

## Gosbecks Primary School

### Attendance Information for Parents/Carers

Every half day absence has to be classified by the school as AUTHORISED OR UNAUTHORISED



Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Local Authority or school using sanctions and/or legal proceedings. Unauthorised absence includes:

- parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn.
- absences which have never been properly explained
- children who arrive at school too late to get a mark on the attendance register
- shopping trips
- looking after other children or children accompanying siblings or parents to medical appointments
- their own or family birthdays
- holidays taken during term time without leave
- day trips
- other leave of absence in term time which has not been agreed



If a child has at least 10 UNAUTHORISED absences in the previous 10 weeks a PENALTY NOTICE can be issued



If a child has at least 6 consecutive UNAUTHORISED absences in the first two weeks of September a PENALTY NOTICE can be issued



If attendance still does not improve, a penalty fine of £60 for each parent can be enforced. If not paid within 21 days this will rise to £120.



If the penalty is not paid in full by the end of the 28 day period, Essex Missing Education and Child Employment Service will either prosecute for the offence to which the notice applies or withdraw the notice.

**OUR SCHOOL ATTENDANCE TARGET IS 97%**