



Dear Parent/Carer

We have been asked by the Pupil Entitlement Investigation Service to give you the following information about changes to their policy regarding the issue of Fixed Penalty Notices.

Under the Education Act 1996/Children Act 1989 West Sussex County Council are able to issue Fixed Penalty Notices to parents of students who have 10 or more unauthorised sessions in an identified period. This constitutes 5 school days. I enclose a leaflet that explains more about unauthorised absences and the Fixed Penalty Notice process.

The college aims to work with parents/carers to help all students achieve their academic potential. It is important therefore that should attendance problems arise you contact the college immediately to discuss them so that solutions can be found.

Yours sincerely

Mr B Phillips
Assistant Headteacher
March 2019

Attendance



Regular attendance and punctuality are vital ingredients for student success in college.

Good attendance means at least 96%. (This equates to a maximum of 6 days off per year). If attendance falls below 90% a student is classed as a Persistent Absentee.

The college expects all students to be at college and in class on time, fully prepared for their lessons.

The college will work with students, parents and the Pupil Entitlement Investigation Service to support a consistently high level of attendance.

Important Information

- It is important to establish good habits regarding regular attendance and punctuality.
- Parents/carers are responsible for ensuring their son/daughter attends college **and** that he/she arrives in time for the warning bell at 8.25am. Registration begins at 8.30am.
- If a student is late after the register has closed (8.50am) this will be recorded as an unauthorised absence (U).
- Students arriving late cause disruption to teachers, fellow students and their own learning.
- If your son/daughter is unable to attend please call the Attendance Office on 01243 838028 **each day** giving a reason for absence.
- Failure to ensure good attendance and punctuality will result in a referral to the Pupil Entitlement Investigation Service. If problems persist this could lead to prosecution or Fixed Penalty Notices.
- Parents/carers can contact the Pupil Entitlement Investigation Service on 01903 839240. Their role is to support students and parents/carers experiencing problems over college attendance.

Expectations

What we expect from students:

- That they will attend college regularly.
- That they will arrive at college on time, appropriately prepared for the day.

What we expect from parents/carers:

- To encourage your son/daughter to attend college every day.
- To ensure that your son daughter goes to bed at a reasonable time on college days.
- To ensure that your son/daughter arrives at college on time, properly equipped for the college day.
- To contact the college on the attendance line 01243 838028 giving reasons for absence and, **on return, send a letter confirming the reason for absence.**
- To arrange non-urgent appointments (eg doctor, dentist) **out of** college hours wherever possible; to give **prior notice** to the college if the student does need to leave during college hours.
- Students are expected to attend college before and/or after such appointments; failure to attend/return may result in the absence being unauthorised.

The college will:

- Register all students and record all absences.
- Make contact with parents/carers if a student fails to attend without previous notification or contact from home.
- Follow up any unexplained absence.
- Inform parents/carers if we feel a student's attendance is of concern (falls below 96%).
- Request a GP appointment card or that a GP consent form is signed if a student's absence pattern or percentage is of concern. Make a decision about whether the absence will be authorised, or not.
- Provide students with a healthcare plan if they have a medical condition that can affect attendance.
- Continuously monitor attendance, making referrals to the Pupil Entitlement Investigation Officer where necessary.
- Encourage good attendance and punctuality.
- Reward students with exemplary attendance and punctuality.

Holidays

- No holidays will be authorised for any year group unless there are exceptional circumstances agreed by the Headteacher or the designated Deputy Headteacher (eg military leave).
- Unauthorised holidays (coded G) may be subject to a Fixed Penalty Notice.