

# Paperwork Checklist for All Legal Disposals

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## Notice to Improve Request

Page 1 of 9 (possible) . You are 12% complete.

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The information that you provide to us will be used for the specific purpose of fulfilling the request/application you are completing and any subsequent administration required as part of that process.

It may also be used for management information and statistics to assess the service and measure future provisions. All of your information is processed in accordance with any applicable data protection legislation and regulations.

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I agree to the GDPR policy \* ☐ Yes

## Paperwork Checklist for All Legal Disposals

Following the new legislation of the 'Working Together to Improve School Attendance' (2024), this guidance reflects the DfE guidance and GCC Code of Conduct for issuing penalty notices to support schools with all legal disposals, including Notices to Improve, Penalty Notices and 444(1) and 444(1A) cases under the Education Act 1996.

### Attendance Policies

Page 15 of the *WTT/ISA* (2024) document states: To ensure all leaders, staff, pupils, and parents understand these expectations, all schools are expected to have a clear, written school attendance policy based on the expectations set out in this guidance. As a minimum it should detail:

- The attendance and punctuality expectations of pupils and parents including start and close of the day, register closing times and the processes for requesting leaves of absence

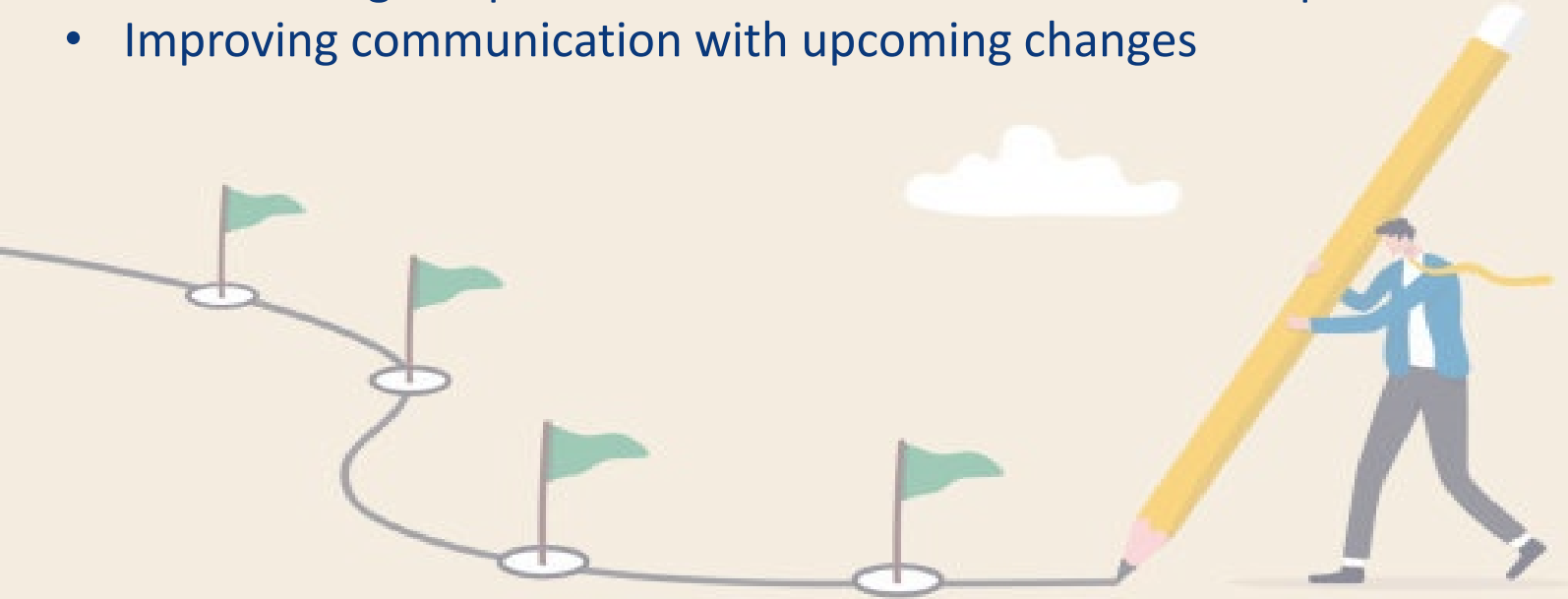
### Legal Intervention Non-negotiables

- ☐ Have you a clear definition of attendance e.g., We expect all pupils to attend every session of every day that the school is open to them?
- ☐ Are your registration times clearly identifiable, with equal lengths of time for am and pm registration periods (that are no longer than 30 mins) (*WTT/ISA*, page 19)?
- ☐ Is your pm registration period after a significant break e.g. lunch time?



# Developments with the NTI process

- Responding to feedback from school Attendance Champions and Officers
- Streamlining the process of the Jadu form to reduce required content
- Improving communication with upcoming changes



## **Attendance Policy: Legal Intervention Non-negotiables**

- ☐ Have you a clear definition of attendance e.g., We expect all pupils to attend every session of every day that the school is open to them?
- ☐ Are your registration times clearly identifiable, with equal lengths of time for am and pm registration periods (that are no longer than 30 mins) (*WTT/ISA*, page 19)?
- ☐ Is your pm registration period after a significant break e.g., lunch time?
- ☐ Have you defined how and when parents/carers must inform you of unexpected absence?
- ☐ Have you defined what a parent means under the Education Act 1996?
- ☐ Have you clearly shown how absences will be marked as L and U?
- ☐ Have you given a definition of exceptional circumstances where an absence may be authorised?
- ☐ Do you reference the new fine amounts from September 2024? N.B. penalty notices issued to parents of children seen in a public place within 5 days following an exclusion from school are still set at £60/£120 and are not subject to the rolling three-year period.
- ☐ Have you referenced penalty notices and the criteria for meeting them for G-coded absences and for U and O coded absences?
- ☐ Does the policy explain there is no option to pay a second penalty notice issued within a rolling three-year period at the lower amount?
- ☐ Have you informed parents that if the national threshold is met for a third (or subsequent) time within 3 years, the Local Authority will consider prosecution through the magistrates' court under Section 444(1) of the Education Act 1996?
- ☐ Have you referenced Notices to Improve and the potential escalation to a penalty notice should there be no improvement with attendance within the improvement period?
- ☐ Is your most recent policy on the school's website?

## Attendance Certificates: Legal Intervention Non-negotiables

- ☐ Does it show the child's name and DOB?
- ☐ Has the attendance certificate been checked, signed and dated by the Headteacher, or by another designated officer in the school? N.B. another designated officer must be recorded as such in your attendance policy.
- ☐ **For penalty notices**, does it show the first and last dates of the G-coded absence?
- ☐ **For penalty notices**, is there a present mark following the G-coded absence?
- ☐ **For Notices to Improve and other unauthorised absences for a penalty notice**, are there at least 10 unauthorised absences within 10 weeks? You can send the year's attendance policy, and previous years should the absences cross different academic years e.g., for absences in July 2025 and September 2025.

# Requesting a Penalty Notice for Unauthorised Absences / Combination Absences

When requesting a penalty notice on Capita, include evidence of the support you offered to improve attendance.

Guidance is included in the Paperwork Checklist.

Paperwork Checklist for  
All Legal Disposals

**Absence request forms, meeting  
notes and correspondence with  
parents/carers, and other  
professionals**



Queries or concerns?

Please email:

[attendance@gloucestershire.gov.uk](mailto:attendance@gloucestershire.gov.uk)

The Capita Module is now receiving  
G-coded (holiday/leisure) Penalty Notice requests,  
and  
**Other Unauthorised/Combination**  
Penalty Notice requests

N.B. an NTI must have been requested via Jadu before an  
Other Unauthorised/Combination Penalty Notice request may be made



## Combination, Late or Other Unauthorised Absences (O/U/N/G)

**Has a notice to improve already been requested and issued? N.B. a Penalty Notice for Other Unauthorised Absences or Combination of Unauthorised Absences may only be requested following the issue of a Notice to Improve.**

- 2024-2025 School Attendance Policy
- Attendance certificate showing the absences of the pupil, clearly identifying the name and DOB of the pupil, signed and dated by the headteacher
- Copy of the school's central log (e.g., CPOMS/Sims/Bromcom etc) with records pertaining to attendance issues; acronyms explained and accessible for reading
- Copies of correspondence from the school to the parents/carers; parents' names, the date and address clearly showing e.g., stating absences will only be considered illness with medical proof
- Copies of correspondence from the parents/carers to the school showing date received
- Any other supportive material that corresponds with the NTI request submitted to the local authority



# Workshop

Please use this time to ask questions about the paperwork you use, the skeleton attendance policy, the checklist and any other questions you may have about legal intervention





# FEEDBACK

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# Thank you

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