Cove Junior School

Attendance Policy

Policy approved and adopted: November 2025
Review date: November 2026

The United Nations Convention on Rights of a Child – Article 28 – States that children have the right to an education.

The Education Act 1996 states that if a child is between 5 and 16 years old then parents must make sure they are in full time education.

For a child to reach their full potential, a high level of school attendance is essential.

We are dedicated to providing the best education for all of our pupils and make every effort to provide an environment where all pupils feel valued and welcome. Parents and pupils play a vital role in making our school successful. Every child has the right to access the education to which they are legally entitled. Parents and staff share the responsibility for promoting excellent attendance and punctuality.

The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work.

Good attendance is important because:

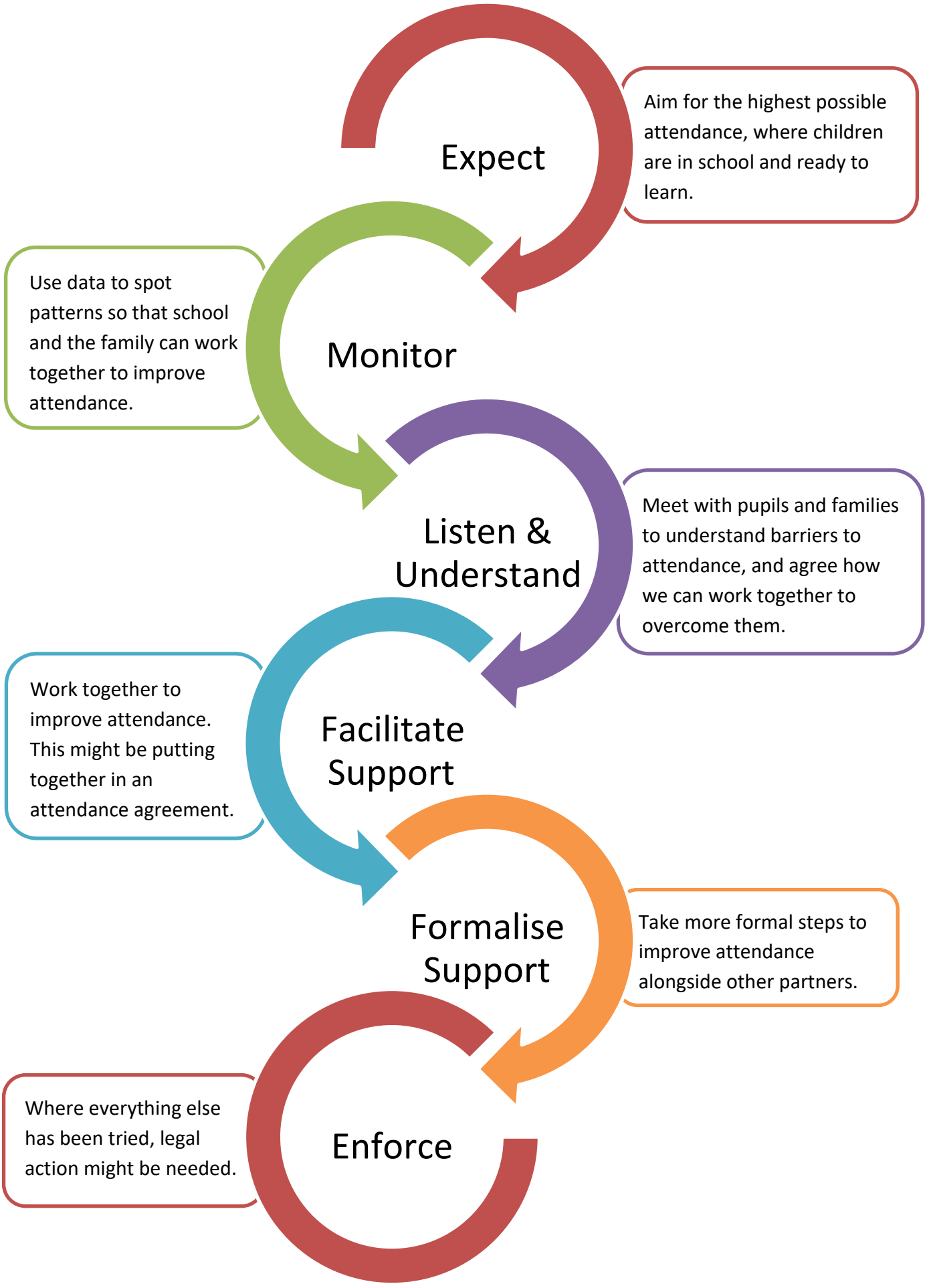
Children with at least 95% attendance:

- Make better progress.
- Find school routines easier to manage.
- Find friendships easier to manage.
- Find learning more satisfying.
- Are more successful in transferring between primary school, secondary school, higher education and employment.

90% attendance is the same as missing half a day of school every week.

All of our staff are aware that low attendance can often be a sign of more complex, safeguarding concerns, and are aware of the actions that they need to take when such concerns arise.

The basis for good attendance is a strong partnership between the school, parents and the child.


Expect
Aim for the highest possible attendance, where children are in school and ready to learn.
Monitor
Use data to spot patterns so that school and the family can work together to improve attendance.
Listen & Understand
Meet with pupils and families to understand barriers to attendance, and agree how we can work together to overcome them.
Facilitate Support
Work together to improve attendance. This might be putting together in an attendance agreement.
Formalise Support
Take more formal steps to improve attendance alongside other partners.
Enforce
Where everything else has been tried, legal action might be needed.

Roles and Responsibilities

Good attendance is everyone's responsibility.

The **Headteacher (Tracey Hickie – t.hickie@cove-jun.hants.sch.uk)** makes the final decisions.

The Senior Attendance Leader (Warren Gargan – w.gargan@cove-jun.hants.sch.uk) will ensure that attendance is recorded accurately and analysed. They will ensure that attendance patterns are identified at an early stage and that support is put in place to help if it needed.

The day to day recording of attendance is carried out by the **Admin Team (absence@covejun.hants.shc.uk).**

Responsibilities of the Governors:

- Set high expectations of all and make sure that everyone is safeguarded.
- Prioritise attendance linked to raising standards, SEND, well-being and behaviour.
- Ensure that school leaders meet expectations, especially in connection to their statutory duties, so that all families can be supported with attendance.
- Ensure that staff are working with the School Attendance Support Team, and other local partners.
- Discuss and challenge attendance data.
- Ensure individual support is given when needed e.g. long-term illness or SEND.
- Ensure staff are trained.

Responsibilities of School Leaders:

- Promote good attendance.
- Have positive relationships with children and their families.
- Ensure all staff know the importance of good attendance.
- Ensure that registers are accurate.
- Monitor attendance of groups of children and individuals – and put support in place to help.
- Work alongside other schools in the area, and other partners, who can help support attendance.

Responsibilities of Classroom Staff:

- Ensure that all students are registered accurately and promptly.
- Promote good attendance.
- Form positive relationships with pupils and their families.
- Provide teaching and learning experiences that encourage pupils to come to school.
- Liaise with partners about attendance and punctuality.
- Share information and concerns that could explain a child's absence.
- Support pupils who have been absent to engage with their learning when they are back in school.

Responsibilities of Pupils:

- Talk to staff and parents when something is worrying them.
- Come to school every day unless they are ill or school have said that they can be away.
- Arrive in school on time and go to class.
- Start each day with positivity.
- Share the positives at the end of the day with parents.
- Take responsibility for going to Reception if they are late or are leaving early.

Responsibilities of Parents and Carers:

- Take a positive interest in their child's work and progress.
- Be involved in school life as much as possible.
- Ensure their child's attendance is as high as possible.
- Be honest about the reasons for any absence.
- Not allow their child to be away unnecessarily.
- Communicate with staff when there is a problem.
- Remember that routines help both the parents and children.
- Support school in improving attendance and maintaining good attendance.
- Report absence as quickly as possible.
- Discuss with the school any planned absences well in advance.
- Avoid taking their child out of school for non-urgent medical or dental appointments.
- Make sure your child has a set bedtime routine, gets enough sleep and gets up in plenty of time each morning.
- Make the changeover from home to school quick and easy for you both.

An explanation from a parent does not always mean an absence will be authorised.

A 'parent' is defined as;

1) **Any natural parent, whether married or not.**
2) **Any adult who has parental responsibility, even if they are not a natural parent.**
3) **Any person who has care of the child or young person, even if they are not a natural parent.**

Types of Absence

Authorised Absence: When school has accepted the reason for the absence, or given consent ahead of an absence.

Unauthorised Absence: When the school has not had a reason or has not agreed a child's absence. This includes parents giving their children permission to be off school unnecessarily, such as for shopping, birthdays or to look after siblings.

School can change an authorised absence to an unauthorised absence, or vice versa, if new information is given. **An example of this would be where a parent tells school that their child is unwell but we find out that they have been on holiday.**

Lateness

The register is taken twice daily - at 8:50am and again at 1:15pm. It is important to be on time at the start of the morning. The start of the school day is used to give instructions; correct misconceptions from the previous day; and prepare children for the day ahead. If a child is late, they can miss learning opportunities and vital information. The disruption can also be embarrassing and lead to further absence.

08:35 – Gates are opened
08:50 – Gates are locked and pupils who are late will need to come through Reception
08:50 - Registers are taken
Up to 09:10 - Pupils will be marked as Late (L code)

After 09:10 – Pupils will be marked Late (U code, which means they are onsite but counts as an absence) Children stay on the school site during lunchtime unless other arrangements have been made. Children must be in class for registration by 1.15pm if they have had an appointment in the morning.

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. If there are patterns of lateness, parents/carers will be contacted to talk about this and agree how it can be improved.

Parents need to collect their children promptly at the end of the school day. If pupils are collected late on a number of occasions, school may need to share concerns with other agencies. **If the lateness is persistent, for example if a parent is more than 20 minutes late, then the child will go to Runway Club, and the parent is likely to be charged.**

Remember: it is better to be late and in, than to miss a whole day.

What to do if your child is absent?

A child not attending school is viewed as a **safeguarding** matter. This is why honest information about absences is so important.

If your child is absent:

- Contact us as soon as possible. Ideally by a phone call and speaking with a member of staff. You can also:
  - leave a message on the answer machine
  - report the absence using StudyBugs
  - send an email to absence@cove-jun.hants.sch.uk

- Ensure that you keep school informed about your child's return to school.

If your child is absent we will:

- Phone you if we have not heard from you.
- Invite you in to discuss the situation if we are worried about absences.
- Refer the matter to the Hampshire's School Attendance Support Team to get extra help to increase a child's attendance.

If your child is not seen, and we have not been able to speak to any of your named contacts, we will make extra enquiries. This may include speaking to known friends or the wider family, or visiting the home.

If the child is not seen and contact has not been established with the named parent/carer in **10 days, then the local authority is notified** that the child is *at risk of being missing*. Children's Services will visit the last known address and alert other key services.

Monitoring and Analysing Data

For children whose attendance is a concern, their attendance may be monitored on a daily basis. However, all lateness and absences are reviewed on a weekly basis. This helps the school to identify the attendance patterns of individual children and put steps in place to support families.

Each half term, a more formal review takes place. As well as looking for patterns for individual children, the school looks for patterns in groups of children. For example:

- Are girls coming to school more often than boys?
- Is one year group lower than the others?
- Do children with SEND come to school less often?

We are now able to compare our own data with Hampshire and with the rest of the country to enable us to benchmark how we are doing as a school and whether our attendance is improving.

We will also send home 'attendance certificates'. These show the day-to-day attendance marks for a child. More information on the codes can be found at the end of this policy. These are sent home for every child, with the annual school report, each year, but we may also send them home more often if we think it is helpful, or if parents ask us to.

Continued or Ongoing Absence

98%-100%	•Excellent •Children are accessing all learning opportunities.
96%-97%	•Good •Very few learning opportunities are missed.
94%-95%	•Risk of under achieving •Up to 10 school days missed each year.
92% - 93%	•High risk of under achieving •Up to 15 school days missed each year.
90% - 92%	•Severe risk of under achieving •More than a month of school missed.
< 90%	•Persistent Absentee •1/2 a day of school missed each week.

Medical Appointments, Mental Health and Illness

At Cove Junior School we recognise that low attendance can be a sign that something is wrong, either at school or at home. We understand that it is not always easy for parents to come and talk to professionals about this. Bereavement, divorce/separation, loss of a job, the birth of a new child, a parent's mental or physical health can all affect the whole family and a child's attendance.

School is able to offer support.

Coffee: Sometimes a parent just needs time to talk informally.

ELSA: 1-to-1 time to support the emotional development of a child.

A Pastoral Plan: the child, the parents and staff to meet and agree a plan that will support a child's social and emotional difficulties.

Our Family Plan: the adults meet to agree targets to help the family move forward. This may involve other partners, such as health, as well.

An Attendance Agreement: a more formal agreement to identify what steps school and home will take to improve attendance. This may include the involvement of Hampshire's School Attendance Support Team.

Together, steps can be put in place to increase the child's attendance if possible. These may also include:

- An Early Help Hub referral
- A need to obtain medical evidence before the absence can be authorised
- A referral to the School's Attendance Support Team
- Involving the School Nursing Team
- School speaking directly with health care professionals
- An Individual Health Care Plan

Many children (and parents) will experience challenging emotions that make them nervous: worries about friendships or school work; leaving mum or dad; uncertainty about the day ahead; a restless night's sleep. Keeping your child at home can often make these feelings worse and keep them off school even longer. If your child (or you as a parent) are having these feelings please speak with us.

https://www.gov.uk/government/publications/mental-health-issues-affecting-a-pupils-attendanceguidance-for-schools

Some of our pupils face more complex health difficulties. This can include pupils with chronic or long term physical or mental health conditions, or a disability. These children still have the same right to an education as any other child but we understand that we will need to work more closely with families to support them in achieving this.

Where a child has a chronic health condition, we will work with the family to make sure the pupil has access to an education and appropriate support in line with:
https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3

If a child is frequently absent for medical appointments or health reasons, school will arrange to meet the parent. Together, we can establish what steps are being taken to tackle the ill-health. We understand that children get poorly and that it is not easy for a parent to decide if their child is, 'well enough' to come to school.

To help parents the NHS has two guides: https://cambspborochildrenshealth.nhs.uk/common-illnesses/ https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/ **When a child has missed 15 days due to ill health, we will contact the Schools Attendance Support Team for advice and guidance.**

Parents should, wherever possible, make appointments outside of school hours – although we understand that this is not always possible.

Parents should only remove their child for the shortest possible time. For example, if an appointment is at 10:30am, the pupil can come to school before the appointment, and then return to school afterwards. It is rare for a child to miss a whole day for a medical appointment, although we know that some specialist hospital appointments may take longer.

Request for Leave of Absence

The government does not consider a 'need' or desire for a holiday or other absence for leisure to be a reason to miss school.

Whilst the situation is different for every family, in the vast majority of cases, holidays will not be authorised.

Parents/carers applying for leave of absence need to fill in an application form (available from the school website or the school office) **before making any travel arrangements.**

Penalty Notice Fines and other Legal Measures:

Penalty Notice Fines are one of the tools used to tackle absences. This money does not come to the school.

A Penalty Notice Fine (or referral for prosecution) will be issued if:

- **The parent does not fill out a leave of absence request before taking a child out of school.**
- **The leave of absence is not agreed with school and the child is taken out of school anyway.**
- **More than 5 days (10 sessions) in 10 weeks (100 sessions) are not authorised.**

This is for any 3-year period

Penalty Notice 1	Penalty Notice 2	Third Time
•£80 per parent per child if paid in 21 days. •£160 per parent per child if paid in 28 days.	•£160 per parent, per child if paid in 28 days.	•The Local Authority will consider going straight to prosecution.

Example 1: Two parents, two children, first Penalty Notice and they pay in 21 days = £160 fine.

Example 2: Birth parents are not together but one has a new partner and is living with them. This is the second penalty notice. The adults who live together would both be fined. If paid in 28 days = £640. The parent not organising the holiday would not be fine.

School will consider every aspect of a pupil's circumstances before deciding who to issue a Penalty Notice to.

When a child is 'looked after' by the local authority, school **must** also send a copy of the paperwork to the child's social worker as well as to the Director of Children's Services for the Local Authority who is responsible for the 'looked after' child.

Withdrawal of a Penalty Notice
Families have no statutory right to appeal against a Penalty Notice. Once it has been issued, a Penalty Notice can only be withdrawn if school has made a mistake and it should not have been issued.

Legal Measures for tackling severe or persistent absence, or lateness

Severe Absence: Being absent for 50% of the time – for any reason.
Persistent Absence: Being absent for 10% or more of the time – for any reason.

If parents fail to engage with support and their child continues to have attendance that is not good enough, a referral will be made to the Local Authority to start the legal process. This might include:

School Attendance Order: The Local Authority instructs parents to send their child to a named school, or the case will go to court.

Education Supervision Order: A Family Proceedings Court order that tells parents what they must do and there is a Supervising Officer who will make sure it is followed.

Parenting Order: A Magistrates Court order. If a parent does not follow this it could end up with up to a £2500 fine or up to 3 months in prison. This would then mean the parent has a criminal record.

Religious Absence
At Cove Junior School, our pupils have many different religions and we understand that not all religious festivals take place during the school holidays or at weekends. Diwali and Eid al-Fitr are good examples of this. Where this happens, we will consider authorising absences for religious reasons.

Gypsy, Roma, Traveller, Showman and their families
Some families have to travel for their trade or business and in these cases, the children may need to travel with them. Absences like this can be for **work reasons only.** To reduce the amount of school the children miss, Traveller children can be register in another school when they are working in a different place. Schools are not allowed to remove a Traveller child from the school roll while they are travelling.

If parents let us know when they are travelling, we can provide learning packs for children when they are not at another school.

Please note, pupils must have 90% attendance to be able to request leave for work purposes.

For further advice and guidance on attendance and Gypsy, Roma, Traveller and Showman families:

https://www.hants.gov.uk/educationandlearning/emtas

Public Performances, including theatre, film or TV work & Modelling

If your child is a performer you need to contact the headteacher to talk about:

- The nature and frequency of the work
- Whether the child has a valid performance licence
- Whether education will be provided by the employer during any future leave of absence.

It is, however, down to the headteacher's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs.

Competitive sport

Parents of children who are talented in sport can talk to the school about authorising absences to take part in regional, county, national and international events and competitions. It is, however, down to the headteacher to decide whether to authorise this. If you wish to talk about absence; the nature and frequency of the absences; or permission for your child to leave early or arrive late to attend training; parents will need to meet with the Senior Attendance Leader as it is not automatically granted.

Leavers

If a child is leaving our school (other than when moving on to their secondary school), parents are asked to give the information about their plans including:

- Any date of a move
- The new address and telephone numbers
- The child's new school and the start date when known

If pupils leave and we do not have the above information, then your child is considered to be a 'Child Missing in Education'. This is when schools and Local Authorities carry out investigations to locate your child, which includes liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

Record Preservation

School attendance registers are legal documents. These records will be kept for six years from the time the register was taken. Where changes are made, we will make sure that the reason for the change is also recorded and who made the change. Attendance data helps schools, the Local Authority and DfE, to look for trends and gain a better understanding of what is happening in schools.

The latest guidance can be found at;

- https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents
- https://www.gov.uk/government/publications/working-together-to-improve-school-attendance
- https://explore-education-statistics.service.gov.uk/find-statistics/parental-responsibility-measures
- https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf
- https://www.gov.uk/government/publications/children-missing-education
- https://assets.publishing.service.gov.uk/media/669e7501ab418ab055592a7b/Working_together_to_safeguard_children_2023.pdf

- https://documents.hants.gov.uk/childrens-services/HIAS/codeofconductIssuingPenaltyNoticesforunauthorisedabsencesfromschools.pdf

Appendix 1: Attendance Codes

Code	Definition	Examples
/	Present in the morning	Pupil is in school as normal
\	Present in the afternoon	
L	Late	Pupil has arrived after 08:50 but before 09:10.
B	Off-site educational activity approved by the school	Pupil going to taster days at secondary schools.
D	Duel registered	Pupil is going to another setting where they are also registered.
K	Attending education provision arranged by the Local Authority	Pupil is being home tutored or going to a specialist placement.
P	Sporting activities	Pupil is taking part in a recognised sporting competition. Pupil is taking part in specialised sports training or coaching.
V	Educational visit	Educational visit or trip that is organised by our school and is supervised by our own staff.
C	Leave for exceptional circumstances – not for holidays	This is judged on an individual basis but an example might be because of the death of a close family member or a non-religious wedding.
C1	Leave for regulated performances	Pupils are rehearsing or performing in a pantomime or theatre performance whether they are paid or not.
C2	Leave for a reduced time table	To support a child, sometimes they need to have less hours in school for a given length of time. This could be when a child is recovering from illness, or struggling with behaviour at key points of the day.
E	Excluded	Suspended or permanently excluded without an alternative provision being in place yet.
I	Illness (not medical or dental)	The pupil is really not well enough to be in school. This can be physically or mentally.
J1	Interview	For example, a pupil is going to attend the interview for a private secondary school.
M	Medical appointment	This can include; doctors, hospital, dental, counselling or physiotherapy appointments.
R	Religious Observance	A religious-based wedding, Hindu festivals such as Diwali or Holi, or a Muslim festival such as Eid Al-Fitr.
T	Parent travelling for work reasons	A parent is travelling for work and the child has to go with them.
Q	Unable to attend the school because of a lack of access arrangement.	This is only linked to transport arrangements.
Y1	Unable to attend due to normal transport not being available.	The Local Authority has organised transport and it has not arrived and the home is too far to walk.
Y2	Unable to attend due to widespread disruption to travel.	For example, when a child lives in Aldershot and the buses are cancelled that day.
Y3	Unable to attend because part of the schools is closed.	For example, the heating is broken in part of building, some of it is flooded, or a partial roof collapse.
Y4	Unable to attend because of the whole school being closed.	It is not safe or possible for the school to open at all.
Y5	Unable to attend as the pupil is in criminal justice detention.	The pupil is in police custody, remanded to youth detention, is awaiting trial or has been sentenced.

Y6	Unable to attend in accordance with public health guidance or law.	COVID lockdown was an example of this but so could a legionella outbreak.
Y7	Unable to attend because of any other unavoidable causes.	An emergency has prevented the pupils from coming to school. The unavoidable cause must be something that has affected the pupil, not just the parent.
G	Unauthorised holiday	School has not agreed to the holiday being taken.
N	Reasons have not yet been established.	No reason has been given. This will be changed if a reason or changed to an O code after a given period.
O	Absent in other circumstances	School is not happy with the reasons given.
U	Arrival after 09:10	The pupil arrives but the register has already been taken.
Z	Prospective pupil no on admission register.	To enable schools to set up registers in advance of a pupil starting school.
#	Planned whole school closure.	For example; holidays, bank holiday or an INSET day.

Appendix 2: Notice To Improve Letter for Non Attendance

Cove Junior School

School attendance is hugely important. For your child to gain the full benefit from their education, for their learning, wellbeing, and wider development, they need to attend school on time, every day possible.

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school or fails to attend regularly, the child's parent may be guilty of an offence under s.444 Education Act 1996. If your child is a registered pupil at an alternative provision in the circumstances set out in section 444ZA of the Education Act 1996, the child's parent may be guilty of an offence.

You, **«FORENAME» «SURNAME»** are a parent/carer of **«Students_Name»**, (called in this notice "the pupil") who is a registered pupil at **«School_Name»**.

The school have offered support to you and your family to try and help improve «Students_Name»'s attendance, including:

1. **Telephone calls.** The school contacted you every day your child was absent to understand why your child was absent and to offer their support with any issues your child may be having.
2. **An Attendance Overview Letter**. The school wrote to you, letting you know about «Students_Name»'s attendance, the impact of their continued absence, and inviting you to contact the school to discuss the situation further.
3. **An Attendance Support Meeting.** The school invited you to a meeting to discuss your child's unauthorised absences and to offer support to ensure that their attendance improved. At the meeting you were notified of the consequences should your child continue to have unauthorised absence and you did not effectively engage with the support offered as follows:

4. *Please add/delete as necessary (these are examples of some of the reasonable adjustments/support school may have offered/provided, these will vary by school and individual circumstances*

   Change of tutor group
   Time out card 'RAG'
   rated timetable
   Mentor
   Short term reduced hours provision
   Outreach – please specify details
   College placement – please specify details
   Family support worker – e.g. through Family Help or direct by the school
   Learning Support
   Managed move
   Signposting to other services – please specify details
   Uniform adjustments/additional aids or equipment – please specify details
   Lunchtime/break support
   'Safe space' in school
   Buddy/mentor
   Bespoke exam arrangements – please specify details Catch
   up lessons

Support is still available as well as the option to access previously provided support, please contact…….

OR

An Attendance Support Meeting Invite. The school invited you to a meeting to discuss your child's unauthorised absences and to offer support to ensure their attendance improved. You were notified of the consequences should your child continue to have unauthorised absences but you declined the meeting.

Unfortunately, despite the support that was offered to your family, attendance remains a cause for concern. Between **«WARNING_START_DATE»** and **«WARNING_END_DATE»** (MUST BE 10 WEEK PERIOD) the pupil failed to attend regularly at **«School_Name»**, which resulted in 10 sessions (half days) or more of unauthorised absences being recorded. Please see the attached registration certificate for details.

You now have fifteen school days (3 weeks) in which to improve your child's attendance. During this time your child must show significant improvements in attendance and avoid having any unauthorised absences from school during this period. Should we not see sufficient improvement and further unauthorised absences take place during this period, a Penalty Notice may be issued. A Penalty Notice is charged at £160 if paid within 28 days of deemed service (the second working day following posting). There is usually the opportunity to pay a reduced amount of £80 if paid within 21 days of deemed service of the Penalty Notice.

NB – A Penalty Notice may be issued as soon as an unauthorised absence is recorded.

More information regarding this notice can be found in the attached document – advice and information to parent(s)/carer(s). If you wish to discuss this notice, or discuss what further support is available, please contact our team as soon as possible.

Appendix 3: Leave of Absence Request

Request to authorise absence from school due to exceptional circumstances

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional. **Please note**: There is no general right to authorised absence for a family holiday. If you take your child out of school without permission the absence will be unauthorised, and the local authority will consider legal action.

You are advised not to make any arrangements until your request has been considered.

Section A – to the headteacher, I wish to apply for

Child's name: _____ Class: _____

To be authorised as absent from school (please include dates and time):

from _____ to _____ (inclusive dates)

If your child has siblings that are also applying for a leave of absence, please enter their name and school below:

Child's name(s): _____ School(s): _____

Section B Please explain why you are applying for an authorised absence and the **circumstances** which make your **application exceptional**; and therefore, the leave cannot be taken within the normal 13 weeks holiday your child has from school. If you are requesting authorisation to attend a specific event please confirm the date of the event and explain your travel arrangements. If you require additional space, please continue on the other side of the page.

Section C I am the parent/carer with whom the pupil normally resides. The information I have given on this form is correct.

Signature (parent/carer): _____ Date: _____

Education (Pupil Registration) (England) Regulations 2006 have been amended (as of 1 September 2013) to prohibit the proprietor (headteacher) of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

Section D – for school use only.

Tick as appropriate.

☐ Request approved for ____ number of days from the dates and times _____

_____

☐ A personal discussion with you is requested. Please contact: _____

☐ Request not approved as the circumstances are not considered to constitute an exceptional reason and/or the impact of this absence will affect your child's educational progress.

PLEASE NOTE: This leave of absence form serves as a Warning to parent/carer. Any unauthorised absence during this period may be subject to a Penalty Notice OR may result in a prosecution if two previous penalty notices have been issued in a rolling three-year period

A Penalty Notice may be issued per parent/carer, per child (i.e. if two parents have two children this may result in four Penalty Notices – two Penalty Notices per parent).

Headteacher: _____ Date: _____

Current attendance rate: _____

Continuation of section B (if required):

www.hants.gov.uk