



Reculver Church of England Primary School

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Headteacher: Mrs Jenny Ashley-Jones BA Ed (Hons)
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Monday 22nd May 2017

Dear Parents/ Carers

I am writing to advise you that Kent County Council has just revised their 'Education Penalty Notices' Code of Conduct and as a result I wanted to clarify with you their approach to addressing poor attendance at school and the use of legal sanctions. The revised Code of Conduct, will remove the requirement of "lower than 90% overall attendance rate (also known as the 'Persistent Absence rate')" during the past twelve months as a criterion for issuing a Penalty Notice.

From 1st May a family will be referred directly to Kent's Inclusion and Attendance Service to issue a Penalty Notice for any unauthorised absence (including family holidays) where the pupil has been:

- absent for 10 or more half-day sessions (five school days) without authorisation during any 100 possible school sessions or 50 school days – these do not need to be consecutive
- persistently late for 10 or more sessions after the register has been closed
- unauthorised absence for any public examinations of which dates are published in advance
- unauthorised absence for any formal school assessments, tests or examinations where the dates have been published in advance

Every local authority must have a consistent threshold for the Penalty Notice process to be triggered and this revised Code of Conduct will therefore use the minimum requirement of **10 sessions of unauthorised absences within 100 sessions or 50 school days** as the trigger for a **Penalty Notice**.

At Reculver CE Primary, we expect pupils to attend school every day when the school is open and where there are more than 10 sessions or 5 days unauthorised absence in a 50-day period, we may request a Penalty Notice.

Last Monday, Attendance Ted visited us at Reculver to say well done to the 60 children who had been at school every day since 3rd January and had therefore received their Bronze award and also to the amazing 87 children who have so far this year been at school every day this academic year and received their silver awards. I wonder how many children will be collecting their GOLD certificates on the last day of term in July?

Well done to all of our certificate winners – Attendance Ted was very impressed.

Don't forget that next year, we have moved our 2 week half term to May/June so that parents can take the opportunity of a holiday with slightly cheaper prices in the Summer months. Holidays at other times in the year will not be authorised, except in exceptional circumstances and families will be referred directly to Kent's Inclusion and Attendance Service to issue a Penalty Notice for unauthorised absence. All of next year's term dates are on the school website.

Lets all work together to make attendance outstanding at Reculver.

Yours Sincerely

Mrs J Ashley-Jones and Mrs L Gibbens
Headteacher and Attendance Manager

