

We need to inform you that any parent/carer whose child has poor attendance may be asked to provide medical evidence to authorise absences.

Unauthorised absences may result in a Penalty Notice from Oldham Local Authority (£80 per parent, per school aged child) or consider prosecution in the Magistrates Court. Other actions could also be taken, including a referral to Social Care.

Medical appointments: Please try and arrange medical appointments outside of school hours for your child.

If your child has a medical appointment, they must come to school first to get their mark in the register and then they must be collected by yourself. Please bring in proof of the appointment, for example, appointment card or letter.

After an appointment you must bring your child/children back to school for their register mark. The register mark will be recorded as unauthorised if your child does not return back to school, if their appointment was finished in time to return to school.

Extended leave/holidays in term time *Parents/carers who take their child/children out of school or are planning to do so are warned that if they remove their child from the school during term time, the absences are likely to be recorded as unauthorised. Parents/carers are at risk of a penalty notice from Oldham Council for the unauthorised absences. A penalty notice will be issued to each parent/carer for each child. **From September 2024 Oldham Council Penalty Notice is a fine of £80 per parent, per school aged child. The penalty notice will double if not paid within 28 days. Non-payment of penalties may result in prosecution in court.***

If parents decide to take extended leave during term time, parents/carers must complete a leave of absence form from the office. Please also show office staff your child's travel tickets – departure dates and date of return back into the UK. Thank you.

A penalty notice is applied for unauthorised absence equaling 10 sessions (5 school days) or more. Failure to pay a penalty notice will result in legal proceedings being taken.

A penalty notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution. Therefore, from September 2024, 2 penalty notices can be issued to the same parent in respect of the same child within a 3-year rolling period and any second notice within that period is charged at a higher rate:

- First offence - The first time a Penalty Notice is issued the amount will be: £80 per parent, per child paid within 21 days. This increases to £160 per parent, per child if paid after day 21, until day 28. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.

- Second Offence (within 3 years) - the second time a Penalty Notice is issued the amount will be £160 per parent, per child paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.
- Third Offence and Any Further Offences (within 3 years) - the third time an offence is committed a Penalty Notice will not be issued, and the case may be presented straight to the Magistrates' Court under s.444 of the Education Act (1996) or other legal interventions considered. The Magistrates' Court can order fines up to £2500 per parent, per child. This may also affect any DBS applications you may apply for, for your work.

Your child/children are at risk of being removed off the register at school if they are absent for 20 school days due to unauthorised extended leave.

Local authorities have the power to prosecute:

- Parents who fail to comply with a school attendance order issued by the local authority to require a parent to get their child registered at a named school (under section 443 of the Education Act 1996). This may result in a fine of up to level 3 (£1,000).
- Parents who fail to secure their child's regular attendance at a school, for which there are 2 separate offences: section 444(1) where a parent fails to secure the child's regular attendance; and section 444(1A) where a parent knows that the child is failing to attend school regularly and fails to ensure the child does so. The section 444(1) offence may result in a fine of up to level 3 (£1,000) and the section 444(1A) offence may result in a fine of up to level 4 (£2,500), and/or a community order or imprisonment of up to 3 months.
- Parents who fail to secure the regular attendance of their child at a place where the local authority or governing body has arranged alternative provision (under sections 444 and 444ZA). This may result in a fine of up to level 3 (£1,000), or if the parent is found to have known the child was not attending regularly and failed to ensure that they did so, a fine of up to level 4 (£2,500), and/or a community order or imprisonment of up to 3 months.
- Parents who persistently fail to comply with directions under an Education Supervision Order (under Schedule 3 to the Children Act 1989) or breach a Parenting Order or directions under the order (under section 375 of the Sentencing Act 2020). These may result in a fine of up to level 3 (£1,000).

The decision to prosecute rests solely with the LA as an independent prosecuting authority.

Fixed penalty notices are served on parents as an alternative to prosecution where the Principal judges that voluntary support has not been effective or engaged with.

Fixed penalty notices may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first 5 days of a fixed period or permanent exclusion. Fixed penalty notices can be issued to each parent liable for the attendance offence. The penalty is £80 if paid within 21 days of receipt, rising to £160 if paid after 21 days but within 28 days. The payment must be paid direct to the local authority.

There is no right of appeal by parents against a fixed penalty notice.

The academy follows the Local Authority Code of Conduct in relation to issuing fixed penalty notices.

Late arrivals It is important that your child is in the playground at 8.40am (years 1 -6) and 8.50am (reception/nursery). The playground gates are locked promptly at 9am. If your child arrives after 9am, you must report to the main office and sign your child in using the electronic signing in system called Inventory. You will also be asked to explain why your child/children have arrived late.

If your child arrives late on a regular basis, you may be invited into school to discuss your child's punctuality. Oldham Council and the school's attendance team will monitor your child's punctuality and late arrivals, this may result in a penalty notice (£80 per parent, per school aged child) from the council and/or prosecution in court.

Collection of children at home time

Only adults over 18 years old can collect children at home time. Only adults on pupil's emergency contact on the computer can collect pupils. Please ensure the office have the correct contact details for the adults on the contact list. To help us keep your child safe, please phone the office (0161 213 1235) if someone other than yourself or the usual person is going to collect your child at the end of the day.

Late collection of children We ask all parents/carers to ensure their child is collected on time at the end of the school day at 3.10pm (reception – year 6). Children can get upset if they are not collected on time. If your child is not collected by 3.25pm we will try and make contact. Children will be supervised in the main office, while waiting for parents to arrive. If we cannot make contact, we will telephone other authorised adults that you have given us details for. If we cannot make contact within 1 hour, we will contact Social Care and/or the Police.

Please ensure school always have up to date emergency contact numbers and addresses.

Thank you for your support.