



Early Years - Compulsory school age

Children are compulsory school age the term after their 5th birthday. To support all children in having good school attendance we will support and monitor attendance for the youngest children in the same way as all children. However, parents/carers will not receive Penalty Notices or be party to the Staged Intervention to Attendance.

We believe that the early years is a fundamental time to establish good routines and will support families to achieve this.

Getting to school on time

Any pupil arriving late before 9.15am will be marked as late (L code). If you are late 5 times in a 10 week period you will receive a letter and lateness will be monitored. If being late continues you may be invited into a meeting.

Any pupil arriving late to school after 9.15am will be recorded as an unauthorised late (U code). This is the same as an unauthorised absence and is monitored according to the Staged Intervention to Attendance

Term Time Leave and Penalty Notices (PN)

PN's are issued by Bradford Council for unauthorised term time leave

They are used as an alternative to prosecution

They are issued for unauthorised absences of 10 sessions (5days) in a rolling 10 week period. This spans across school years and school terms.

Absences include unauthorised term time leave (G codes), other/unknown circumstances (O codes) and arriving late to school after 09.15am (U codes)

First offence - £160 per parent per child paid within 28 days of the PN. Reduced to £80 if paid within 21 days.

Second offence (within 3 years) - £160 per parent per child paid within 28 days

Third or any further offences (within 3 years) - straight to magistrate's court with fines of up to £2500 per parent per child. If found guilty 'failure to safeguard a child's attendance' will be placed on parents DBS certificate.

Illness

Where the school has genuine and reasonable doubt about the authenticity of an illness we will ask for medical evidence to support the absence.

If a pupil over compulsory school age has missed 15 days or is expected to miss 15 days of school in a school year, through illness, consecutively or cumulatively, a 'sickness return' is received by the Local Authority.

This is to ensure the continuity of education for children with health needs and for multi-agency partners to agree on any provision for children who cannot attend school.

Medical Appointments

School will ask for evidence of appointments taken in school time

Information Sharing

School will collect attendance data from SIMS and this is shared automatically with the Local Authority and DFE