalty notice will be requested.**

## **Appendix 4 - EPN Warning Letter to Parents**

Dear Parents/Carers

Attendance at school has been identified as a national priority by both the Department for Education (DFE) and OFSTED. Research in 2022 by the DFE found that pupils with higher attainment in end of Key Stage assessments had lower levels of absence than those with lower attainment.

At Hesketh with Beconsall All Saints CE Primary School we provide a wide range of support to ensure that children attend school as often as possible and work with families to help address difficulties and challenges they may face.

In some circumstances, Local Authorities may issue parent/s with an Education Penalty Notice (EPN) if a child's absence record does not improve. This year, there has been new guidance issued from Local Authorities which came in to effect from 19<sup>th</sup> August 2024. The summary of the changes are included below:

1. There will be a new national threshold of 10 unauthorised sessions for any reason (equivalent to 5 school days) within a rolling 10 school week period for when a penalty notice must be considered. *(The new rules mean you will no longer be able to take your child out of school for one week's holiday without a penalty notice being issued.)*
2. There will be an increase in the penalty fine from £60 to £80 if paid in 21 days. If the fine is not paid by the first 21 days, it will rise to £160 if paid within 28 days of being issued.
3. If a second penalty fine is issued to the same parent for the same child within a 3-year rolling period, the fine will automatically rise to £160 with no option to pay the lower rate of £80.
4. If a parent then commits a third offence in a 3-year rolling period, the local authority will need to consider other enforcement options available to them.

On the reverse of this letter are some Frequently Asked Questions that you may have about EPN's. There is also information in our Attendance Policy which can be found on the website or requested from the school office.

If you have any further questions, please do not hesitate to contact the school office.

Kind Regards

**Mrs. R. Ainsworth**

**Headteacher**

## **Frequently Asked Questions – Education Penalty Notices**

**If I have already booked a holiday for next year, could I receive a penalty fine at the new higher rate?**

- Yes, if the absence has not been authorised by the Head Teacher of your child's school. Remember, only a Head Teacher can agree whether an absence can be authorised in exceptional circumstances.

**How do I request for my child to have leave granted during term time?**

- You must submit an Absence Request form at least 20 days before the proposed absence. It will be for your child's Head Teacher to decide as to whether there are exceptional circumstances that will allow them to grant the time off. Do not assume that the absence will be granted until you have received confirmation from the school.

**Do the 10 sessions of unauthorised absence have to be taken all at the same time before a penalty fine is issued to the parent/carer?**

- No, a penalty fine can be issued for any combination of absences over a 10-week rolling period. They can be consecutive or non-consecutive and can span over two terms.

**What happens if I am issued with a penalty fine and I don't pay it?**

- Unauthorised absence from school is an offence under s444 of the Education Act 1996. A penalty fine is an opportunity for you to settle out of court. If you don't take this opportunity, you can be prosecuted for the offence of failing to ensure your child's regular attendance.

**What should I do if I am worried about my child's attendance?**

- In the first instance you should contact your child's school and ask for advice on how they can support you to improve the situation.