

SIR FREDERICK GIBBERD COLLEGE

SFG

POLICIES AND PROCEDURES

ATTENDANCE AND PUNCTUALITY
POLICY

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Supporting primary and secondary schools across Essex and East London. BMAT is a growing multi-academy trust with a singular vision: **schools, teachers and pupils freed to succeed.**

This policy should be read in conjunction with BMAT Equality and Diversity Policy. This policy reflects measures established in law through the **Equality Act 2010** and emphasises that Sir Frederick Gibberd College opposes all forms of racism, homophobia, prejudice and discrimination. **In implementing this attendance policy, the Trust and schools within it will ensure fairness and will not discriminate against individuals who have a protected characteristic (see below).**

The **Equality Act 2010** replaced all existing equality legislation such as the Race Relations Act, Disability Discrimination Act and Sex Discrimination Act.

We are committed to the promotion of community cohesion at Academy Trust, local, national and global levels, comparing our Academy Trust community to its local and national context and implementing all necessary actions in relation to:

- ethnicity,
- religion or belief, and
- socio-economic background.

In accordance with the values of Sir Frederick Gibberd College we pledge:

- to respect the equal human rights of all our students;
- to educate them about equality; and
- to respect the equal rights of our staff and other members of the Academy Trust community.

We will assess and analyse our current Academy practices and implement all necessary resulting actions to ensure pupils are not discriminated against because of their:

- Sex
- Race
- Disability
- Religion/belief
- Sexual orientation
- Gender re-assignment
- Pregnancy or maternity

These '**Protected characteristics**' have been set out in law in the **Equality Act 2010**.

Sir Frederick Gibberd College is committed to eliminating practices, which could result in unfair or less favourable treatment for persons with a protected characteristic.

Attendance & Punctuality Policy

Introduction and guiding principles

Sir Frederick Gibberd College is a partner school of BMAT. Outstanding attendance & punctuality of students is crucial if BMAT's mission is to be shared with the children and young people in our care. Our mission is to work together to smash through the barriers that prevent our children from becoming confident, high achieving and independent individuals. Poor attendance and poor punctuality at any BMAT School, of which Sir Frederick Gibberd College is a partner, is a barrier to such success. BMAT's vision is of a community of schools, which provide an outstanding education for every individual attending a Trust school. Sir Frederick Gibberd College will be a place of aspiration, where individuals matter and confidence flourishes so that achievement for all is outstanding.

Our core values of: Self Help, Self-Responsibility, Democracy, Equality, Equity and Solidarity underpin our Trust, drive our policy making and inform our unshakeable belief in the intrinsic worth of every individual within our community. It is only through outstanding attendance & punctuality that children & young people can share in these core values. Our students will be inspired to achieve excellence in all their endeavours within an innovative, creative and supportive environment.

Attendance and punctuality is a key priority for all those associated with the school. This policy sets out the expectations and requirements for students, the various roles and responsibilities associated with these requirements and the steps that will be taken where poor attendance and punctuality are identified. We recognise that parents/carers have a vital role to play and we strive to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems which affect a student's attendance we will investigate, identify and strive in partnership with parents/carers and students to resolve those problems as quickly and efficiently as possible. We will adopt a focused approach aimed at returning the student to full attendance at all times. However, although we recognise that sometimes parents/carers require support to ensure their child's attendance is outstanding, sanctions at our disposal will be implemented as and when necessary.

In order for this policy to be successful, every member of staff, by their behaviour, must make attendance a priority and convey to the students the importance of their education. This means ensuring that all teaching staff attend regularly, arrive on time and are well prepared, thus modelling such outstanding behaviour.

Scope

This policy applies to all students of Sir Frederick Gibberd College. It also applies to parents/carers of students at schools within BMAT, who formally confirm that they will abide by our policies when their children join our schools.

Sir Frederick Gibberd College must ensure that the contents of this policy are communicated to all staff. Each school within BMAT publishes this policy on its website. It is also posted on the Trust's own, separate website. All parents/carers accept this policy when their children join Sir Frederick Gibberd College. We expect

parents/carers to perform their legal duty by ensuring their children of compulsory school age and who are registered at Sir Frederick Gibberd College, attend regularly. The policy below outlines sanctions Sir Frederick Gibberd College can discharge in enforcing attendance but also rewards and positive strategies that we employ to support parents/carers and their children.

Key definitions used in this policy

SFG	Sir Frederick Gibberd College
BMAT	The Academy Trust
The Trust	BMAT
The board/directors/Trust board	The Board of Directors of BMAT
Headteacher	The most senior member of staff in the school
LGB	Local Governing Board
School/Trust school	An Academy or school within BMAT
TSEWO - secondary	Trust Senior Educational Welfare officer
EWO	Education Welfare Officer
Pupils/students	Children and young people on roll in the school
ACT	Attendance Compliance Team

Sir Frederick Gibberd College is legally defined as an Academy, regardless of whether the term “school” is used to describe it in the following policy.

This policy and the law

The policy complies with the following legislation relating to student attendance:

The Education Act 1996

The Education Act 2002

The Education and Inspections Act 2006

The Education (Pupil Registration) (England) Regulations 2006

The Education (Pupil Registration) (England) (Amendment) Regulations 2010

The Education (Pupil Registration) (England) (Amendment) Regulations 2011

The Education (Pupil Registration) (England) (Amendment) Regulations 2013

The Education (Pupil Registration) (England) (Amendment) Regulations 2016

Anti-Social Behavior Act 2003

The following Attendance and Punctuality Policy has been approved by the board of directors of BMAT following consultation with the Local Governing Boards (LGB).

The Headteacher is required to implement this policy within their school, each LGB will monitor their own school's Attendance and Punctuality Policy at local level.

Our Policy

BMAT approves attendance targets for all schools across the Trust.

For each academic year, the minimum attendance target for Sir Frederick Gibberd College is 98%.

Students need to attend school regularly in order to fulfil their potential. This is central to raising standards. Missing out on lessons leaves our children vulnerable to falling behind.

Research has shown that children with poor attendance tend to achieve less.

Sir Frederick Gibberd College will:

- Promote good attendance and reduce absence, including persistent absence;
- Ensure every student has access to full-time education to which they are entitled;
- Act early to address patterns of absence;
- Work to ensure all students are punctual to school and their lessons;
- The policy below includes methods employed across the Trust to ensure these are met.

The school expects parents/carers to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly. It is the responsibility of parents/carers to ensure their child is present at school during all school days, and between the hours specified for attendance, unless there is a valid medical reason for their child's absence. The Headteacher has responsibility for ensuring that this requirement is adhered to by having appropriate communication with parents/carers and, if required, the use of sanctions.

Roles when implementing this policy

In addition to the roles in approving, monitoring and implementing this policy, described above, Sir Frederick Gibberd College operates an Education Welfare service led by the Trust's Senior Educational Welfare Officer (TSEWO). The EWO is employed to ensure parents/carers meet their responsibilities with regard to school attendance, work closely with families, students and school to resolve any attendance issues, arranging school and home visits where necessary. The TSEWO works with key staff such as members of the school's SLT, EWO, tutors and Heads of Year to ensure outstanding attendance. The TSEWO monitors overall attendance, collates data and reports on attendance information, as well as ensuring staff receive appropriate support in the requirements of this policy.

Data is analysed, evaluated and reported on so appropriate attendance procedures are followed, developed and implemented. The Trust board and LGB will require such reports periodically.

The TSEWO actively works to promote outstanding attendance across all Trust schools, including for example delivering or supporting assemblies from time to time. This is to ensure our policy is clear to all stakeholders.

Attendance register

The register is a legal document and schools must take a register at the start of the morning session, at 8.45am which stays open until 9a.m and again during the afternoon session at 1.20pm which stays open until 1.30pm.

By law, all schools are required to keep an attendance register, all students must be placed on this register.

The attendance register will mark whether every student is:

- Present
- Attending an approved off-site education activity
- Absent
- Unable to attend due to exceptional circumstances

Only the school (and not parents/carers) can authorise an absence. Where the reason for a student's absence cannot be established at the time the register is taken, that absence shall be recorded as unauthorised. If a reason for absence is provided by the parent/carer, the school may decide to grant leave of absence which must be recorded as authorised using the appropriate code. It is school's discretion to authorise absences, where attendance is below the school target the decision may be taken to unauthorise absences.

The school will follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to the school's electronic register, or management information system which is used to download data to the School Census.

Sir Frederick Gibberd College will also inform the Local Authority of any students who is going to be deleted from the admission register where they:

- Have been taken out of the school by their parents/carers and are being educated outside the school system e.g. home education (see below on home educated children);
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- Have a medical condition certified that the student is unlikely to be in a fit state of health to attend school;
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,

- Have been permanently excluded.
- Mid-term transfer.

Strategies for improving school attendance

For students with attendance below the school target of 98% the parent/carer will receive written notification informing them of this, in some circumstances the student may be placed on an attendance report, parents/carers will also receive written notification of any such report.

For all students with poor attendance (below 96%), the parent/carer will be invited to attend an Attendance Improvement Meeting with our TSEWO. If, after this meeting, there is no improvement in attendance (without medical evidence being provided) cases may be referred to Attendance Compliance Team for possible legal action.

A student whose absence reaches or exceeds the threshold of 10% will be classed as a 'persistent absence' student.

Should it be considered appropriate, when a student has been classified as a persistent absentee the school will not hesitate to use all the legal remedies available.

We require parents/carers to contact the school to explain their child's absence on the first day and all subsequent days thereafter. The parent/carer of a child who has not attended registration will be contacted electronically or by telephone, unless there has been prior notification of absence. If the parent is unobtainable a letter requesting information will be sent home, or, where possible, either our TSEWO or another member of the school staff may visit the student's home.

If the above actions do not elicit an explanation for the absence a second letter will be sent after three days. A home visit may also be carried out by the TSEWO or another staff member.

After 3 days of absence, parents/carers will be expected to provide the school with medical evidence e.g. appointment card, hospital letter or copy of a prescription, unless the parent has attended an Attendance Improvement Meeting. In that case, **every** absence would need to be supported by medical evidence.

NOTE: We ask that all medical appointments are made outside of school hours, if this is not possible we will require medical evidence as described above and we will only authorise half a day's absence, unless sufficient evidence is provided to warrant a whole day's leave from school. This is in line with the coding described earlier in this policy.

Missing in education and removal from the admissions and attendance register

If no contact is possible with home after 5 days, even after our TSEWO or another school staff member has paid a home visit, we are required by law to report a child as missing in education (CME) to the Children Attendance Compliance Team. The school's safeguarding lead, Cheree Leverington, will be informed immediately in these circumstances which is in line with our safeguarding policy. We will remove a student from roll after a set amount of days if no contact can be made.

Returning to school

In the event of a student returning to school after a significant long-term absence an individual reintegration programme (IRP) will be implemented via the Head of Year or the Designated Safeguarding Lead, working in liaison with our TSEWO. This is to ensure the transition back to school is smooth, supportive and will provide the best possible opportunity for future outstanding attendance. The nature of such reintegration programme will be considered on a case by case basis.

Leave of absence

There is no entitlement in law for students to take time off during the term to go on holiday.

It is a rule of this school that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the Headteacher, irrespective of the child's overall attendance. Only the Headteacher, EWO or TSEWO authorise such a request and all applications for a leave of absence must be made in writing to the school. Where a parent/carer removes a child when the application for leave was refused or where no application was made to the school, the issue of a penalty notice may be requested by this school to Attendance Compliance Team.

Truancy

This is defined by the Department for Education as 'absence without permission from a teacher or other authorised representative of the school'.

Absence from school is determined by the school, not the parent/carer. Where truancy is detected the school will implement sanctions. For example, students may receive a detention in order to catch up on work missed, isolated from peers for a period of time, removal from school trips/visits. Please refer to our Behaviour (rewards and sanctions) Policy. Parents/carers will be informed and, depending on the nature of the case, invited into school to discuss the issue and next steps. These decisions are made on a case by case basis, taking into account any exceptional circumstances deemed by the Headteacher.

Child performers

There are times when a parent of a 'child performer' may request a leave of absence for their child to take part in a performance. The Headteacher can grant leave for this purpose i.e. to undertake employment (for the performance) during school hours.

A Local Authority (LA) licence must be sought in order for the child to take part in a performance. The Headteacher must be shown this licence by the parent/carer. Where the license specifies the dates that a child is to be away from school to perform, then the Headteacher will authorise those days. However, where the terms of the license do not specify dates it is at the discretion of the Headteacher to authorise leave of absence. The Headteacher will be sympathetic to requests that are supported by a licence, as long as the school in question remains satisfied that

this will not have a negative effect on a child's education. School attendance will be taken into consideration before authorising any request.

School Trips and attendance

All students are expected to attend school the day after any school trip. If a child is absent the day following a school trip, without medical evidence being provided, they may not be included on subsequent reward school trips.

Students who are not included in school trips for whatever reason must attend school. If a student is absent on a day of a school trip without medical evidence being provided, parents/carers will be contacted and, as necessary, invited into school to discuss the issue and the absence will be coded as described above.

The staff of the school aim to secure 100% attendance at **parents/carers' consultation events/evenings**. Good communication with parents/carers is essential in order to do this and where it is apparent that parents/carers are not going to attend, every reasonable effort will be made to reverse this within reasonable means e.g. contacting parents/carers directly to discuss the attendance. All students are expected to attend parents/carers' evenings **with or without parents/carers**.

Approaches to supporting good attendance and punctuality

The school gives recognition, in whatever way the Headteacher deems appropriate, to those children and young people who have good punctuality and attendance records. The following are in addition to any other approaches described above:

- Termly and annual attendance certificates and credits.
- Termly celebration assemblies to present certificates.
- Reward breakfast/lunch/hot chocolate/pizza parties for 100% attendance.
- Phone calls home praising students for good attendance.
- Letters home for outstanding and improved attendance.
- Notice board showing attendance data/information for form classes and individuals.
- Reward trips.
- Assemblies promoting good attendance.
- Talk given by EWO team at new KS2-3 transition evenings and accompanying literature.

Punctuality

A student who arrives late to school but before the register has closed will be marked as late, using the appropriate code.

A student who arrives to school after the register has closed will be marked as absent, using the appropriate code.

All students are expected to be punctual to school and to each of their lessons. Parents/carers are expected to support the school in ensuring this happens unless good, reasonable explanations are provided by the parents/carers for lateness e.g.

circumstances beyond their control. Parents/carers are asked to provide an explanation for poor punctuality in these circumstances by contacting the school directly.

Sanctions are in place to tackle lateness, including the enforcement of detentions, and missing of break/lunch times.

All students that arrive to school after 8.45am **must** enter via the Burnt Mill Academy Reception. Sir Frederick Gibberd College member of staff will escort the student to the Sir Frederick Gibberd building, record their name and issue a C3 sanction.

The TSEWO and/or the Head of Year will meet with parents/carers if poor punctuality becomes persistent.

Further actions to tackle poor punctuality:

- Contact with parents/carers by phone call and/or letter.
- Punctuality report.
- Attendance Improvement Meetings.
- Assemblies led by the TSEWO and/or Head of Year/SLT where punctuality (and attendance) issues are addressed.
- Positive guidance issued to parents/carers periodically and on key events (e.g. parent consultation evenings) from the attendance team to give practical strategies for parents/carers on how to support good punctuality.
- New parents/carers evenings/events: presentations by attendance team at such meetings with an accompanying letter in the parents/carers' packs to reflect this policy.

There are **national codes** for registering student attendance or absence which Sir Frederick Gibberd College will follow. These are listed below. Sir Frederick Gibberd College records and monitors attendance and absence in a consistent way which complies with the national statutory regulations. This data helps our school to gain a greater understanding of the level of, and the reasons for, absence.

The following codes are taken from the DfE's guidance on school attendance.

Codes

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
B	Off-site educational activity	Student is at a supervised off-site educational activity approved by the school

D	Dual registered	Student is attending a session at another setting where they are also registered
J	Interview	Student has an interview with a prospective employer/educational establishment
P	Sporting activity	Student is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Student is on an educational visit/trip organised, or approved, by the school
W	Work experience	Student is on a work experience placement

Authorised absence codes

Code	Definition	Scenario
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
E	Excluded	Student has been excluded but no alternative provision has been made
H	Authorised holiday	Student has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a student will be absent due to illness. (It is school's discretion if absences are authorised. SFG may not authorise absences without medical evidence if attendance is below 96%)
M	Medical/dental appointment	Student is at a medical or dental appointment
R	Religious observance	Student is taking part in a day of religious observance
S	Study leave	Year 11 student is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Student from a Traveller community is travelling, as agreed with the school

Unauthorised absence codes

G	Unauthorised holiday	Student is on a holiday that was not approved by the school
N	Reason not provided	Student is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for student's absence
U	Arrival after registration	Student arrived at school after the register closed

Other codes

Code	Definition	Scenario
X	Not required to be in school	Student of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or student is in custody
Z	Student not on admission register	Register set up but student has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

ESSEX CODE OF CONDUCT

PENALTY NOTICES FOR PARENTS/CARERS OF TRUANTS AND PARENTS/CARERS OF PUPILS EXCLUDED FROM SCHOOL

ANTI SOCIAL BEHAVIOUR ACT 2003 SECTION 23

The purpose of this local code of conduct is to ensure that the powers are applied consistently and fairly across the local authority area and that suitable arrangements are in place for the administration of the scheme.

The Government requires Local Authorities to issue a code of conduct.

The Essex code has been agreed following consultation with:

- Essex Local Authority – Missing Education & Child Employment Service
- Representatives from Governing Bodies and Headteachers of Essex Schools
- Essex Police Service

In accordance with the Education (Penalty Notices) Regulation 2007, Anti-Social Behaviour Act 2003) section 23 subsection (1) and Sections 103 to 105 of the Education and Inspections Act 2006; Education (Pupil Registration) (England) (Amendment) Regulations 2013.

Anyone issuing a penalty notice to a parent* of a child of statutory school age on roll at an Essex school, must do so within the terms of this code.

Legislation

The Anti-Social Behaviour Act 2003 inserts into the Education Act 1996 Section 444A and Section 444B enabling authorised personnel to issue penalty notices as an alternative to prosecution under Section 444 and enable parents/carers to discharge potential liability for conviction for that offence by paying a penalty.

Section 444(1) of the Education Act 1996 provides that if a child of compulsory school age 'fails to attend regularly' at the school where he is a registered pupil, his parent is guilty of an offence. On the 6th April 2017, in the case of Isle of Wight Council v Platt the Supreme Court judgement ruled that the word 'regularly' means 'in accordance with the rules prescribed by the school'

Section 103 of the Education and Inspections Act 2006 places a duty on parents/carers to ensure that their child is not present during school hours in a public place during the first 5 days of exclusions. Section 105 of the Act enables a penalty notice to be issued under Section 103.

Authorisation to issue penalty notices

Primary responsibility for issuing penalty notices rests with the Local Authority (LA). It has been agreed that the Missing Education & Child Employment Service, on behalf of Essex LA, will usually issue penalty notices. The Service will administer the scheme from any funds obtained as a result of issuing penalty notices.

Headteacher (and Deputy Headteacher and Assistant Headteacher authorised by the Headteacher) and police, and persons accredited by the police are all able to issue the notices under the Act, although there is no requirement for them to do so. In Essex it has been agreed that the Police will not issue penalty notices to parents/carers of truants, but persons accredited by them may do so. Schools will not generally issue penalty notices but where a Headteacher (or their designated deputy) or accredited person decides that a penalty notice is to be served, they must email ME&CE.legal@essex.gov.uk to ascertain if there is any current legal action. A response will be sent within 24 hours. This will avoid a penalty notice being issued when the Local Authority is instigating legal intervention proceedings for irregular school attendance.

Circumstances in which a penalty notice may be issued

Penalty Notices apply to pupils of statutory school age which finishes in year 11.

Essex partners have agreed to use penalty notices for the following circumstances:

1) Penalty notices for irregular school attendance /leave of absence

Penalty notices may be issued where there has been at least 10 sessions of unauthorised absence during the previous ten school weeks. This includes unauthorised late arrivals, coded U, which count as unauthorised absence for the whole session.

In addition to the above criteria, due to the importance of pupils settling into school at the commencement of the school year, penalty notices may also be issued if there have been at least 6 consecutive sessions of unauthorised leave of absence during the first two weeks of September due to a term-time holiday.

Number of penalty notices which can be issued for truancy/unauthorised absence

Discretion will be used to enable up to two penalty notices to be issued to each parent for each child within a twelve month period. If the law continues to be broken around school attendance the Attendance Compliance Team legal intervention process will be used.

2) Pupil identified during a school attendance and exclusion sweep

School attendance and exclusion sweeps take place in Essex and children stopped are often with parents/carers condoning the absence.

If the Headteacher does not authorise the absence of a pupil stopped by a Local Authority Investigation Officer and Police Officer on a sweep and there has been at least 10 unauthorised absences for that pupil during the preceding 10 schools weeks, school will issue a warning letter to the parent within 14 days. If there are any further absences that are not authorised by the Headteacher, during the next 6 schools weeks the school will complete a request, signed by the Headteacher (or their designated SLT), for issue of a penalty notice and send to the Attendance Compliance Team. The Attendance Compliance Team may then issue a penalty notice.

Number of Penalty Notices which can be issued for pupils identified during a school attendance and exclusion sweep. Essex will issue no more than two penalty notices to a parent in a twelve month period for pupils identified on a school attendance and exclusion sweep. If the law continues to be broken around school attendance the Attendance Compliance Team legal intervention process will be used.

3) Excluded children

When a child is excluded from school, the parent will be responsible for ensuring that their child is not found in a public place during normal school hours on the first five days of each and every fixed period or permanent exclusion. (Section 103 Education and Inspections Act).

The excluding school must have issued notice to the parent informing them of their duty and warning that a penalty notice could be issued.

Where there is more than one person liable for the offence, a separate notice may be issued to each person.

Where a pupil is present in a public place in the first five days of a fixed period exclusion the Essex Local Authority would issue a penalty notice if the school is in their area. Where the child has been permanently excluded, it would be the authority where the child resides.

Number of penalty notices which can be issued for exclusion.

Essex will issue a maximum of 5 penalty notices per parent for each child during a 12 month period.

Number of penalty notices which can be issued for unauthorised leave of absence.

Essex will issue no more than two penalty notices to a parent in a twelve month period for unauthorised leave of absence. If the law continues to be broken around school attendance the Attendance Compliance Team legal intervention process will be used.

Payment of Penalty Notice

The penalty for each parent is £60 for each child if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days of receipt of the notice (service by post is deemed to have been effected, unless the contrary is proved, on the second working day after posting the notice by first class post).

All penalties are paid to the LA and revenue generated is retained to administer the system and contribute towards S444 prosecutions.

If the penalty is not paid in full by the end of the 28 day period Essex Attendance Compliance Team will either prosecute for the offence to which the notice applies or withdraw the notice. The prosecution is not for non-payment of the notice but is a prosecution for irregular school attendance – Education Act 1996 Section 444 (1).

There is no statutory right of appeal against the issuing of a penalty notice.

Withdrawal of Penalty Notice

A penalty notice can be withdrawn in the following circumstances:

- Where it ought not to have been issued i.e. where it has been issued outside the terms of the local code of conduct or where the evidence does not support the issuing of a penalty notice.
- The notice contains material errors.
- Where it has been issued to the wrong person or the parent can prove it was delivered to the wrong address.

Co-ordination between the LOCAL AUTHORITY and its local partners

The Attendance Compliance Team and its local partners will review this Code of Conduct regularly.

** **All** those defined as a parent under Section 576 Education Act 1996 are parents/carers for the purpose of these provisions. This means that all natural parents/carers, whether they are married or not; any person who, although not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person; and any person who, although not a natural parent, has care of a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law. Parent means each and every parent coming within the definition (whether acting jointly or separately) and should not be taken to mean that provisions only apply to parent in the singular.*

As with prosecutions under Section 444 Education Act 1996 a penalty notice may be issued to each parent liable for the offence.

Disputes

Any parent who has a concern or complaint regarding the application of this policy should follow the procedures set out in Sir Frederick Gibberd College's Complaints Policy.