

## Letter of Notification for Penalty Notice

Dear parents/ carers,

It is well recognised that good, consistent attendance at school is crucial to a child or young person's future prospects. Reducing absence from school continues to be a priority both nationally and locally, because missing school damages pupils' attainment levels, disrupts school routines, affects the learning of others and can leave young people vulnerable to anti-social behaviour and crime.

Both locally and nationally, term time holidays continue to be a major cause of absence from school. Since 2015, a significant number of school days have been lost due to unauthorised term time holidays at Blakehill.

School leaders have identified unauthorised leave of absence as having a significant impact on our school's attendance figures. Despite a range of measures implemented by school, the number of unauthorised absences due to holidays taken in term time continue to be a cause for concern.

**As a result, Governors at Blakehill have made the difficult decision that Penalty Notices will be issued from January 2019**, in line with the DFE Pupil Registration) (England) Regulations 2006 school.

**The school does not benefit in any way from any Penalty Notices issued.**

Any leave of absence requests from January 2019 will be at risk of penalty notice. Existing leave of absence requests are unlikely to be authorised but will not be issued a penalty notice

**Under no circumstances will holidays be permitted in September. This is a crucial time for pupils settling in to their new classes and a holiday request during this time will result in a penalty fine.**

*Please refer to Bradford Council's Holidays in Term Time Penalty Notice*, which sets out procedures and guidance for schools to follow. This document is on our school website.

**The school's protocols for issuing Penalty Notices will now include those pupils identified as persistent absentees (a child whose attendance below 90%).** Parents will be informed if their child's attendance triggers a cause for concern by letter at the beginning of the new term.

Please refer to the table below for information of how this will be implemented.

### Managing Attendance 4 letter system

- An attendance report is generated at the end of each half term (every 6 weeks).
- Pupils whose attendance is a concern are identified.
- The attendance team analyses the case of each child individually to identify reasons for absence.
- Parents will receive a letter regarding their child's absence should it fall in to one of the Becoming Unsatisfactory/Cause for Concern categories.
- Parents should make arrangements to discuss strategies for improving attendance with a member of our Senior Leadership Team / Learning Mentor.
- A penalty fine and /or referral to EWO (Education Welfare Officer) can be issued if a child's absence does not improve despite all of the school's efforts taken to address poor attendance.

Descriptor	Attendance %	Actual days in school	Number of days absent	Learning Hours lost	
<b>Excellent</b>	98% - 100%	188 - 190	0-2	0-10	
<b>Good</b>	96% - 98%	182 - 186	4-8	20-38	
<b>Becoming Unsatisfactory</b>	95% <b>Letter 1 Notification of below National Average</b>	181+	10	48 +	Preventative – school based action
	93% - 94% <b>Letter 2 Notification of Concern</b>	177+	13 +	65 +	
	91-92% <b>Letter 3 Notification of Concern and Meeting with Learning Mentor</b>	175+	15 +	75 +	
<b>Cause for concern Persistent Absentee</b>	90% and below <b>Letter 4 Persistent Absentee</b>	< 171	19+	95+	Legal – external agency action
	<b>Actions:</b> Parent meeting with a member of Schools Senior Leadership Team/ Learning Mentor Attendance meeting form completed Identify reasons for persistent absence Ascertain attendance contract/clarify expectations Child placed on RAG register and attendance monitored weekly Governors aware				
Little /No improvement	<b>Actions:</b> <b>PENALTY FINE</b> <b>REFERRAL EWO (Education Welfare Officer)</b>				

School leaders and Governors would like to thank those families who endeavour to ensure that their child/ren attend school as regularly as possible.

Yours sincerely,

On behalf of the Governing Body,  
Mrs L Keighley



INVESTORS IN PUPILS

