



Highsted Grammar School

Attendance and Punctuality Policy

ATTENDANCE AND PUNCTUALITY

1. Statement of Intent

Highsted Grammar School is committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them.

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance for all our pupils and we use a variety of annual awards to promote good attendance and punctuality.

The Governors, Headteacher and Staff in partnership with parents have a duty to promote full attendance at Highsted Grammar School.

2. Parental Responsibility

Parents have a legal duty to ensure that their child(ren) attend school regularly and arrive on time. Pupils are expected to arrive at school/registration by 8:40am. Regular attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them. Poor attendance undermines their education and sometimes, puts pupils at risk, encouraging anti-social behaviour.

It is the parents' responsibility to contact the school on the first day their child is absent. This is a safeguarding issue so that all parties know that your child is safe.

3. The Role of the School Staff

The Deputy Headteacher has overall responsibility for attendance.

Form tutors complete a register at the beginning of each morning and once during the afternoon session. Marking the attendance registers twice daily is a legal requirement. (The Education (Pupil Registration) (England) (Amendment) Regulations 2013) Form tutors mark pupils present, absent or late. **The form tutor notifies the relevant Head of House, Key Stage Learning Mentor and Assistant Headteacher of children whose attendance is causing concern.**

It is the responsibility of the Key Stage Learning Mentor **and Assistant Headteacher** to ensure:

- Attendance and lateness records are up to date
- If no reason for absence has been provided, parents/carers are contacted (9:10am – 10:00am) on the first day of absence – **'First Day Calling' requires all telephone messages to be followed up with a conversation with parents/carers**
- **Further communication is made with parents/carers on the third successive day of absence**
- Where there has been no communication, letters are sent to parents requesting reasons for absence with a seven day reply deadline before the absence is unauthorised
- The appropriate attendance code is entered into the register (National Attendance Codes)
- **Parents/carers informed termly of child's attendance figure**

- **Learning Mentors will update Designated Safeguarding Lead of all attendance coding (N/O/U/G/H) on a weekly basis**

4. Timeline of School Action for Poor Attendance

- **Student attendance is less than 100% but greater than 90%**
 - **Key Stage Learning Mentors to send letters to parents/carers regarding student's attendance**
 - **Head of House to lead meetings with parents/carers where attendance details are shared – Key Stage Learning mentors to prepare information and attend meeting**
 - **Attendance targets are set and student put on a three week attendance report to Head of House**
 - **Head of House to lead a review meeting after three weeks with parents/carers where attendance targets are reviewed – Key Stage Learning mentors to file all reports and meeting notes in student's file**
- **Student attendance is less than 90%**
 - **Impact of 'Student attendance is less than 100% but greater than 90%' reviewed by Assistant Headteacher**
 - **Referral to Early Help, School Liaison Officer, Children's Social Services or as a Child Missing Education – relevant referral is made when referral criteria is met. Designated Safeguarding Lead, Headteacher and Assistant Headteacher select appropriate referral during fortnightly 'Attendance Strategy Meeting'**

Please refer to Appendix 1 for the 'Kent School Referral Pathway – Pupil Attendance', Appendix 2 for 'KFSF1 Early Help Notification form' and Appendix 3 for 'AS1 Referral Form'

Reasons for absence are recorded and retained by the school. When a referral to the Attendance Service is made, the child's Registration Certificate, copies of all letters sent to parents and minutes of any meetings **MUST** be attached to the completed AS1 referral form with any other relevant information.

5. Children Missing Education

No child will be removed from the school roll without consultation between the Headteacher and the Attendance Service. Where a child is missing from education, Local Authority guidance will be followed.

6. Home Educated Children

On receipt of written notification to home educate, the school will inform the LA that the pupil is to be deleted from the admission register. The school will not seek to persuade parents to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record.

The school and LA will not seek to prevent parents from educating their children outside the school system. There is no requirement for parents to obtain the school or LA's agreement to educate their child at home.

7. Lateness

At Highsted Grammar School the register is taken at 8:40am and 2:10pm. Pupils arriving after these times must go directly to their form room where their reason for lateness will be recorded. The pupil will be marked as late before registration has closed (Code 'L').

The register will close at **9:10am** and 2:15pm. Pupils arriving after these times must enter school by the main entrance and report to their **designated Tuition Suite**, where their Learning Mentor will record their name and reason for lateness. Pupils arriving after the register has closed will be marked as late after registration (Code 'U') and this will count as an unauthorised absence.

Frequent lateness will be discussed with parents on a regular basis and may be referred to the Designated School Liaison Officer. It can provide grounds for prosecution or a Penalty Notice.

Frequent lateness after the register has closed (U) will be discussed with parents and could provide grounds for prosecution or a Penalty Notice.

Penalty Notice Proceedings for Lateness – Penalty Notices are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct effective from January 2016.

- **10 incidents of late arrival after the registers have closed during any possible 100 school sessions for a Penalty Notice Warning Letter.**
- **The Penalty Notice Warning Letter sets out 15 school days during which no unauthorised absence is to be recorded**
- **If unauthorised absence is recorded during the 15 day period, Penalty Notice(s) will be issued (one per parent per child)**
- **Where a Penalty Notice is not paid within 28 days of issue the Local Authority will instigate court proceedings**

Pupils are recorded late at their designated Tuition Suite at am registration and must provide a reason. This information is collated by Learning Mentors. Lateness to school is a serious matter at Highsted Grammar School therefore a strict policy is in place to ensure prompt attendance to school.

- **If a pupil is late to school three times without good reason, their Assistant Headteacher will write to parents of the pupil. On each occasion she is late after this she will serve a detention making- up the missed time.**
- **If a pupil reaches six late arrivals without good reason the Assistant Headteacher will write a second letter to parents of the pupil; with a further detention making-up the missed time.**
- **If a pupil reaches ten late arrivals, the Assistant Headteacher will issue a final warning letter.**
- **Should the situation not be remedied the school will be forced to inform the Attendance Service / Education Welfare Officer and a referral notice may then be issued. If there is no further improvement a penalty notice of £60 may then be issued.**

8. Penalty Notice Proceedings for Lateness

- 5 days (10 sessions) of unauthorised absence including arrival after the registers have closed in a term may lead to a referral to the Attendance Service (AS) for a Penalty Notice Warning Letter
- The Penalty Notice Warning Letter sets out 15 school days during which no unauthorised absence is to be recorded
- If unauthorised absence is recorded during the 15 day period, Penalty Notice(s) will be issued (one per parent per child)
- Where a Penalty Notice is not paid within 28 days of issue, Attendance Service may instigate court proceedings

9. Authorising Absence

Only the Headteacher can authorise absence. Where there is doubt, the Headteacher, on behalf of the governing body, should take a consistent approach. The absence must be unavoidable. The Headteacher is not obliged to accept a parent's explanation, a letter or telephone message from a parent does not in itself authorise an absence. If absences are not authorised, parents will be notified.

If no explanation is received, absences will not be authorised.

Absence (leave) during term time can only be approved in "exceptional circumstances". The following reasons are examples of absence that will not be authorised:

- Persistent non-specific illness e.g. poorly/unwell
- Absence of siblings if one child is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates
- Medical/dental appointments of more than half a day without very good reasons
- Child's/family birthday
- Shopping trip
- Family Holidays

Persistent unauthorised absence may result in an AS1 referral to the Local Authority School Liaison Officer for consideration of prosecution. The school will follow procedures prior to referral and parents will be notified in writing.

When a referral is made, the child's Registration Certificate, copies of all letters sent to parents and minutes of any meetings MUST be attached to the completed AS1 referral form with any other relevant information. Local Authority Action may include:

- **Attendance Improvement Meeting**
- **Home visits**
- **Liaison with other agencies**
- **Fast Track to Prosecution**

10. Attendance and Punctuality of new students

If a new pupil has a history of poor attendance at their previous school, there will be a pre-start attendance meeting held. Designated Safeguarding Lead, Headteacher and

Assistant Headteacher will use their discretion to select the most appropriate steps from those set out in Section 4.

11. Local Authority Action

Where there is no improvement in a pupil's attendance and/or there is at least 10 sessions (5 days) unauthorised absence in a term (Autumn/Spring/Summer) the school will consider the following:

a) Designated School Liaison Officer Actions

This may include:

- Attendance Improvement Meeting
- Home visits
- Sign posting to supportive agencies e.g. Child and Adolescent Mental Health Service (CAMHS), Specialist Children's Services and Family Group Conference Service.
- Parenting Contracts, Parenting Orders or Penalty Notices

b) Penalty Notices for Poor Attendance

- Penalty Notices are issued in accordance with the Attendance Service Code of Conduct.
- **A Penalty Notice can only be issued in cases of persistent unauthorised absence or where an excluded child is found in a public place during school hours.**
- **Absence for 10 or more half day sessions (5 school days) without authorisation during any 100 possible school sessions – these do not need to be consecutive.**
- The Attendance Service issue a warning letter setting out 15 school days during which no unauthorised absence is to be recorded
- If unauthorised absence is recorded during the 15 day period a Penalty Notice will be issued (one per parent per child)

Penalty Notices will be issued in the following circumstances:

- Truancy
- Parentally-condoned absences
- Persistent lateness after the register has closed
- Being present in a public place without reasonable justification during the first 5 days of any fixed term or permanent exclusion.

Where Penalty Notices are imposed, the regulations state that the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Penalty Notices are issued to each parent of each child. Failure to pay the penalty in full by the end of the 28 day period may result in prosecution by the Local Authority.

12. Leave of Absence/Holiday

From September 2013 the Department for Education have amended the Pupil Registration Regulations, removing the Headteacher's ability to authorise leave of absence for the purpose of a family holiday.

Section 444 of the Education Act 1996 says that parents are **guilty** of an offence of failing to secure regular attendance at school unless they can prove that the child was absent:

- with leave (the school has given permission)
- due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent)
- religious observance
- failure by the Local Authority to provide transport

In law, these are the only acceptable reasons for a child being absent from school.

The Headteacher may authorise absence in "exceptional circumstances" but this must be requested in advance and agreement to each request is at the discretion of the Headteacher, acting on behalf of the Governing Body (Education (Pupil Registration) (England) Regulations 2006). Each case will be judged on its merits and the Headteacher's decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively.

Exceptional Circumstances - Family holidays, for whatever reason, cannot be approved, even if the parent is unable to take time off work at any other time. An "exceptional circumstance" would have to be defined as an unavoidable cause; for example, a one-off emergency situation which prevents the child from attending school.

Requests for holidays in term time will not be authorised.

If the absence is not authorised and the holiday is taken anyway, the case will be referred to the Attendance Service who will issue a Penalty Notice to each parent for each child taken out of school.

13. Penalty Notice Proceedings for Unauthorised Leave

- Penalty Notices are issued in accordance with the Attendance Service Code of Conduct.
 - Attendance Service receives a request to issue a Penalty Notice for unauthorised leave of 10 or more school sessions (5 days)
 - Attendance Service issue Penalty Notice(s) (one per parent per child)
 - If Penalty Notice(s) is/are not paid within 28 days of issue, Attendance Service may instigate court proceedings

Policy date

July 2014

June 2015

Reviewed and update: February 2017

APPENDICES

- **Appendix A - Request for leave of absence in term time letter**
- **Appendix B - Late letter (L) – 3 x L**
- **Appendix C – late letter (U) 3 x U – not for Sixth Form Pupils**
- **Appendix D - Second late letter (U) – penalty notice warning**
- **Appendix E - First low attendance letter**
- **Appendix F - Second low attendance letter**
- **Appendix G – Final low attendance letter**
- **Appendix H - Unauthorised Absences letter (Penalty Notice Warning Letter)
– 6 x O**
- **Appendix I - Penalty Notice request letter to parents**
- **Appendix J – Leave of absence confirmation of penalty notice request**
- **Appendix K – Response to Leave without Request**
- **Appendix L - Kent School Referral Pathway**

Appendix A

HIGHSTED GRAMMAR SCHOOL
APPLICATION FOR EXCEPTIONAL LEAVE OF ABSENCE

From September 2013 the Department for Education have amended the Pupil Registration Regulations, removing the Headteacher's ability to authorise leave of absence for the purpose of a family holiday. Requests for holidays in term time will not be authorised.

If the absence is not authorised and the holiday is taken anyway, the case will be referred to the Attendance Service who will issue a Penalty Notice to each parent for each child taken out of school of £120 to be paid within 28 days, reduced to £60 if paid within 21 days. If the penalty is not paid within the time scale, the Attendance Service will institute legal proceedings against you in the Magistrates' Court under Section 444(1) of the Education Act 1996 for failing to ensure your child/children attend(s) school regularly.

The Headteacher may authorise absence in "exceptional circumstances" but this must be requested in advance and agreement to each request is at the discretion of the Headteacher. Each case will be judged on its merits and the Headteacher's decision is final.

Parents who consider that their particular circumstances are genuinely exceptional, and who wish to apply for Leave, should complete Section A below.

Section A

Pupil's Name:	Form:
First date of proposed Leave of Absence:	
Last date of proposed Leave of Absence:	
Number of school days to be missed:	
Details of proposed holiday (venue, accompanying adults in party, etc):	
Reasons why the proposed holiday cannot be taken in the school holidays (please continue overleaf if necessary):	



In submitting this application, I understand that the school's decision is final and that I will abide by it.

Signed:

(Parent/Guardian)

Date:

Section B (*this section will be completed by the school and returned to the parent/guardian within 7 days of the school receiving the application*)

Pupil's Name:

Period of Leave of Absence applied for:

Number of school days of proposed Leave of Absence:

Decision:

The application has been approved

The application has been refused because

Headteacher

Appendix B

Date

Dear.....

Re: (Pupil's Name)

I am writing to express my concern over the number of occasions that your daughter has been arriving late at school. I attach for your information a summary of attendance indicating the days your daughter was late. (Code L)

At Highsted Grammar School, the register is taken at

8.40am and at 2:10pm. Our lateness policy is:

- As is the case with your daughter, if she is late to school a further **three times** without good reason from receipt of this letter she will serve a **detention of one hour**.
- If your daughter reaches a further **six late** arrivals without good reason from receipt of this letter we will proceed with **further detentions** to make-up the time that has been lost.

As I am sure you are aware, arriving at school on-time and ready to learn is a key characteristic of our most successful pupils. Can I ask then that you support me in ensuring your daughter now arrives promptly at school. Persistent lateness will adversely affect the academic progress she is making and I hope that we can now work together to ensure this stops.

Should there be mitigating circumstances of which I am not aware affecting your daughter's arrival at school, please contact your daughter's Learning Mentor, via the school office.

Yours sincerely

Assistant Headteacher

Appendix B

FOR SIXTH FORM PUPILS

Date

Dear.....

Re: (Pupil's Name)

I am writing to express my concern over the number of occasions that your daughter/son has been arriving late at school. I attach for your information a summary of attendance indicating the days your son was late. (Code L).

At Highsted Grammar School, the register is taken at 8.40am and at 2:15pm. Our lateness policy is:

- As is the case with your son, if he is late to school a further **three times** without good reason from receipt of this letter he will serve a **detention of one hour**.
- Should the situation not be remedied and your daughter/son reaches a further **six** late arrivals without good reason from receipt of this letter I will be forced to remove all study privileges and she/he must attend school from 8.50am to 3.30pm (or later with lessons).

As I am sure you are aware, arriving at school on-time and ready to learn is a key characteristic of our most successful pupils. Can I ask then that you support me in ensuring your daughter/son now arrives promptly at school. Persistent lateness will adversely affect the academic progress she/he is making and I hope that we can now work together to ensure this stops.

Should there be mitigating circumstances of which I am not aware affecting your daughter/son's arrival at school, please contact your daughter/son's Learning Mentor, via the school office.

Yours sincerely

Assistant Headteacher

Appendix C

Date:

Dear.....

Re: (Pupil's Name)

I am writing to express my concern over the number of occasions that your daughter has arrived after the register has been closed. I attach for your information a summary of attendance indicating the days your daughter was late. (Code U)

At Highsted Grammar School the register is taken at 8.40am and is closed at 9.10am for the morning session and taken again at 2:10pm and closed at 2:15pm for the afternoon session. Pupils arriving after the register has closed will be marked 'U' which records the absence as unauthorised for that session.

Arriving after the register has closed is seriously disrupting your child's learning and is impacting on their overall attendance.

Persistent late arrival may lead to a referral for a Penalty Notice or a referral to the Local Authority School Liaison Officer for further action and possible prosecution.

If your daughter continues to arrive late after the register has closed we will contact you to arrange a meeting at the school. Should there be mitigating circumstances of which I am not aware affecting your daughter's arrival at school, please contact your daughter's Learning Mentor through the school office.

Yours sincerely

Assistant Headteacher

Appendix D

Date:

Dear.....

Re: (Pupil's Name)

At Highsted Grammar School we consider attendance of utmost importance and I am therefore bringing this information to your attention.

Our monitoring process has shown that your daughter has been late to school (U Code) on a total of «Number» occasions.

The register is taken at 8.40am and is closed at 9.10am for the morning session and taken again at 2:10pm and closed at 2:15pm for the afternoon session. Pupils arriving after the register has closed will be marked 'U' which records the absence as unauthorised for that session. I refer you to legislation regarding Penalty Notices.

'As from 2005, Kent Local Authority (LA) introduced Penalty Notices for unauthorised absence from school of at least 10 sessions (5 days) during any 100 possible school sessions.' A separate Penalty Notice can be issued to each parent and for each child.

On receipt of the Notice, the penalty will be £120, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the LA.

Please note this is a warning letter that a Penalty Notice could be requested if a total of 10 unauthorised sessions (5 days) are reached during any 100 possible school sessions – equivalent to 50 school days.

As a result, I am inviting you to attend a School Attendance Meeting. The time and date have been set for..... at It is imperative that you attend this meeting for us to explore the issues around poor attendance. The meeting will be led by <<AHT name>>, Assistant Headteacher.

If this appointment is inconvenient, I would be grateful if you could contact <<AHT name>> at school so that a mutually convenient time can be arranged.

Yours sincerely

Assistant Headteacher

Appendix E

Dear

Re: (Pupil's Name)

Our records show that your daughter's attendance has fallen to <<current attendance %>>. We would normally expect her attendance to be 95% or above as falling below this level will in the long term significantly affect her academic progress. Could I ask that you assist us by ensuring that your daughter attends school on a more regular basis. If there are any mitigating circumstances of which we are unaware or there are any other issues that you would like to discuss, please contact <<AHT>>, Assistant Headteacher.

Yours sincerely

Assistant Headteacher

CAN BE USED FOR SIXTH FORM PUPILS

Appendix F

Dear

Re: (Pupil's Name)

Despite previous correspondence, I note with concern that your daughter's attendance at school has made no significant improvement. <<pupil's name>>'s attendance at school is currently (%). This will have an impact on your child's education which we cannot ignore. The Government stipulates that persistent absence to be below 90%.

As there has been no improvement in <<pupil's name>>'s attendance, I must advise you that further absences from school as a result of illness will require medical evidence to authorise the absence. If medical evidence is not provided, further absences will be marked as unauthorised.

I am inviting you to attend a School Attendance Meeting. The time and date have been set for at It is imperative that you attend this meeting for us to explore the issues around poor attendance. The meeting will be led by <<AHT name>>, Assistant Headteacher.

If this appointment is inconvenient, I would be grateful if you could contact <<AHT name>> at school so that a mutually convenient time can be arranged.

If you do not attend this meeting and your daughter's absence continues to deteriorate, a referral may be made to the PRU, Inclusion and Attendance Service. *(please delete for Sixth Form pupils)*

Thank you for your co-operation.

Yours sincerely

Assistant Headteacher

Appendix G

Dear

Re: (Pupil's Name)

Since your meeting with <<T name>>, Assistant Headteacher, I note that your daughter's attendance at school has still made no significant improvement. <<Pupil's name>>'s attendance at school is currently (%), below the 90% attendance rate stipulated by the government and as a result having such an impact on your daughter's education which we can no longer ignore.

As there has been no improvement in <<pupil's name>>'s attendance, I must advise you that I will be referring this case to the Attendance Service. They will then proceed with an investigation and will be in contact with you directly.

Yours sincerely

Assistant Headteacher

FOR SIXTH FORM PUPILS

Dear

Re: (Pupil's Name)

Since your meeting with <<LAHT name>>, Assistant Headteacher, I note that your daughter's attendance at school has still made no significant improvement. <<Pupil's name>>'s attendance at school is currently (%), below the 90% attendance rate stipulated by the school and as a result having such an impact on your son's education which we can no longer ignore.

As there has been no improvement in <<pupil's name>>'s attendance, I must advise you that we will be reconsidering her place in the 6th form and whether she will be eligible for continuing in to Year 13 (if currently year 12) and this will have an adverse effect on any university or employment references.

Yours sincerely

Assistant Headteacher

Appendix H

Dear

Re (Child's Name)

At Highsted Grammar School we consider attendance of utmost importance and I am therefore bringing this information to your attention.

Our monitoring process has shown that <<Child's name>> has been absent from school for a total of () unauthorised sessions (**days**) on the following dates:

In this regard I refer you to legislation regarding Penalty Notices.

'As from 2005, Kent Local Authority (LA) introduced Penalty Notices for unauthorised absence from school of at least 10 sessions (5 days).' A separate Penalty Notice can be issued to each parent and for each child.

On receipt of the Notice, the penalty will be £120, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the LA.

Please note this is a warning letter that a Penalty Notice could be requested if a total of 10 unauthorised sessions (5 days) are reached within 100 sessions (50 school days). As a result, it is expected that <<Child's name>> will significantly improve his attendance and it will be maintained.

Should you wish to discuss this matter further please do not hesitate to contact me.

Yours sincerely

Assistant Headteacher



Appendix I

Dear

Re: (Pupil's Name)

With reference to our letter dated (date), (child's name) has now reached a total of (number) sessions of unauthorised absence. As a result we will now be requesting a Penalty Notice from the Local Authority. A separate Penalty Notice can be issued to each parent and for each child.

I would also like to take this opportunity to remind you of the legislation regarding Penalty Notices.

'As from 2005, Kent Local Authority (LA) introduced Penalty Notices for unauthorised absence from school of at least 10 sessions (5 days) .' A separate Penalty Notice can be issued to each parent and for each child.

On receipt of the Notice, the penalty will be £120, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the LA.

Yours sincerely

Deputy Headteacher



Appendix J

Dear

Re: (Pupil's Name & Date of Birth)

With reference to your application for exceptional leave of absence dated **(date)**, the leave of absence taken between **(dates)** has now been recorded as Unauthorised Absence and as a result a Penalty Notice has been requested.

I would also like to take this opportunity to remind you of the legislation regarding Penalty Notices.

'As from 2005, Kent Local Authority (LA) introduced Penalty Notices for unauthorised absence from school of at least 10 sessions (5 days).' A separate Penalty Notice can be issued to each parent and for each child.

On receipt of the Notice, the penalty will be £120, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the LA.

Yours sincerely

Deputy Headteacher



Appendix K

***Information you may wish to use in a letter to parents if you believe they have taken their children on holiday during term time but haven't requested it.
Please always write to all parents/carers**

Dear

Re: (Pupil's Name)

You failed to apply in advance for permission for «Name» to be absent from school. From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence for a family holiday. (State why you are treating this absence as a family holiday).

Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

I am unable to authorise leave retrospectively and I will be making a request for a Penalty Notice to be issued.

The penalty notice gives you the opportunity to pay a penalty instead of being prosecuted for the offence given above. The amount of the penalty is £120 per parent, per child, but if payment is made by you within 21 days of receipt of this Notice it will be £60 per parent, per child. If you pay this penalty within the time limits set out below, no further action will be taken against you in connection with the offence as set out in this notice, i.e. your liability for the offence will be discharged.

Yours sincerely

Deputy Headteacher

Appendix L

KENT SCHOOL REFERRAL PATHWAY – PUPIL ATTENDANCE

