

What happens next?

Following the School Attendance Panel Meeting your child's attendance will be closely monitored, initially for a four week period.

During this period, if further unauthorised absence is recorded, school will notify the Local Authority and a fixed penalty notice of £60 per parent, per child will be issued.

If no further unauthorised absence is recorded, a Review Fast Track Panel meeting will be arranged. At this meeting the action plan and attendance data will be reviewed. If the attendance target is met, the review panel can recommend that no further action is required.

If a fixed penalty notice is issued by the Local Authority, school will continue to monitor your child's attendance. If your child's attendance continues to cause concern and further unauthorised attendance is recorded, this could result in further legal action being taken.

If you are having difficulties with your child's attendance, and feel you would benefit from support at home, please contact the school office and request to speak to a member of the school's Inclusion Team. The Inclusion Team will be happy to discuss what support is available.

If you have any queries regarding this leaflet please contact Mrs Gahan, the school's Attendance Officer, in the first instance.



“Engage, Enjoy, Enrich, Excel ”

Fast Track Attendance Improvement Initiative

Information for Families



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Part of the Leodis Schools Alliance

School Attendance

School are committed to ensuring that all children and young people receive a good education and we know that attending school every day is vital to ensure that they can achieve their full potential.

This is reinforced by our vision for all pupils at Beeston Primary School.

‘We believe that all children and young people have the right to be healthy, happy, and safe; to be loved, valued and respected; and have high aspirations for their future’.

What does the law say?

Section 7 of the Education Act 1996 places a duty on all parents to ensure that their children receive an efficient, full-time education. Parents who are seen to fail in their duty can be brought before the Magistrates Court.

In Education law, a parent is defined as:

The natural parents of a child, whether they are married or not.

Anyone who, although not a natural parent, has parental responsibility for a child.

Any person who, although not a natural parent, has care of a child.

This can include parents with whom the child does not normally live with or wider family members who share day to day care of the child.

Types of Absence

Absence can be authorised or unauthorised. Absence can be authorised by the school if one of the following four circumstances apply:

- Sickness or unavoidable cause (an unavoidable cause relating to the child, not the parent)
- Leave of absence (granted by the Head Teacher)
- Day of religious observance (for the religion followed by the parents)
- The child is entitled to Local Education Authority provided transport to school and this is not being provided

For long or frequent periods of sickness absence, school will require you to provide medical evidence to authorise the absence and may ask you to give us permission to contact your child’s GP.

School may also agree to authorise a leave of absence in exceptional circumstances. This will be the decision of the Head Teacher.

An unauthorised absence is any absence for which the school has not given permission or where the parent/carer has been unable to provide a reason for the absence which is acceptable to the school. This includes holidays during term time.

Fast Track Initiative

The Fast Track Attendance Improvement Initiative is a process to address irregular school attendance.

All pupils with 10 unauthorised absence sessions (5 school days) recorded over a 12 week period will be placed on this initiative.

Once on the Fast Track initiative a pupil’s daily attendance will be robustly monitored for a four week period. During this period, if there are any further unauthorised absences recorded parents will be requested to attend a School Attendance Panel meeting to discuss . At the end of the meeting, the parents/carers will be issued with a Penalty Notice Warning letter.

Following this meeting, the pupil’s attendance will then be monitored again for a further four week period. If during this further monitoring period any additional unauthorised absences are recorded, the case will be referred to the Local Authority for a Fixed Penalty Notice to be issued.

The Fast track Attendance Improvement Initiative can be implemented in September based on attendance during the last 12 weeks of the previous academic year.

What is the purpose of the School Attendance Panel Meeting?

The School Attendance Panel meeting is for you to meet with school and relevant external agencies to identify the reasons for your child’s absence and to work together to improve their attendance. A supportive action plan will be agreed and an attendance target will be set. At the end of the meeting parents/carers will be issued with a Penalty Notice Warning Letter.