

Attendance Connections

Time for a new start

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Welcome

Managing Post-Holiday Attendance

Focus on accurate recording of pupil return dates after holiday periods to improve attendance tracking.

Timely Penalty Notice Requests

Ensure prompt submission of penalty notice requests to maximise legal timeframe.

Streamlining Attendance Processes

Implement practical steps and correct documentation to simplify attendance tracking and reduce issues.



Incorrect Absence Dates

For July absences, please add in last year's attendance certificate to show the absence and this year's certificate to show the pupil has returned.

Y2/Y6 pupils no longer on roll cannot have a penalty notice issued.
Y3/Y7 schools cannot request them on behalf of the previous school

Common Error in Absence Dates

Schools often record the final date of absence as the first date of a pupil's return to school, causing attendance inaccuracies.

This is often from the paperwork that the parents complete.

Check you ask for the first and last date of absence to support requesting a penalty notice.

Why Accurate Dates Matter



Legal Compliance Importance

Accurate dates ensure compliance with strict legal evidential checks.



Timely Requests

As soon as pupils return from their absence, a penalty notice should be requested, especially in Autumn Term 1.



Proceeding to Prosecution

There are 26 weeks from the first date of absence to lay the case before the court in the event of a non-payment for a penalty notice.



Understanding the 26-Week Timeline



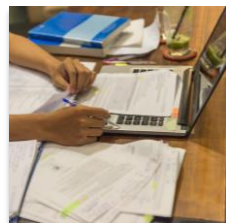
Importance of 26-Week Timeline

The 26-week calendar is crucial for timely management of attendance interventions to avoid missed deadlines.



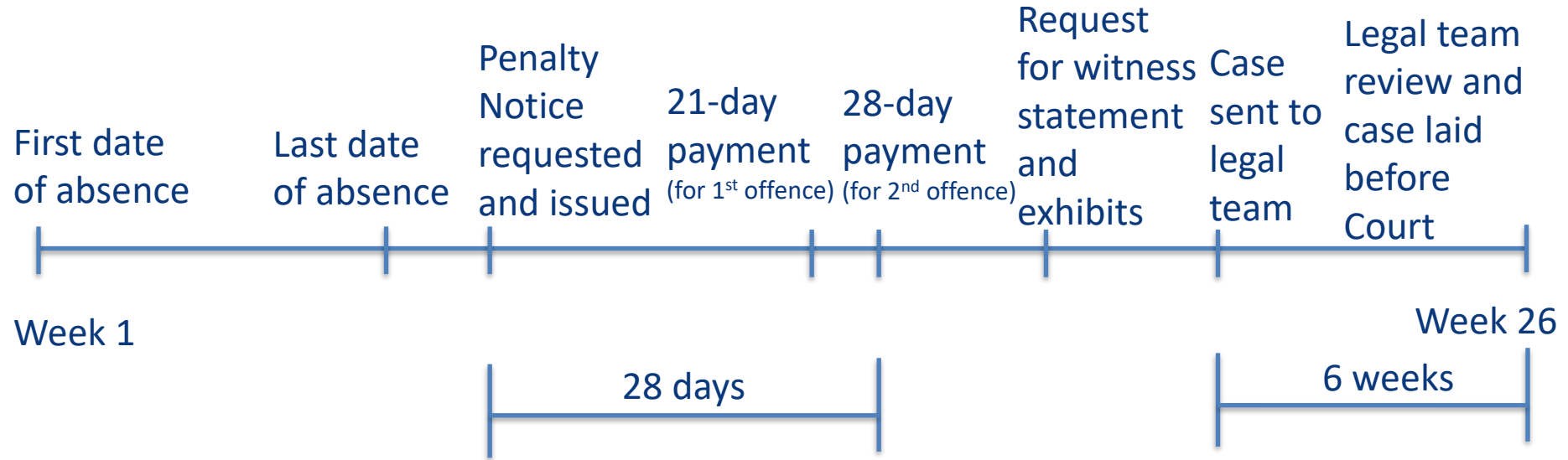
Documentation and Attendance Recording

Delays in submitting documentation or recording attendance can disrupt the legal process significantly.



Proactive School Actions

Schools must track the penalty notice by regularly visiting the Capita Portal and monitoring emails.

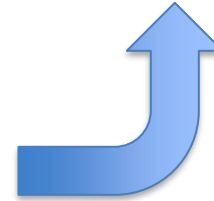




If you do not request a penalty notice immediately, then it risks being unable to proceed to court in the event of it not being paid.



All schools must be prepared to complete a witness statement and the exhibits for penalty notices requested.





This year, schools are likely to see an increase in 2nd and 3rd offences.

3rd offences to do not have a penalty notice.

Instead, schools must immediately complete a witness statement and exhibits.

Email them to attendance@gloucestershire.gov.uk

Information on all Legal Proceedings

Support, resources and examples are available on Schoolsnet.

You are responsible for ensuring your paperwork is accurate and legally compliant.

Once you have reviewed the support materials, please contact your Inclusion Officer or me to clarify any queries you may have.



Key notes from Bulletin Board

- Check your attendance policy against our [‘Paperwork Checklist for All Legal Disposals’](#) available on Schoolsnet. Crucially, please ensure compliance with our legal non-negotiables. We request that you inform your Inclusion Officer of the update by October half term.
- Send a letter to parents to inform them that the absence is unauthorised and they may face a fine if they are absent for their requested holiday **in addition** to sending the back of the absence request form.
- Regularly log onto the Capita portal to check on your schools’ cases. This term’s volume means we are trying to keep ahead of unpaid PNs following the schools’ closures and families wanting to contact you.
- Should you request a penalty notice for a pupil’s unauthorised attendance within an improvement period as set out in the issued Notice to Improve, the parent(s)/carer(s) must be informed of the request and reasons for it ahead of the early request. Your notification must be added to the PN request.



Any questions?

