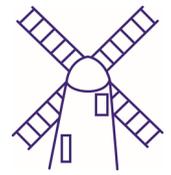


Barnham Primary School



Successful Learners



Confident Individuals



Responsible Citizens

For school use only - Attendance				
More than 95%	- GREEN	Satisfactory	Teacher:	Days holiday taken:
85%-95% improvement	- AMBER	Needs		
85% or less	- RED	Unsatisfactory		
<ul style="list-style-type: none"> 80% attendance represents 1 day off a week – or one school year missed out of primary education 90% attendance represents 1 day off per fortnight 	Attendance %:		Absence:	
	Days sick:		Authorised:	
			Unauthorised:	

Request for Absence in School Time			
Child's Name:		Class:	
Dates from:	To:	(inc)	Total number of school days:
Reason:			
Siblings in another school			
Name:		School:	
<p>NB</p> <ul style="list-style-type: none"> Leave of absence shall not be granted by schools unless there are exceptional circumstances. The current law does not give any entitlement to parents/carers to take their child on holiday during term time. Any application for leave must be in exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave. 			
To:		Parent/Guardian	
Your request is approved and the absence as set above is duly authorised			
Your request is not approved, therefore, if the pupil is absent as proposed above, it will be recorded as unauthorised for the following reasons:			
Signed:		Headteacher	Date:

A BRIEF GUIDE TO FIXED PENALTY NOTICES

Sections 444 Education Act 1996 - Anti-Social Behaviour Act 2003 - Crime and Disorder Act 1998

Can I be prosecuted if I pay the Fixed Penalty Notice?

You cannot be prosecuted for the period of absence identified in the Fixed Penalty Notice. You may subsequently be prosecuted for further periods of unauthorised absences from school. Each case is considered on an individual basis

* * * **REMEMBER** * * *

School staff would much rather work with parents/carers to resolve poor attendance than resort to enforcement actions like Fixed Penalty Notices or Court.

The Fixed Penalty Notice Scheme for unsatisfactory school attendance is in use in West Sussex. This leaflet offers you a brief summary about the Fixed Penalty Notice scheme and what it could mean for you.

What is a Fixed Penalty Notice? It is a fine given for unauthorised absence from school, rather than the matter being brought before the courts. It is issued per parent, per child. Please note **ONLY** a Headteacher can authorise absence from school.

Who issues them? In West Sussex the Local Authority issues them through the Pupil Entitlement: Investigation.

When are they used? When a pupil has a minimum of 10 school sessions recorded as unauthorised in a 10 school week period; a school day is two sessions AM and PM.

This includes any absence marked in the register as unauthorised. Persistent late arrival at school after the register has been taken and is recorded as an unauthorised absence.

A holiday in term time which has not been authorised by the Head Teacher. The Government has directed Head teachers may only grant leave for a holiday in exceptional circumstances.

FPNs can also be used during the first 5 days of exclusion. Parents are made aware of the consequence by letter when a child is excluded from school.

Please note: If the school refers a period of absence that is longer than 15 consecutive school days Pupil Entitlement: Investigation may consider an FPN is not appropriate. In these instances the matter may be brought directly before the courts.

How much is the fine? The FPN is issued with an invoice for £120 and 28 days are given for you to settle the Penalty.

If the FPN is paid within the first 21 days the amount payable is £60.

How do I pay? The information on how to pay is included on the Fixed Penalty Notice. Payment cannot be made in part or by instalments.

What happens if I don't pay? If you don't pay within the 28 days the Authority will consider

Fixed Penalty Notice Officer, Centenary House, Durrington Lane, Worthing, West Sussex, BN13 2QB
Phone (03302 228200)