

Policy Author	Mr K Hopkins	Date of Approval	10.11.25
Policy Approval	Full Governing Board	Next Review Date	September 2026

At Oldbrook First School and Nursery, we recognise the importance of regular school attendance and believe that children can only learn effectively if they attend school regularly. It is also vitally important that children arrive and leave school on time.

Education provides a means of enhancement for all young people. Pupils need to attend regularly if they are to take full advantage of the educational opportunities available to them. Irregular attendance seriously disrupts continuity of learning, undermines the educational process and leads to underachievement and low attainment.

The Law

By law, all children of compulsory school age must receive suitable education. Parents are responsible for making sure this happens, either by registering the child at a school or by arranging an effective alternative to school.

Local Authorities have various powers to ensure that parents meet their duties. **This policy has been written alongside the guidance provided in the DfE document Working Together to Improve School Attendance.**

Responsibilities of Parents

There are legal obligations on parents to secure education for their children of compulsory school age, whether at school or otherwise, and to send them to school regularly once they are on the school roll.

If the school is to achieve its attendance targets, parents must see themselves as partners with the school in their children's education, and support the school in the following ways:

- ensure the fullest possible attendance of their child by keeping requests for their children to be absent from school to a minimum;
- when absence is unavoidable, provide a note of explanation, preferably on the first day of absence or when the child returns to school **or** contact the school by telephone
- when absence continues for more than a day, contact the school by 'phone or via Parentmail absence reporting;
- ensure that their child arrives at school on time.

The Role of Ofsted

The school's Ofsted grade is dependent on pupil's attendance and punctuality and it is important that parents support the school to achieve high attendance and punctuality.

Ofsted– Attendance and Behaviour

Inspectors will consider the following:

- the impact of the school's work on the attendance, behaviour and attitudes of all pupils, especially disadvantaged pupils, those with SEND, those who are known (or previously known) to children's social care, and those who may face other barriers to their learning and/or well-being, such as young carers

- prioritising pupils' attendance and punctuality, as well as their positive behaviour and attitudes to learning, so that pupils benefit from the education and experiences the school offers
- having clear policies for attendance and behaviour that are applied effectively and proportionately

The Role of the Local Authority

Local Authorities are charged in law with enforcing school attendance and must ensure that schools and parents are fulfilling their statutory obligations including, where necessary, the taking of action through the courts.

The Role of the School

It is the responsibility of the school to support attendance and to deal with problems which may lead to non-attendance. The school will employ strategies to improve and encourage good attendance. The Headteacher will inform governors termly of the school's attendance analysis. Daily attendance data is shared with the Local Authority and the Department of Education through Studybugs.

The Importance of Registration

Registers are important legal documents and are kept securely. The law requires schools to call the register twice-a-day:

- at the start of the morning session, i.e. 8.45 am;
- once during the afternoon session. At Oldbrook the register is called at the start of the afternoon session, i.e. 1.00pm.

Calling the register is a key part of the school day and should be seen as such by staff, children and parents.

At Oldbrook First School and Nursery, the registers are computerised. Children are marked either present or absent. Particular attention is given to accurate registration; staff use consistent rules and coding for registration.

When a child is absent, the register must also show whether the absence was authorised by the school or unauthorised. This information is entered onto the computer by the School Business Manager / Administrator.

Notification of Absence

All parents are asked to contact school if their child is absent, giving a reason for the absence. This can be done by:

- **telephone:** the School Business Manager / Administrator will then pass the message to the class teacher and enter the reason for absence directly onto the computer;
- **Parentmail:** the School Business Manager / Administrator will then pass the message to the class teacher and enter the reason for absence directly onto the computer;
- **in person:** an explanation may be given personally to either the class teacher or the School Business Manager / Administrator when the child returns to school.

If no notification is received about a child's absence, a member of staff will make contact to seek reason for the absence.

School Responses to Absence

Authorised and Unauthorised Absence

Where a child is absent at the time of registration, the law requires schools to indicate on their attendance register whether the absence is authorised or unauthorised.

Authorised absence means that the school has either given approval in advance for the child to be away or that an explanation offered afterwards has been accepted. The law requires that absences not agreed in advance are recorded as unauthorised, unless (and until) a satisfactory explanation is given.

The school will:

- investigate all unexplained absences;
- contact parents on the first day of absence for an explanation if no message is received.
- contact parents if it has any concerns over attendance;
- involve the Senior Attendance Officer if parents fail to support the school in ensuring the fullest possible attendance of their children (Attendance below 90%).
- withdraw a Nursery place if attendance falls below the minimum requirement.

By law, only the school can approve absence, not parents. The school need not accept a parental explanation for a child's absence if it doubts the explanation. If the school is satisfied that the circumstances are both genuine and exceptional, the absence may be authorised. Where parentally condoned and/or unjustified absence appears to be a problem, the school will involve the S.A.O. at the earliest opportunity and issue sanctions in accordance with Milton Keynes policy.

Excessive amounts of authorised absence can disrupt continuity of learning. The school will, therefore, watch for emerging patterns of authorised absence by individual children.

Examples of Unauthorised Absence

The school cannot accept any of the following:

- shopping during school hours;
- special occasions, e.g. birthdays;
- no uniform, shoes, etc.;
- overslept;
- haircut;
- sham illnesses;
- at home due to family illness.
- Children arriving at school after the register has closed (Arriving after 9:30)
- Family Holidays
- Routine dental appointments

Persistent Absence

Where a child has 10 unauthorised sessions in 10 school weeks, the school will send a Notice to Improve, this will warn you that they will refer the matter to the Local Authority for the issue of a Penalty Notice. The Penalty Notice will be issued after 6 school weeks if there is no improvement although a Penalty Notice can be issued after 3 weeks if there has been insufficient improvement. During the 10 and/or 6-week period the schools will have a "Support First" approach. This means the Headteacher will meet with you and draw up an Attendance Contract and allow you the chance to explain what you perceive are the barriers to attendance. The Attendance Meeting, where such a contract is drawn up, should be a discussion by all parties about the best ways to resolve your child's attendance and should be supportive. The school will make a referral to Early Help and investigate the reasons for the poor attendance prior to issue of a Notice to Improve. If no support has been provided it may not be appropriate to issue a Notice to Improve, however, if support has been offered and not taken up or there has been poor engagement then a Notice will be issued. Each case will be viewed on a case-by-case basis, but the Penalty Notice will only be issued where it is likely to be an "improvement tool". In addition, the Department for Education has introduced an "escalation process" which is explained below.

Severely Absent or Historic Poor Attenders

There is now a new category of Severely Absent (50% attendance or below). In these cases, the DfE expect multi-agency meetings to take place to resolve the barriers to school attendance. Where there is no improvement or a lack of engagement then the school can decide not to issue the Notice to Improve (because a Notice will not be seen as an “improvement tool”) and will, instead, send a warning letter and then, if there is still no improvement refer for the Local Authority for a PACE interview as a precursor to prosecution. The school may also choose this pathway if there is historic poor attendance, siblings with poor attendance or there have been previous prosecutions.

Leaver During Term Time

- Headteachers are no longer allowed to authorise requests for children to be taken out of school in term time. If you take leave which is not authorised by the school then the matter will be referred to the Local Authority who will consider the issue of a Fixed Penalty Notice. Oldbrook First School and Nursery follows the Local Authorities guidance.
- If Parents/Carers take children out of school, which results in the child missing 10 or more sessions, (5 school days) a referral will be sent to the Local Authority. Fixed Penalty Notices (FPN) are issued to each parent and are for each child. A FPN is £80 if paid within 21 days, and £160 if paid between 22 and 28 days. If the fine is not paid, parents will be prosecuted in the magistrates’ court and could receive a fine of up to £1000 (per parent) and a criminal record. Fines can now be issued if there are 10 unauthorised sessions in 10 school weeks.
- If a second period of leave is taken within 3 years (same parent/child) then the fine will start at £160 payable in 28 days. If there is a third offence in 3 years (same parent/child) then the matter will be prosecuted in the magistrate’s court.
- The school will follow the guidance as set out in the ‘School Attendance Enforcement Policy in relation to non-school attendance and Code of Conduct for the issue of Fixed Penalty Notices’. Further information can be found [here](#).

Examples of Authorised Absence

- *Sickness/Illness of the Child:* if the school is satisfied that a child is absent as a result of illness, the absence must be treated as authorised. Where there is doubt about the authenticity of absence attributed to illness, the school and S.A.O. can refer the matter to the school doctor to arrange a special medical or make contact with the child's GP. If a child is absent for a prolonged period or the school notices a pattern of absence emerging, early contact will be made with the S.A.O and/or the School Health Service.
- *Medical and Dental Appointments:* leave for medical or dental appointments requested by the organisation for treatment or procedures may be authorised (however this will still be recorded as an absence from school). It would be preferable if parents would make such appointments out of school hours. Routine dental checks should be taken out of school hours.

Where a child is present for registration, but then has to leave school to attend an appointment, the School Business Manager / Administrator must record, in the register, the fact that the child, although registered, is not physically present in a signing out book. Similarly, the School Business Manager / Administrator will note in the late book, the presence of a child who was not there when the register was being taken but returns later from an appointment.

- *Close Family Bereavement:* the school will respond sensitively to requests for leave of absence for close family bereavements. However extended periods of time will not be authorised.

- *Days of Religious Observance:* children may be absent from school in order to participate in a day set aside exclusively for religious observance by the religious body to which the parents belong. It is helpful if parents can give the school advance notification of religious observance days.

Both in the school prospectus and at the pre-school induction meeting, parents are informed that family holidays within term time will not be authorised so that their child's education is not disrupted.

In exceptional circumstances parents are asked to write a letter to the Headteacher outlining the circumstances. A meeting will be organised with the Headteacher to discuss the request focusing on the child's progress, current attendance, any previous term time absences, whether the absence coincides with a key assessment period and also the nature of exceptional circumstance. The school will respond in writing to these requests. Absences are counted as an authorised absence on the register but the reason for the absence is recorded so that no further action is taken.

If a family takes extended leave (above 5 days) a return to school date will be set for the child. If the child fails to return to school after the agreed date their place at Oldbrook First School and Nursery and Nursery may be rescinded.

Suspensions and Exclusions

Where a child has been suspended or excluded [fixed term or permanent], they will remain on the school roll. The absence will be regarded as authorised. Once a permanent exclusion is confirmed, the child will be removed from the school roll.

Parental Concerns

Children learn best when they are happy and relaxed. All the staff at Oldbrook First School and Nursery are concerned about children's regular attendance and the importance of continuity in each child's learning. They are also concerned about each child's safety, welfare and happiness.

Parents are asked to share any worries their child might have in school. Sometimes, little things upset children, which mean they become unhappy and may not want to attend school. Parents are encouraged to bring their child to school, so that reasons for the child not wanting to attend can be discussed and, hopefully, resolved.

The class teacher or Headteacher will talk to the child concerned to find out if there are any worries or problems in school that might make that child not want to attend. If there are, then these will be discussed with the parent/guardian and appropriate action taken.

Lateness

It is our policy at Oldbrook First School and Nursery to actively discourage the late arrival of children at school. A child who arrives late may seriously disrupt not only his or her continuity of learning but also that of others. A firm line is taken on late arrivals. Where children miss registration altogether, they are marked in the late along with their time of arrival with the reason for lateness. Particular attention is paid to emerging patterns of late arrival. If a child is regularly late for school or is often absent, then the Headteacher will contact the parent concerned to have a discussion about this. If there is no improvement a warning letter will be issued. If lateness continues the parent will be invited to attend **a meeting with the Headteacher where an Attendance Contact will be drawn up**. Persistent problems will be referred to the Senior Attendance Officer (SAO) and issue sanctions in accordance with Milton Keynes policy.

Religious Festivals

Only the day of the actual religious festival/celebration will be "authorised".

Communication

At Oldbrook we believe that children need to develop an awareness of the importance of good attendance and punctuality. Attendance is celebrated regularly.

As attendance is crucial to effective learning and the continuity of learning experiences, the school places great emphasis on this in its communication with parents.

- **School Prospectus:** information on lateness, illness and absence is given to parents in the school prospectus. This highlights the importance of being at school on time and notifying school if their child is absent for any reason.
- **Preschool Induction Meeting:** at the pre-school induction meeting, held for children about to enter our Foundation Stage, the importance of regular attendance is discussed and explained. This talk also includes parents and children arriving at school on time so that each child can be given the best possible start to each school day. Being picked up on time is also stressed, especially for young children who can be very upset if they are the only child left in the building.
- **Mobile Children:** children are also admitted to school at various times of the year into various year groups. All parents requesting a place are asked to make an appointment with the Headteacher. At this meeting, the importance of regular attendance will be highlighted, along with other school routines.
- **Parent Consultation Meetings:** individual attendance data is shared at parent consultation meetings and discussions take place where attendance or lateness may be an issue.

Monitoring Attendance

Close liaison between the school and the Local Authority Senior Attendance Officer is crucial in attempts to improve attendance. The principle function is to help parents and LA's meet their statutory obligations on school attendance. At Oldbrook First School and Nursery, we refer cases to the Senior Attendance Officer [SAO] for advice and support.

The headteacher looks at individual pupil attendance regularly and once a term analyses individual data to identify patterns of absence/lateness. Where concerns are highlighted parents are informed in writing of their child's attendance, the impact this may have on their education and steps which may be taken if the attendance does not improve. Parents are invited into school to discuss their child's attendance further with the Headteacher to explore ways of improving attendance. If attendance improves then a letter is sent to parents to inform them of the improvements and to congratulate the child. The SAO for the school is contacted if necessary to discuss individual cases. Contact may be made by telephone if the situation needs discussing before a visit.

After the school has sent a warning letter, if there is no improvement, the Headteacher will write to parents and invite them to an Attendance meeting. An **Attendance Contract** will be put in place.

Following this, if there is no improvement then the school will refer the case to the SAO for review. The parent will be invited back to the school for a Police and Criminal Evidence (PACE) interview. The parent will be formally cautioned at the beginning of the interview and then asked a series of prepared questions. Their answers will be written down and read back to them at the end and they will be asked to sign the form. Then, if there is a decision to prosecute the parent or parents, this interview will form the basis of the evidence against them. As it is a legal interview, the parent will be entitled to have a legal representative, however they will not be able to have the support of a friend, family member or other professionals who may interfere with the legal process.

Full information on this process will be given to the parent prior to the PACE interview by way of an information leaflet and verbal feedback given at the Attendance Interview.

2025/2026 ACADEMIC YEAR
REFERRAL FOR THE ISSUE OF FIXED PENALTY NOTICE(S)
FOR UNAUTHORISED LEAVE IN TERM TIME (V3)

Does the school have the FPN process in their attendance policy for term time holiday?	YES/NO
Name of Student/YP:	
Date of Birth:	
Year:	
Attendance:	
Current Attendance:	
Parent 1: Full Name <u>(including first name)</u> of parent or carer: #	
Parent 2: Full Name <u>(including first name)</u> of parent or carer: #	
Address of Parent(s) or carers:	
Email address of parent (s) or carers:	
What reason did the parent give for requesting a term-time holiday? (Copy of request form to be enclosed) #	
Was a letter sent informing the parent that the holiday was unauthorised and that a FPN might be issued? (If so, the letter sent to the parent <u>MUST</u> be attached).	
Were there any verbal communications with the parent?	
Dates of Absence (<u>Attendance Certificate to be attached with absence marked as a "G" code</u>) #	
The certificate must be signed (see below).*	
Has the parent requested a holiday previously?	
If so, was the holiday authorised?	
Are there other attendance concerns?	

Name of school referrer Date.....

- # NB If this information is not provided by schools to support the FPN application then the FPN will NOT be processed.
- * we must have certificates signed by the Head or Deputy to ensure we can process speedy prosecutions for non-payment.
- Due to changes in working practices we are only able to accept electronic copies of this referral form. "Hard Copies" will not be processed.
- Return completed form, and supporting documentation, as an email attachment to attendance@milton-keynes.gov.uk. This form can also be completed through the school attendance website.

Dear

SCHOOL ATTENDANCE WARNING LETTER

NAME: **DOB:** **YEAR:** **REGISTERED AT OLDBROOK FIRST SCHOOL**

I write to advise you that you could face a legal sanction if you fail to ensure that your child attends school regularly.

During the period the school was open for sessions and attended on occasions and/or was late after the register on occasions. Your child's overall attendance is %.

Section 7 of The Education Act, 1996 states that you have a legal duty to ensure your child's regular attendance at school; therefore, if your child attendance does not improve the matter will be referred to the Local Authority who will commence legal proceedings. To date we have offered the following support:

- **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.
- **Home Visits.** The school undertook a home visit on DATE.
- **Letter/s dated XXXXX.** 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.
- **Attendance Support Meeting(s).** The school invited you to (a) meeting(s) to discuss your child's unauthorised absences and to offer support to ensure that their attendance improved. Our school attendance policy makes clear the consequences, should your child continue to have unauthorised absence and/or you did not effectively engage with the support offered.
- **Devised an Attendance Contract** designed to support you to ensure that «Student's_Name»'s attendance improved and to prevent further unauthorised absences from being recorded.
- **Undertook an Early Help Assessment.**
- **Made referrals to the following support services:**
 - INSERT NAMES OF SUPPORT SERVICES TO WHICH REFERRALS HAVE BEEN MADE

If there is no improvement in your child attendance, legal sanctions will commence, and the Local Authority will invite you to a PACE interview. You will receive a formal caution interview as required by the PACE Act* which will lead to a prosecution in the magistrates' court under Section 444 (1) or Section 444 (1a) Education Act, 1996: if convicted you will receive a fine of up to £2,500 and/or 3 months imprisonment for an "aggravated" offence or a fine of up to £1000 and a criminal record for a Level 3 offence.

Yours sincerely,

Mr K Hopkins

Headteacher

*Police and Criminal Evidence Act, 1984

Appendix 3

Attendance Contract					
Meeting details					
Date		Time		Location	
School	Oldbrook First School and Nursery				
Those present					

Child Details					
Child Name		DOB		Year Group	
Child Address		Attendance %		Previous Year 23/24	

Parent/Carer 1 Details					
Parent Name		DOB		Relationship to Child	
Contact Number		Email		Parental Responsibility	Yes <input type="checkbox"/> No <input type="checkbox"/>
Address					

Parent/Carer 2 Details					
Parent Name		DOB		Relationship to Child	
Contact Number		Email		Parental Responsibility	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Address					



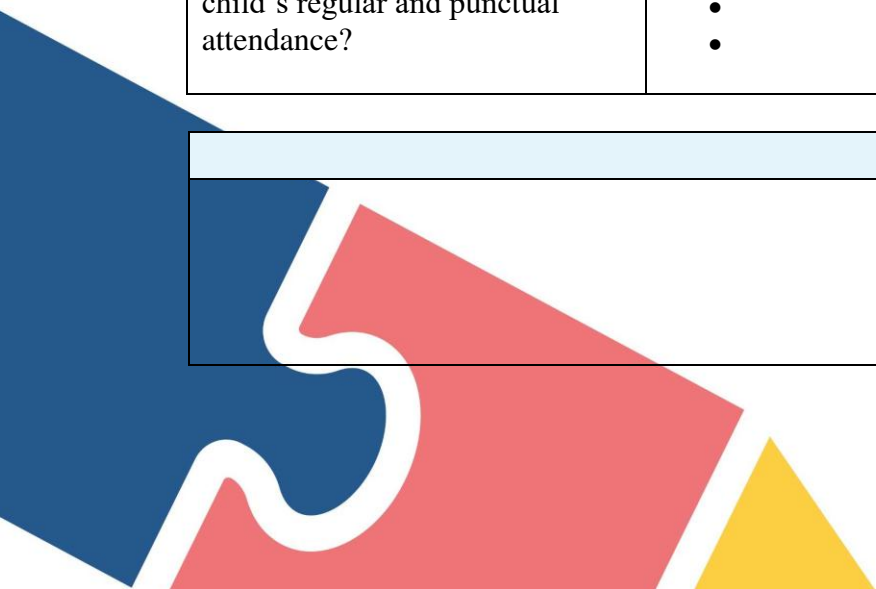
Together we make the difference

Support/Interventions to date	
Give details of any support/interventions that have already been offered to encourage better attendance.	<ul style="list-style-type: none"> • • • •
What has worked well/not so well?	<ul style="list-style-type: none"> • • • •

Parent/Carer's Views	
What are the reasons for your child's absences from school?	<ul style="list-style-type: none"> • • • •
Is there any support that you require in order to secure your child's regular and punctual attendance?	<ul style="list-style-type: none"> • • • •

School's Views

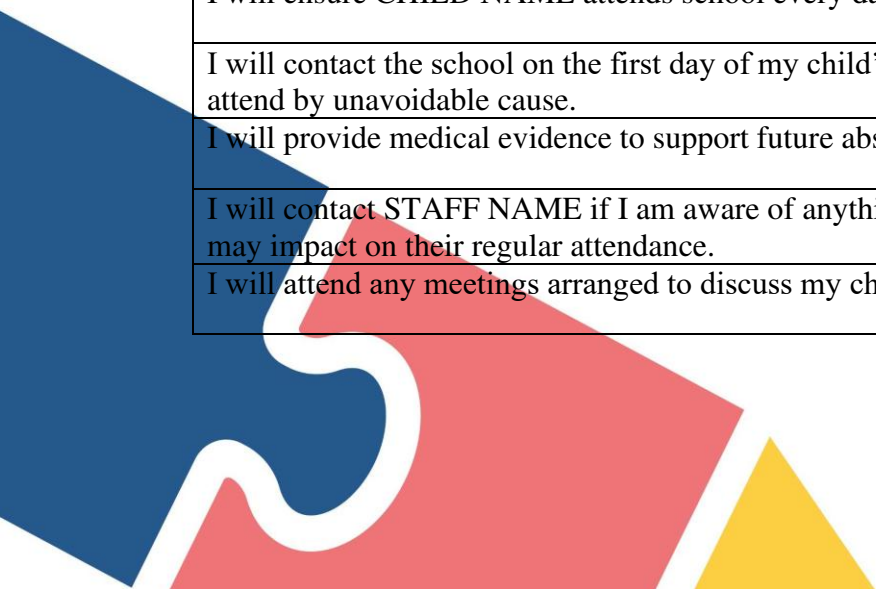
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Social Worker's views (if applicable)
Meeting notes

Actions		
What (action)	Who	When
I will ensure CHILD NAME attends school every day and on time.		
I will contact the school on the first day of my child's absence if they are unable to attend by unavoidable cause.		
I will provide medical evidence to support future absences due to illness.		
I will contact STAFF NAME if I am aware of anything my child is experiencing that may impact on their regular attendance.		
I will attend any meetings arranged to discuss my child's attendance at school.		

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This Attendance Contract is a formal written agreement between the Parent/Carer, School and Pupil (where applicable), intended to address irregular attendance at school.

An Attendance Contract is not legally binding, but is a formal plan intended to provide support, and is considered as an alternative to prosecution.

The actions set out in this Attendance Contract will be reviewed. If the parent/carer fails to comply with the agreed actions and the child continues to incur unauthorised absences, the school may have no alternative but to refer the matter to the Local Authority for consideration of Prosecution through the Magistrates Court or for a Fixed Penalty Notice. There is no criminal sanction for a parent/carer's failure to comply with the Attendance Contract, but this may be presented as evidence should statutory action become necessary.

Parent/Carer's consent

In accordance with Data Protection Legislation, we must inform you that by signing this form you are giving your consent to process the information we collect from you for the purposes of this contract and providing support.

I agree to the information about my family being shared for the purpose of this contract to ensure that we receive the support we need.

You have a right under Data Protection legislation to withdraw your consent at any time. Please note that withdrawal of consent may affect the support we are able to provide to you and your family. Should you wish to withdraw your consent, or if there are any other changes to your family circumstances, please contact the school immediately.

Parent/carer 1 Name		Signed		Date	
Parent/Carer 2 Name		Signed		Date	

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Child Name (if applicable)		Signed		Date	
School		Signed		Date	
School		Signed		Date	

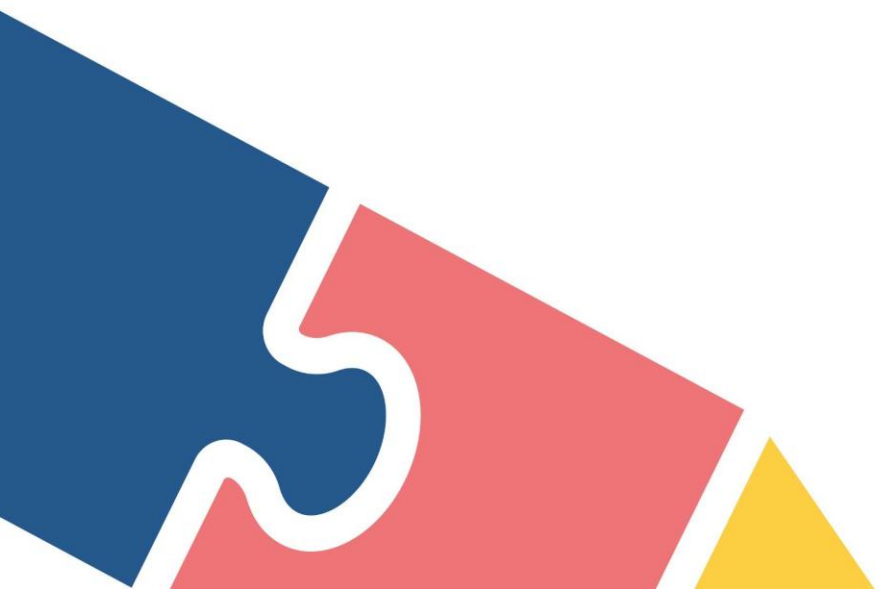
Review date set for:

Review Meeting							
Date		Time		Location		Attendance %	
Those present							

Actions	
What (action)	Comments
I will ensure CHILD NAME attends school every day and on time.	

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I will contact the school on the first day of my child's absence if they are unable to attend by unavoidable cause.	
I will provide medical evidence to support future absences due to illness.	
I will contact STAFF NAME if I am aware of anything my child is experiencing that may impact on their regular attendance.	
I will attend any meetings arranged to discuss my child's attendance at school.	



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[Address Starts Here]

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 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, 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**».

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

- **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.
- **Home Visits.** The school undertook a home visit on DATE.
- **Letter/s dated XXXXX.** 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.
- **Attendance Support Meeting(s).** The school invited you to (a) meeting(s) to discuss your child's unauthorised absences and to offer support to ensure that their attendance improved. Our school attendance policy makes clear the consequences, should your child continue to have unauthorised absence and/or you did not effectively engage with the support offered.
- **Devised an Attendance Contract** designed to support you to ensure that «**Students_Name**»'s attendance improved and to prevent further unauthorised absences from being recorded.
- **Undertook an Early Help Assessment.**
- **Made referrals to the following support services:**
 - INSERT NAMES OF SUPPORT SERVICES TO WHICH REFERRALS HAVE BEEN MADE

Unfortunately, despite the support that was offered to your family, attendance remains a cause for concern. Between «**WARNING_START_DATE**» and «**WARNING_END_DATE**» (NB. Start date and end date period should not exceed ten school weeks) the pupil failed to attend regularly at «**School/Alternative Provision_Name**», which resulted in 10 sessions (half days) or more of unauthorised absence being recorded. Please see the attached registration certificate for details.

You now have 6 school weeks in which to improve your child's attendance. During this time your child must show significant improvements in attendance and avoid having any further unauthorised absences recorded. Should we not see sufficient improvement and further unauthorised absences take place during this period, a Penalty Notice may be issued or your case may be put forward to the local authority for them to consider prosecution under section 444 1/1A Education Act 1996. If you provide further support, you need to contact the Senior Attendance Champion (NAME) so this can be put in place.

Please note that, that under the New National Code of Conduct for the Issue of Penalty Notices if you receive a second Notice in 3 years for the same child it will start at £160 and a third within third offence within three years will result in a prosecution under either section 444(1) or Education Act 1996 (1a). Please visit the Milton Keynes City website <https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/information-parents/school-attendance> for more information about the penalty notice fine levels and maximum penalty notice limits.

N.B. Your case may be put forward for a penalty notice/prosecution after just 3 weeks if further unauthorised absence is recorded for «STUDENT_NAME».

If you wish to discuss this notice, or discuss what further support is available, please do not hesitate to contact the Senior Attendance Champion as soon as possible using the contact details below:

Contact Name:

Email address:

Telephone number:

Yours sincerely

(Name)

(Job Title)

(School Name)



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NOTICE TO IMPROVE – THESE ELEMENTS MUST BE INCLUDED

1. Details of the pupil's attendance record and details of the offences. A certificate of attendance must be enclosed.
2. The benefits of regular attendance and parents' duty under Section 7 of the Education Act 1996.
3. Details of the support provided so far.
4. Opportunities for further support and the option to access previously provided support that was not engaged with.
5. A clear warning that a penalty notice may be issued or prosecution considered if attendance improvement is not secured within the improvement period.
6. A clear timeframe for the improvement period of between 3 and 6 weeks. After 3 weeks if there is no improvement, we reserve the right to refer to the LA for the issue of a PN.
7. Details of what sufficient improvement within that timeframe will look like.
8. The grounds on which a penalty notice may be issued before the end of the improvement period which is between 3 to 6 weeks.

2025/2026 ACADEMIC YEAR
FORM (V2) PACE REFFERAL

School:			
(1) Pupil's name:	Gender: M/F	DOB:	Year:
(2) Pupil's name:	Gender: M/F	DOB:	Year:
(3) Pupil's name:	Gender: M/F	DOB:	Year:
Ethnicity:	First Language:		
Names of any other school age siblings and schools attended (if known) and not listed above:			
(1) Parent/Carer's Full Name:			
(Must include first name)			
(2) Parent/Carer's Full Name:			
(Must include first name)			
Address:			
Telephone Number:		Mobile No:	
Does the parent/carer understand written/spoken English?		Y/N	
Will a translator be required?		Y/N	
ACTIONS ALREADY TAKEN BY SCHOOL:			
Has the school implemented a 'Support First' approach?		Y/N	
Has the school sent letters about attendance?		Y/N Date:	
Has the school undertaken home visits?		Y/N Date:	
When did the Attendance Support Meeting(s) take place?		Y/N Date:	
Was an Attendance Contract been put in place?		Y/N Date:	
What was the outcome?			

Undertook an Early Help Assessment.	Y/N	
Referred/Known to Targeted Early Help	Y/N	Caseworker:
Referred/Known to Children's Services?	Y/N	Caseworker:
CAMHS:	Y/N	Caseworker:
EHCP:	Y/N	Stage:
LAC:	Y/N	
SEN Support	Y/N	
FACT/FACT +	Y/N	
Did the attendance improve after the above interventions?		
Why has it now deteriorated?		
Is mental health/anxiety a factor?		
Has the ESBA pathway been activated? If so, what was the outcome?		
Date Notice to Improve sent?		
If one has not been sent, why not?		
Has a Penalty Notice been issued previously?		
Date Warning letter sent:		

REASON FOR REFERRAL

Overall Level of Attendance:

Unauthorised Absence percentage: (number of sessions or percentage):

Authorised Absence: (number of sessions or percentage):

Reasons for authorising the absence:

Together we make the difference

