



**Bassingbourn Primary School
Attendance Policy**

Policy ratified: November 2018

Date of review: November 2019

Signed by the Head Teacher

Signed by the Chair of Governors.....

ATTENDANCE POLICY

1. Introduction

- 1.1 Bassingbourn Primary School is committed to providing an education of the highest quality for all its pupils / students and recognises this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance. You can find further details on School attendance and the law on the Cambridgeshire County Council website via the following link:

<https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-&-learning/education-your-rights-and-responsibilities/school-attendance/>

- 1.2 The whole school community – pupils / students, parents and carers, teaching and support staff and school governors – have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone's part in this.
- 1.3 The policy has been drawn up after consultation with the whole community and is based on current government and Local Authority guidance and statutory regulations. The school will ensure that all members of the committee know of the policy and have access to it.

2. School's roles and responsibilities

- 2.1 All staff (teaching and support) at Bassingbourn Primary School have a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which all our pupils / students are eager to learn, feel valued members of the school community and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

2.2 Attendance Leader

A member of the Senior Leadership Team will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout the school. This person, known as the Attendance Leader, will also ensure that up-to-date attendance data and issues are shared with the Senior Leadership Team, are made regularly available to all staff, pupils / students and parents (who will regularly be reminded about the importance of good school attendance) and that a report is prepared for the governing body half termly. (S)he will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

2.3 Registration

- i) The school is required to mark the attendance register twice each day; once at the start of the day and once during the afternoon session. Classroom teachers and Higher Level Teaching Assistants are responsible for completing the attendance registers.
- ii) The register will be called promptly at **8.45 am** and **1.15 pm** by each class teacher and a mark will be made during the registration period in respect of each child.
- iii) The registers will close at **8.50 am** and **1.20 pm**. Any pupil / student who arrives **after** the closing of the register will count as **absent**. Pupils / students who arrive before the register closes but late will be counted as **present** but will be dealt with under the school's policy on punctuality and lateness (see para 4.5 on page 4).

2.4 Categorising absence

- i) A mark will be made in respect of each child during registration. Any child who is not present at this time will be marked unauthorised absence unless leave has been granted by the school in advance or the reason for absence is already known and accepted by the school as legitimate. Where a reason for absence is given and accepted by the school at a

later stage, the register will be amended in such a way that the original entry and the amendment / correction are distinguishable.

- ii) Bassingbourn Primary School recognises the clear links between attendance and attainment, and attendance and safeguarding children. It recognises that inappropriate authorisation of absence can be as damaging to a child's education as unauthorised absence, as it will potentially send a message to parents that any reason for non-school attendance is acceptable and can render children extremely vulnerable to harm. If absence is frequent or continuous, except where a child is clearly unwell, staff at Bassingbourn Primary School will challenge parents about the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a pupil's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence **will always rest with the school**.
- iii) If no explanation about an absence is received by the school **within 2 weeks**, the absence will remain unauthorised.
- iv) Absence will be authorised in the following circumstances:
 - (a) where leave has been granted by the school in advance, for example –
 - a pupil is involved in an **exceptional** special occasion – in authorising such an absence the individual circumstances of the particular case and the pupil's / student's overall pattern of attendance will be considered;
 - in **exceptional** circumstances, permission has been granted for leave due to bereavement;
 - (b) where the school is satisfied that the child is too ill to attend;
 - (c) where the pupil / student has a medical appointment (although parents should be encouraged to make these out of school hours wherever possible, and to return their child to school immediately afterwards – or send him / her to school beforehand);
 - (d) where there is an unavoidable cause for the absence which is beyond the family's control, eg extreme weather conditions;
 - (e) the absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's / student's parents belong.
- v) Except in the circumstances described above, absences will be unauthorised. Some examples of reasons for **not** authorising absence would be:
 - no explanation has been given by the parent;
 - the school is not satisfied with the explanation;
 - the pupil / student is shopping during school hours;
 - the pupil / student is absent for **unexceptional** reasons, eg a birthday;
 - the pupil / student is absent from school on a family holiday
 - the pupil / student has been stopped during a truancy sweep and is unable (or the parent is unable) to give a satisfactory reason for the absence.

2.5 Approved educational activity

Where a student is engaged in off-site approved educational activities, the school will check his/her attendance on a daily basis before entering the appropriate code in the register.

2.6 Staff Training

The School Attendance Leader will ensure that all staff responsible for taking registers, including any temporary or supply staff, receive sufficient training to enable them to perform the task accurately.

3. Collection and analysis of data

- 3.1 The Attendance Leader will ensure that attendance data is complete, accurate, analysed and reported to the senior leadership team, parents and the governing body (see para. 2.2 above). The report should include commentary on the trajectory and the school target. The data will inform the school's future practice to improve attendance and prevent disaffection.
- 3.2 Attendance is monitored by class and by reasons for absence. It is also analysed by gender, ethnicity, pupils / students with special educational needs and those who are vulnerable to poor attendance.
- 3.3 Accurate attendance returns are made to the DfE within the stipulated time frame.

4. Systems and strategies for managing and improving attendance

- 4.1 Attendance has a very high profile at Bassingbourn Primary School and is regularly discussed at assemblies and in classes. Parents are regularly reminded in newsletters and school meetings about the importance of good attendance and its links to attainment, and attendance figures are published in school reports and shared at parent evenings.
- 4.2 First-day calling
Bassingbourn Primary School has in place a system of first-day calling. This means that parents will be telephoned on the first day a pupil / student is absent without explanation to establish a reason for the absence. This helps to identify at an early stage pupils / students who do not have a good reason for absence or who may be absent without their parents' knowledge. Where it is not possible to make contact with parents on the first day of absence, the pupil's home will be visited by a member of the Senior Leadership Team. A letter will be hand delivered, requesting that the parents contact the school to explain the pupil's absence.
- 4.3 Meetings with parents
Where there is an emerging pattern to a pupil's / student's absence over a 3 to 4 week period (or sooner if staff are particularly concerned), with or without explanation, the school will invite parents to a meeting to discuss the reasons for the absences. Plans should be put in place with the parents and pupil / student to resolve any difficulties and improve the attendance within a specified time limit – usually no more than 6 weeks. It will be explained to parents that any future absences will be unauthorised unless there is clear evidence of a good reason for them.
- 4.4 Referral to the Education Welfare Service
If there continue to be unauthorised absences by the end of the specific time (or sooner if the pupil / student is failing to attend school at all), the matter will be referred to the Education Welfare Officer.
- 4.5 Lateness and punctuality
Pupils / students are expected to arrive at school, and be in the correct room for registration, on time every day. It is very disruptive to their own education, and that of others in their class, if they are late. Pupils / students who arrive after the register closes (see para. 2.3 (iii)) will be marked absent for the whole session (a session being a morning or an afternoon). This absence will be unauthorised unless the school is satisfied that there is a legitimate reason for the pupil / student to be late. Such a reason will not include reasons such as missing the bus, clothes in the washing machine or lost shoes. A pupil / student who is persistently absent by reason of lateness will be dealt with in the same way as other students with an emerging pattern of absence (see para. 4.3). If the matter is not resolved quickly, it will be referred to the Education Welfare Officer and could result in a penalty notice under Section 444 of the Education Act 1996.
- 4.6 Pupils / students who arrive late for school but before the register closes are monitored for frequency of lateness. If the lateness is persistent, the parents will be requested to give

adequate reason. If this is not sufficient to resolve the problem, the Education Welfare Officer will be informed.

- 4.7 For health and safety reasons it is important that the school knows who is in the building. Pupils / students arriving late should therefore report to the main school office. **It is important that all pupils / students arriving late following this procedure.**
- 4.8 For the same reason it is important that pupils / students leaving the premises legitimately (eg for a medical appointment), or returning to school later in the day report to the main school office.
- 4.9 Post-registration truancy
Post-registration truancy occurs when a pupil / student goes missing from school having previously registered for the session. This behaviour not only means the pupil / student will not be receiving a full-time education, it also potentially renders him/her vulnerable to harm. Bassingbourn Primary School takes this very seriously and will endeavour to ensure it does not happen. If, however, a pupil / student appears to have left the premises without authorisation, the school will try to make contact with his/her parents immediately.

5. Term-time Holidays

- 5.1 Term-time holidays are not permissible and will not be authorised.
Prior to June 2013, the Education (Pupil registration - England) regulations 2006 allowed for Head teachers to grant leave of absence for a term time holiday in 'special circumstances' and for extended leave in exceptional circumstances. Amendments to these regulations remove references to family holidays and extended leave. It is made clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances and the head teacher determines the number of school days a child can be away from school if leave is granted. The regulations make it clear that parents do not have any right or entitlement to take a child out of school for the purposes of a term time holiday. If parents take their child on a holiday in term time this will be counted as an unauthorised absence – this is the same as truancy and each parent will be at risk of a Penalty Notice being applied for each child who is absent from school for a holiday.
- 5.2 There are various reasons that may make it difficult for service families to take holidays together outside term time. Including operational tours, overseas or afloat, however, the MOD recognises that the educational needs of the Service children affected will always be a critical factor when determining whether term time absence should be granted. MOD guidance states that the decision on whether to authorise term time holidays for the children of service personnel sits solely with the head teacher of their school. To assist Head Teachers in making their decision on absence applications, Unit Commanding Officers and their welfare staff will be asked to provide advice, verification and endorsement as required.

6. Extended leave of absence

- 6.1 Extended leave of absence are not permissible and will not be authorised.

7. Parents' / carers' responsibilities

- 7.1 The prime responsibility for ensuring children receive an appropriate and full-time education rests with parents / carers (defined by the Education Act 1996 as those with parental responsibility and those who have the care of a child), who will be supported and encouraged by Bassingbourn Primary School.
- 7.2 Bassingbourn Primary School expects parents / carers will:
- ensure their children attend the school regularly;
 - support their children's attendance by keeping requests for absence to a minimum;
 - not expect the school to automatically agree any requests for absence, and not condone unjustified absence from school.

7.3 Parents will also be expected to:

- notify the school on the first day of absence, by telephoning the school before 9.00am, or by speaking to the school secretary whilst dropping off siblings;
- ensure their children arrive at school on time, properly dressed and with the right equipment for the day;
- work in partnership with the school, for example by attending parents' meetings and consultations, signing homework diaries when asked to do so, taking an interest in their children's work and activities;
- contact the school without delay if they are concerned about any aspects of their children's school lives. The school will endeavour to support parents to address their concerns.

8. Pupils' / students' responsibilities

- 8.1 All pupils / students should be aware of the importance of regular school attendance. If they are having difficulties that may prevent them from attending school regularly, they should speak to their class teacher or form tutor.
- 8.2 Pupils / students should attend all their lessons on time, ready to learn. Pupils / students also have a responsibility for following school procedures if they arrive late.

9. Governors' responsibilities

- 9.1 The governing body of a maintained school shall make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school. The Governing Body of Bassingbourn Community Primary School reviews and monitors attendance of all pupils and strategies to enhance attendance through the Education and Learning Committee work plan. This is shared with all Governors and reviewed every term.

10. Sanctions for poor attendance – Penalty notices

The use of sanctions is a critical part of the toolkit available to every Education Welfare Officer (EWO) and should be utilised alongside other strategies. The decision to apply a Penalty Notice must be based on clear threshold criteria. Please refer to the Local Authority Code of Conduct for Penalty Notices in Appendix A.

Threshold criteria for applying a penalty notice:

Unauthorised absence pattern developing

Attendance at 90% and below over previous 4 weeks –warning letter to parents that if attendance does not improve over monitoring period a penalty notice may be applied – school to discuss cases with the Educational Welfare Officer.

Ongoing unauthorised absence

Attendance at 90% and below over previous 6 weeks – referral to Education Welfare Officer who may apply a penalty notice as an alternative to prosecuting through the Magistrate Courts.

Holiday in term time

Evidence that child has been taken out of school for the purpose of going on a family holiday for three or more consecutive school days - Education Welfare Officer will apply a penalty notice to each parent for each child. This will result in a £60 fine per parent per child, rising to £120 if it is not paid promptly.

Pupils Persistently late i.e after registers closed ('U' code)

Attendance at 90% and below over previous **4** weeks – referral to Education Welfare Officer who will warn parents that if attendance does not improve over monitoring period, a penalty notice will be applied.

Pupils Excluded - Found in public place during school hours, in the first 5 days of exclusion

Evidence of when child seen in public place – referral to Education Welfare Officer. Penalty notice will be applied.

Parenting Contracts

Parenting Contracts for irregular school attendance have been developed in response to the provisions of Section 19 Anti-Social Behaviour Act 2003. Parenting Contracts are in line with the philosophy behind the Children Act 1989 which emphasises that Local Authorities must make every attempt to work in partnership with parents to avoid instituting court action wherever possible. Parenting Contracts are intended to:

- Improve the pupil's attendance to an acceptable level by identifying obstacles and agreeing a plan to overcome them
- Agree details of how to achieve change through determined actions

Following the Parenting Contract meeting should these objectives not be met, a PACE Interview under caution will be held to help provide a formal process whereby consideration can be given to the institution of action either under the Children Act 1989 or the Education Act 1996.

The PACE interview

Should a student's attendance fail to improve, in spite of help from the school and an EWO, parents will be invited to a formal PACE interview held under caution. Before a meeting begins parents will be formally cautioned under the under the Police and Criminal Evidence Act 1984 (PACE).

Reviewing the policy

The school will review this policy each year with its allocated Education Welfare Officer and Governing body.

BASSINGBOURN PRIMARY SCHOOL ATTENDANCE POLICY

A GUIDE FOR PARENTS

1. **When does my child need to be in School?**

Your child should be at school in good time for registration. The morning register will be called promptly at **8.45am** and the afternoon register at **1.15pm**.

2. **What happens if my child is late?**

Registration finishes at **8.50am** in the morning and **1.20pm** in the afternoon.

If your child arrives between **8.45am** and **8.50am** he/she will be marked **late**.

If your child arrives after **8.50am** he/she will be marked **absent**.

If your child arrives between **1.15pm** and **1.20pm** he/she will be marked **late**.

If your child arrives after **1.20pm** he/she will be marked **absent**.

3. **Does the school need letters explaining my child's absence or will a phone call suffice?**

We would expect a parent to telephone the school on the first day of absence, before 9.30am preferably. If you do not phone us, we will phone you. However, we need a written explanation on your child's return to school. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence, and this will be shown on your child's end of year report.

4. **What reasons will the school accept for absences?**

- Illness
- Emergency dental / medical appointment (please make routine appointments after school or during the holidays)
- Day of religious observance
- Family bereavement

Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details. In cases of recurring absences through illness you may be asked to produce evidence or a medical certificate.

5. **What is unacceptable?**

The school will not authorise absence for day trips, visiting relatives, shopping, birthdays or looking after brothers or sisters, etc.

6. **Will the school contact me if my child is absent?**

The school operates a first day response to absences: we will phone you if we have not heard from you. This is because we believe it is our responsibility to ensure your child's safety as well as their regular school attendance.

If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss the best way forward.

7. **I am thinking about sending my child on an extended absence for an overseas trip to visit relatives. What should I do?**

The school recognises that such absence can be important for children to keep in touch with their extended family. Contact your child's class teacher or form tutor as soon as possible to discuss the best time for such a visit. The school would strongly recommend that such absences do not take place during your child's SATs examinations or the time immediately prior to the examinations when they will be preparing for them.

Unless there are exceptional circumstances, this will not be authorised. However, if your child's overall attendance is good, and the period is less than 3 consecutive days, the absence will not be referred to the Education Welfare Officer.

As far as possible we will set work for such absences and ensure that it reinforces the educational value of such a visit.

8. What can I do to encourage my child to attend school?

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he / she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his / her education.

9. My child is trying to avoid coming to school. What should I do?

Contact your child's class teacher immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.

In some cases you may find it helpful to discuss the circumstances of your child's difficulties with an Education Welfare Officer. The school may also refer you to an Education Welfare Officer who works with staff and families if difficulties with attendance arise.

10. My child has medical appointments and an ongoing medical condition. What should I do?

Supporting a child with a medical condition that has impacted their attendance is not the sole responsibility of one person. The school will work collaboratively with medical staff within the organisations being used and with outside agencies where support may be needed.

The school will draw up a Medical Healthcare Plan with parents and with advice from medical health professionals. This will evidence reasons for absences from school and how provision can be altered to cater for the medical needs of the pupil.

For short term absences, school will provide work/homework and activities for school work missed. The first 3 weeks of absences remains the school's responsibility from their in house support procedures.

For prolonged support, current medical evidence is required and a treatment plan put in place. Support from 'Education Support Team for Medical Absence' team (ESTMA) is sought through a referral using a CAF (Common Assessment form) or EHA Hub (Early Help Hub form). They will provide a personalised program, reintegration support and signposting to other services.

PENALTY NOTICES

NON-SCHOOL ATTENDANCE

CAMBRIDGESHIRE COUNTY COUNCIL
LOCAL AUTHORITY CODE OF CONDUCT

Introduction

1. Under Section 23 of the Anti-Social Behaviour Act 2003 local education authority officers, headteachers and the police have the discretionary power to issue Penalty Notices in cases of unauthorised absence from school.
2. The new power provides an alternative to prosecution of parents under Section 444 of the Education Act 1996 and enables parents to discharge potential liability for conviction for that offence by paying a penalty of £60 if paid within 21 days or £120 if paid within 28 days.
3. Should the Penalty Notice remain unpaid or have been paid only in part at the end of the 28 day period Cambridgeshire County Council must prosecute the parents for the offence to which the notice relates, or, in specified circumstances (see section 29 below), withdraw the notice.
4. Penalty Notices may only be issued in Cambridgeshire in accordance with the terms of this Code of Conduct. The purpose of the Code of Conduct is to ensure that the power is applied fairly and consistently across the County Council and that suitable arrangements are in place for the effective and efficient administration of the scheme.
5. In implementing this Code of Conduct the County Council will liaise when appropriate with neighbouring education and police authorities.
6. This Code of Conduct has been drafted in accordance with the Education (Penalty Notices) (England) Regulations 2004: Statutory Instrument 2004 No 181 and guidance issued by the Department for Education and Skills.
7. In preparing this Code of Conduct the County Council has consulted with Cambridgeshire headteachers and the Chief Officer of Cambridgeshire Constabulary. This complies with The Education (Penalty Notices) (England) Regulations 2007.

Circumstances in which Penalty Notices may be issued

8. Penalty Notice may be considered as an alternative to prosecution for failure to ensure regular school attendance in any given period of unauthorised school attendance as below:

A UNAUTHORISED ABSENCE: As the Government changed the PA (Persistent Absence) threshold to 90% (in effect from Sept. 2015), the Local Authority may issue a Penalty Notice in relation to a child whose attendance at school is 90% or less over a given period. There must be at least 8 unauthorised sessions over an 8 week period with all absences recorded as unauthorised or 90% and below mostly unauthorised over a longer period. To allow time and opportunity for early intervention work with the family, attendance will be monitored by school and Local Authority before enforcement actions are considered. Such a Fine is intended to offer a rapid intervention, which may be used to address non-school attendance before it becomes entrenched, following guidance in section 13 of 'PN Code of Conduct'.

B UNAUTHORISED TERM TIME LEAVE(includes Holiday): Any parent who takes a child out of school for term time leave of more than 6 consecutive sessions (3 days) or more over a 4 week period, not authorised by the school (under exceptional circumstances rule), may receive a Penalty Notice. A child with overall good attendance in the current academic year or previous years will not affect this decision. Such cases will have to be supported by evidence of parents being warned about a potential Penalty Notice. (*The Supreme Court Judgement in the case between Isle of Wight Council v Platt (6th April 2017) clarified the meaning of regular school attendance in relation to Section 444 Education Act 1996. To attend school "regularly" means "in accordance with the rules prescribed by the school".*)

Procedural guidelines

9. The key consideration in deciding whether to issue a Penalty Notice should be whether it is considered likely to be effective in helping the child to whom it relates to return to regular attendance.
10. Before issuing a Penalty Notice for unauthorised absence (refer to section 8A), due consideration should be given to other strategies which may help return the child concerned to regular school attendance. Such strategies might include:
- writing to the child's parents to remind them of their legal responsibilities;
 - meeting with the child's parents;
 - ensuring a first-day response to any absence;
 - setting targets for improvement;
 - referral to the Education Welfare Officer;
 - involvement of other services/agencies.

NB. Above strategies do not apply to term time leave / holiday. (refer to section 8B)

11. It is expected that schools will communicate with parents and issue a warning about potential Penalty Notice fine being issued for unauthorised absences. This warning can be in the form of communication sent to parents via school Newsletters, School Web page as well as any direct mail sent to individual parents
12. Head teachers and police officers should only issue a Penalty Notice following consultation, discussion, reflection and joint decision with a County Council Education Welfare Officer.
13. The Education Welfare Officer will not agree to sanction the issuing of a Penalty Notice unless he/she considers that with regard to the offence to which it relates there is sufficient evidence to secure a conviction under Section 444 of the Education Act 1996. Evidence could be letters sent to parent, minutes of meetings and record of telephone conversations.
14. A maximum of three Penalty Notices may be served on any one parent over a 12-month period.
15. **There is no statutory right of appeal against the issuing of a Penalty Notice.** A parent should therefore, if possible, be given warning of the possibility of a notice being issued (refer section 13) in order to allow him/her to make representations should he/she wish to do so. If a head teacher refuses to authorise any absence or requests for holidays during term time and parents are not happy with the decision, they should make representations to the Governing Body of the school. They should not wait and make a representation to the County Council once a Penalty Notice has been issued.

Authority to Issue a Penalty Notice

16. An Education Welfare Officer / CCC Legal Panel may issue a Penalty Notice to the parent of a child who is a registered pupil at a school in Cambridgeshire or who is a registered pupil at a school in an authority, which has an agreement to that effect with Cambridgeshire County Council.
17. A headteacher or an authorised deputy or assistant headteacher may issue a Penalty Notice to the parent of a child who is registered at his/her school, in consultation with a CCC Legal Panel.
18. A police officer, including a community support officer or other accredited person, may issue a Penalty Notice.
19. Head teachers and Police Officers should comply with the terms of this Code of Conduct when issuing a Penalty Notice and should provide a copy of any notice issued to the relevant Education Welfare Officer.

Form and Content of Penalty Notices

20. A Penalty Notice should give the following particulars alleged to constitute the offence to which the notice relates and should contain:
- a) the name and address of the person to whom the notice is issued;
 - b) the name and address of the child who is failing to attend school regularly and the name of the school at which he/she is a registered pupil;
 - c) the name, title and official details of the authorised person issuing the notice;
 - d) the date of the offence and of the issue of the notice;
 - e) the amount of the penalty which is to be paid and details of the timescales and any variation involved;
 - f) the address of the County Council office at which the penalty is to be paid and to which any correspondence relating to the notice may be sent;
 - g) the method/methods by which payment may be made;
 - h) the specified period within which the penalty should be paid;
 - i) a statement that full payment within the specified period will discharge any liability for the offence;
 - j) an explanation of the consequences should the penalty not be paid in full before the expiry of the specified period;
 - k) an explanation of the grounds on which the notice may be withdrawn.
21. Should there be more than one person liable for the offence (Section 576 Education Act 1996) a separate notice should be issued to each person, per each child.
22. Should the offence involve more than one child a separate notice should be issued for each child, per each parent.

Service of Penalty Notices

23. A Penalty Notice may be served by:
- a) giving it to the recipient; or
 - b) leaving it at the recipient's usual or last-known address; or
 - c) sending it to the recipient at that address by first-class post.
24. Service by post is deemed to have been effected, unless the contrary is proved, on the second working day after posting the notice by first-class post.

Methods of Payment

25. The preferred method of payment of a Penalty Notice would be on-line payment via the Cambridgeshire County Council website. However, alternatives methods are available on request. Late or part payments (including instalments) will not be accepted and no reminders will be sent.

Failure to Pay a Penalty Notice

26. Should the recipient of a Penalty Notice fail to pay the full amount before the expiry of the period for paying it the County Council will either begin proceedings against the parent under Section 444 of the Education Act 1996 or withdraw the notice in accordance with specified conditions (see section 29 below).
27. An electronic record will be retained to monitor that the recipient of a Penalty Notice has or has not paid the amount due on or before the date specified and presented as evidence in any subsequent Section 444 Education Act 1996 proceedings.

Withdrawal of a Penalty Notice

28. A Penalty Notice may be withdrawn by the County Council, regardless of whom within the authority issued it, if it is deemed that:
 - a) the notice ought not to have been issued (i.e. where it has issued outside of the terms of this Code of Conduct or where no offence has been committed); or
 - b) the notice ought not to have been issued to the person named as the recipient.
29. Should a Penalty Notice be withdrawn:
 - a) notice of the withdrawal should be given to the recipient;
 - b) any amount already paid by the recipient should be reimbursed;
 - c) any proceedings under Section 444 of the Education Act 1996 instituted against the recipient should be discontinued.

Retention of Receipts and Revenue Collection

30. The County Council will retain all revenue from the issuing of Penalty Notices in order to cover the costs of issuing and enforcing notices and the cost of prosecuting those recipients of the notices who fail to pay.
31. The County Council will produce an annual audit statement as part of its usual audit procedures in order to show that income received from Penalty Notices does not exceed enforcement costs as defined above. Any surplus acquired will be surrendered to a consolidated fund.

Equalities Impact Statement:

1. *Has this policy fully considered the School's Equality objectives and statement?* **Yes**
2. *Are there any impacts of the School's Equality objectives and statement on this policy*

No

3. *If "Yes" are these clearly described and their impact assessed within the policy document?*

N/A

Child Protection Statement

At Bassingbourn Primary School the welfare of the child is paramount. All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and sexual identity have the right to protection from abuse. All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately. All staff and volunteers in school have a responsibility to report any concerns to one of the designated child protection officers.