

What is an Education Penalty Notice?

- As a parent/carer, you are committing an offence if you fail to make sure your child attends school regularly.
- An Education Penalty Notice is a fine paid by parents/carers of pupils who have unauthorised absence from school.
- All parents/carers are at risk of receiving an Education Penalty Notice if their child has unauthorised absence at school. This includes partners or any person who has responsibility for making sure the child attends school regularly.

What can you do to help?

- Take an interest in your child's education and encourage regular school attendance.
- Contact Rowena Academy as early as possible on the first day of absence.
- Try to avoid unnecessary absences.
- Wherever possible, make medical and dental appointments outside of school hours.
- Do not book family holidays during term time.

If you have any concerns about your child's attendance, please speak to our Parent Support Adviser, Mrs Hughes, or Mrs Benton.

Rowena Academy



School Attendance Guidance

All children who are between 5 and 16 years old are entitled to a full time education.

- Most parents want their children to be happy and achieve.
- Children only get one chance at school, and poor attendance could affect your child's chances of a successful future.
- Parents/carers are responsible for making sure that their children attend school regularly.
- The Local Authority is responsible for making sure that parents/carers meet their responsibilities.

Authorised and Unauthorised Absences

- There may be times when your child has to miss school due to illness, in which case you should contact the Academy on the first day of absence on 01709 863109.
- Children sometimes have to attend medical or dental appointments in school time, but please make routine appointments out of school hours where possible.
- If you think you might need to take your child out of school for any reason, discuss this with the school as soon as possible.
- Reasons such as a family bereavement or a religious event are acceptable for short absences.
- Unacceptable reasons for missing school include shopping, haircuts, birthdays and unauthorised holidays.

What happens if my child does not attend school regularly?

- When a child's attendance drops below the expected level of 96%, the Attendance Officer will contact parents/carers.
- Advice and support around improving your child's attendance will be available to you.
- If school attendance does not improve, the Local Authority may issue an EPN (Education Penalty Notice).

Holidays in term time

The Government has implemented legislation stating that no requests for holidays can be authorised except in exceptional circumstances.

When a parent/carer feels that they have exceptional circumstances and wishes to apply to take their child out of school during term time, they must complete a leave of absence form and submit it to the school at least four weeks before the proposed start of the holiday, and before booking the holiday.

If you take your child on holiday during term time without the authorisation of the Principal, the Local Authority will issue a Fixed Penalty Notice.