

If you would like to find out what this document says please tick the appropriate box, put your name, address and phone number at the bottom of this page and return it to the address below.

Bengali

এই দলিলে কি লেখা আছে সে সম্পর্কে যদি আপনি জানতে চান তাহলে অনুগ্রহ করে উপযুক্ত বাক্সে টিক দিন, এই পাতার নীচে আপনার নাম, ঠিকানা ও ফোন নম্বর লিখুন এবং এটি নীচের ঠিকানায় ফেরত পাঠান।

Somali

Haddii aad jeclaan lahayd in aad ogaato waxa dokumeentigani sheegayo fadlan calaamadi godka ku haboon, ku qor magacaaga, cinwaanka iyo telefoon lambarkaaga boggan dhankiisa hoose ka dibna ku celi cinwaanka hoose.

French

Si vous désirez connaître le contenu de ce document, veuillez cocher la case appropriée et indiquer votre nom, adresse et numéro de téléphone au bas de cette page et la renvoyer à l'adresse indiquée ci-dessous.

Spanish

Si desea saber de lo que trata este documento, marque la casilla correspondiente, escriba su nombre, dirección y número de teléfono al final de esta página y envíela a la siguiente dirección.

Kurdish

Ger hun dixwazin bizanibin ku ev dokument çî dibêje, ji kerema xwe qutîka minasib îşaret bikin, nav, navnîşan û hejmara telefona xwe li jêrê rûpel binivîsin û wê ji navnîşana jêrîn re bişînin.

Turkish

Bu dökümanda ne anlatıldığını öğrenmek istiyorsanız, lütfen uygun kutuyu işaretleyerek, adınızı, adresinizi ve telefon numaranızı bu sayfanın alt kısmına yazıp, aşağıdaki adrese gönderin.

Polish

Jeśli chcesz dowiedzieć się, jaka jest treść tego dokumentu, zaznacz odpowiednie pole, wpisz swoje nazwisko, adres i nr telefonu w dolnej części niniejszej strony i przeslij na poniższy adres.

Vietnamese

Nếu bạn muốn biết tài liệu này nói gì hãy đánh dấu vào hộp thích hợp, điền tên, địa chỉ và số điện thoại của bạn vào cuối trang này và gửi lại theo địa chỉ dưới đây.

Urdu

اگر آپ یہ جاننا چاہتے ہیں کہ دستاویز میں کیا لکھا ہے تو ازراہ کرم مناسب باکس میں صحیح کا نشان لگائے اور اپنا نام، پتہ اور فون نمبر اس صفحہ کے نیچے لکھئے اور اسے نیچے دیئے گئے پتہ پر واپس بھیج دیجئے۔

Chinese

如果你想知道這文件的詳細內容，請在方格內打鉤，在本頁下面寫下你的名字、地址和電話號碼並寄到下面的地址。

Return to:

Education Attendance Service, Hackney Learning Trust, 1 Reading Lane, London E8 1GQ

Your Name (please write clearly):

Address:

Telephone:

Education Attendance Service

Hackney Learning Trust wants all children and young people to have **the best possible attendance at school** to enable each and every one of them to reach their full potential.

penalty notices for non-attendance at school

INFORMATION FOR PARENTS AND CARERS



Hackney

hackney learning trust

The Education Attendance Service works with Hackney's schools to identify children with low attendance and tries to work with individual pupils and their families to improve attendance through casework.

If, after assessment and intervention, attendance does not improve we will use the statutory options available to us. These include issuing Penalty Notices, prosecution through the Magistrates Court and/or by application to the Family Proceedings Court.

ATTENDANCE AT SCHOOL

Regular attendance at school is not only a legal requirement but essential if a pupil is to maximise their educational opportunities.

The law and who is responsible?

Under Section 7 of the Education Act 1996, the parent /carer is responsible for making sure that their child (if compulsory school age) receives efficient full-time education that is suitable to their child's age, ability and aptitude and to any special educational needs they may have. This can be by regular attendance at school or by making other arrangements.

If you choose to educate your child at school you must ensure that they attend regularly and punctually.

Section 444 of the Education Act 1996 states:

"If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence."

PENALTY NOTICES

In 2004 the government introduced Penalty Notices as part of the drive to improve educational achievement and for parents to acknowledge and fulfil their responsibilities.

A penalty notice is an alternative to prosecution, which does not require an appearance in court. A penalty notice may be served where a parent is capable of, but does not secure, an improvement in their child's attendance.

When are they used?

Penalty notices are only used where the absence is unauthorised. This may be due to:

- Overt Truancy.
- Parentally condoned absence – deemed inappropriate.
- Holidays in term time.
- Failure to return to school on the agreed date (may also result in your child losing their school place).
- Persistent lateness – after the close of registration.

If you would like further advice about Penalty Notices or any issues relating to school attendance please contact:

Education Attendance Service
Hackney Learning Trust
1 Reading Lane, London E8 1GQ

T. 020 8820 7288
E. attendance@learningtrust.co.uk
www.learningtrust.co.uk

The Education Attendance Service is committed to helping your child achieve their potential.

What does this mean?

- A written warning will be given before the issue of any notice.
- An assessment of the circumstances will take place before serving a notice.
- The notices will usually be served by the Education Attendance Service.
- The notice imposes a fine of £60 if paid within 21 days, rising to £120 if paid after 21 but before 28 days.
- If the fine is not paid the parent will be prosecuted for the original offence of failing to secure attendance. If proven, the court can impose a range of fines up to £2,500 and/or a range of disposals such as Parenting Orders or Community Sentences, including imprisonment of up to three months, depending on the circumstances.

What happens if my child cannot attend?

If your child is genuinely unwell this will be treated as an authorised absence i.e. the school has accepted the reason for non-attendance and nothing further will happen.

Where a child's attendance is persistently affected by illness you may be asked to provide medical evidence.

There are other circumstances where a child may be unable to attend school e.g. a family emergency or religious observance. When this occurs you must inform the school as soon as possible.

Each school has procedures, which parents should follow when absence occurs.

Birthdays, shopping trips, looking after brothers and sisters, outings, visiting relatives, lack of school uniform or translating are not acceptable reasons for absence and will be unauthorised.

Holiday taken during term-time will not be authorised by the school.

How can you help?

- Make sure your child goes to school regularly and arrives on time each day.
- Make sure you know the school's attendance policy – every school has one.
- If your child misses school, make contact and work with the school staff to improve the situation.
- If your child is ill contact the school on the first day of absence and explain the circumstances.
- If your child is away for other reasons let school staff know especially if you know in advance.
- Do not condone your child's absence – if there is a problem talk to school staff.

EDUCATION ATTENDANCE SERVICE

How can we help?

- Every maintained school has an allocated School Attendance Adviser (SAA) or School Attendance Officer (SAO) who is able to give advice, support and guidance on attendance related matters.
- Working together with the pupil, parent and school staff the SAA or SAO will make an assessment of the situation.
- A plan of work will be drawn up which will include details of support and agreed actions with time scales for improvement.
- Roles and responsibilities of all those involved will be clearly defined.
- Referrals to other support agencies will take place as appropriate.
- Any legal action and its consequences will be explained in detail to a parent before any action is taken.