

Edward Peake C of E (VC) Middle School

Federation Headteacher: Miss Z J Linington



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Attendance and Lates Policy

Rationale

It is the right of every young person to receive full-time education. Young people who fail to attend school regularly cannot receive a coherent education programme, as absence disturbs the continuity of the curriculum and also damages social relationships. Absence from lessons also causes difficulties for teachers who may have to respond by providing individual programmes of work.

Good attendance and punctuality are vital for success at Edward Peake and to establish positive life habits necessary for future success. They also minimise the risks of pupils conducting anti-social behaviour or becoming victims or perpetrators of crime or abuse. Regular attendance also encourages children to build friendships and develop social groups, working together as a whole team, sharing ideas and developing life skills. They will also inevitably miss out on essential learning and on events taking place, such as school visits.

Edward Peake promotes a positive and pro-active ethos that places high value on attendance and punctuality, as well as valuing its partnership with parents/carers to promote good attendance. It is our duty to consistently strive to achieve a goal of 100% attendance for all children. This policy advocates close working relationships with all stakeholders to provide a cohesive approach to tackling attendance.

Edward Peake Attendance Definitions:

- 98-100% Expected
- 96-97% Satisfactory
- Below 96%, but above 90% A cause for concern
- Below 90% A serious cause for concern

It is clearly understood that there are exceptional circumstances when levels of attendance may fall below 98% or even 96% for reasons beyond the pupil and parents' control. That said, these are very rare exceptions rather than the rule.

Aims

To share the responsibility for endorsing school attendance amongst everyone at Edward Peake and to develop and implement an effective attendance policy that touches all aspects of the school's life, and relates directly to Edward Peake's values, ethos and curriculum.

- Staff particularly strive:
 - i. To encourage all pupils to reach their true potential and eventually become independent learners who value learning with and from others; to have a positive attitude to life-long learning;
 - ii. To value application, perseverance, initiative and independence of thought and action, as well as co-operative endeavours.
 - This attendance policy is designed to encourage pupils to attend school more regularly by the implementation of specific measures, e.g.:
 - i. Registering pupils accurately and efficiently;

- ii. Setting attendance targets for individual pupils, the school and specific year groups (where applicable);
- iii. Contacting parents, the same day when reasons for absence are unknown or unauthorised;
- iv. At least weekly monitoring of pupil attendance and punctuality;
- v. Regularly reporting school attendance statistics to parents, Governors and the Department for Education (DfE) as appropriate.

Working Together to Promote Good Attendance

The foundation for good attendance is a strong partnership between the school, parent/carers and the child. The Home School Agreement will contain details of how we will work with parents and our expectations of what parents will need to do to ensure their child achieves good attendance. To help us all to focus on this we will:

- provide information on all matters related to attendance in our regular school newsletter and on the school website
- report to you on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainment
- celebrate good attendance by rewarding individual and class achievements
- set attendance targets for the whole school and individual pupils and ensure that these are well publicised
- to involve parents, staff and pupils in raising attendance across the school

Roles & Responsibilities

Headteacher

The Headteacher is responsible for:

- Overall monitoring of school attendance

The Assistant Headteacher – School Attendance Officer

- Daily monitoring of school attendance
- Promote and reward good attendance with children at all appropriate opportunities
- Tracking trends in authorised and unauthorised absence
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues
- Working closely with the school Family Support Worker to ensure families in need receive appropriate support
- Monitoring individual attendance where concerns have been raised
- Authorising standard letters regarding attendance / lateness as required
- Making referrals to the Attendance Officer
- Providing reports and background information to inform discussion with the school's Attendance Officer
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.

Teaching staff

Staff in the classroom are responsible for:

- Ensuring they complete registers accurately and in a timely way
- Promote and reward good attendance with children at all appropriate opportunities
- Monitoring follow-up once actions have been taken to correct attendance concerns

- Informing the Assistant Headteacher (Attendance) / School Safeguarding Officer / Family Support Worker / School Office of first day absence of a child where there is a safeguarding concern
- Emphasising with their class the importance of good attendance and promptness
- Discussing attendance / late issues with parents where necessary following the school process

School Attendance Administration Officer

- Collating and recording registration and attendance information
- Asking for medical evidence to support the absence
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/carers and reporting concerns to the Assistant Headteacher (Attendance).
- Monitoring patterns in attendance for key groups of children in the school
- Reporting first day absence to the Family Support Worker for children where there is a safeguarding concern.
- Making decisions and sending out appropriate letters regarding attendance when required.
- Collate and report data each week to the SAO, using a tracker spreadsheet.
- Meet with CBC Attendance Officer half termly to review attendance
- All FPN / Registering CME / removal from roll processes; check EW4 forms for court summons, for the Local authority
- Engage with parents for meetings with SAO.

Administration staff

Staff in the School Office are responsible for:

- Taking and recording messages from parents regarding absence
- Asking for medical evidence to support the absence
- Ensuring the Absence/Late Book is completed
- Contacting parents of absent children where no contact has been made.
- Recording details of children who arrive late or go home early / late.

Parents/Carers

Ensuring a child's regular attendance at school is a parent/carer's legal responsibility (Section 7 Education Act 1996) and permitting absence from school that is not authorised by the school creates an offence in law.

A 'parent' is defined in Section 576 of the Education Act 1996 and is defined as follows;

- all natural parents, whether they are married or not
- any person who, although not a natural parent, has parental responsibility for a child or young person
- any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that the child lives with and is looked after by that person, irrespective of what their relationship is)

Involvement of parent/carer

To help fulfil parents'/carers' important role in their child's education, and to be as informed as possible in any communications or discussions with teachers, parents/carers are requested and encouraged, to the extent feasible:

- To ensure their child attends school regularly and punctually;
- To notify the school if their child cannot attend for any reason – this is for the child’s safety as well as administrative reasons;
- To provide medical evidence – this can be in the form of prescriptions, appointment cards, hospital letters and medications to support the absence.
- Provide written confirmation of the reason for an absence on their child’s return to school;
- To request authorisation for all ‘leave of absence,’ including holidays and appointments in school time;
- To work with the school to resolve/alleviate any attendance problems or protracted absence;
- To attend meetings as required in relation to their child’s attendance.

Involvement of Pupils

- Pupils are expected to attend school regularly and to arrive punctually at school and to the start of lessons;
- If late, pupils must sign in at the office;
- If pupils are required to leave the premises during the school day they must sign in and out at the office. (This is for their safety as well as administrative purposes);
- Pupils should inform staff if there is a problem that may lead to their absence e.g. bullying, racism etc;
- Pupils should use their best endeavours to pass on absence notes from parents to their class teacher and to pass correspondence to their parents/carers;
- If requested, pupils must attend a return to school meeting with the appropriate staff member.
- Pupils should understand that only ‘real’ illnesses can be a reason for absence.

It is the parent’s/carer’s responsibility to inform school of the reason for a child’s absence as soon as possible. Parental contact by telephone each day of absence should be the normal expectation. We also operate a ‘First Day Response’ system in cases where parents/carers fail to contact us, this is usually via text message. A letter explaining the reason for absence and the dates of absence should be sent to school by the parent/carer on the day the pupil returns. If the term of absence exceeds five school days a doctor’s note is expected. Without clear documentation absences will be marked as unauthorised. Where there are concerns about a pupil’s attendance, one or more of the following interventions will follow:

- Contact by telephone or letter
- Invitation to come into school to discuss attendance with the School Attendance Officer, Head of Year and Assistant Head – with appropriate targets being set.
- Where further concerns exist, a referral will be made to the Access and Inclusion Service for more formal interventions.

Involvement with other agencies

A weekly register check will be carried out by the School Attendance Officer responsible for attendance, however attendance is monitored daily by the office staff and on a weekly basis by class teachers using SIMs and using the attendance spreadsheet. Early concerns are brought to the attention of our Family Support Worker who makes contact with families to offer support with any factors which may be affecting a pupil’s attendance. A referral to the Access and Inclusion Service will be made by the School Attendance Officer for any pupil whose attendance is causing serious concern. Other agencies e.g. Social Services could be involved, where appropriate.

Recording absences

Under regulation 4 of the Education (Pupils’ Registration) Regulations 2006, all schools must keep an attendance register in which pupils are marked present or absent at the beginning of each morning and afternoon session. Regulation 6 of The Education (Pupils’ Attendance Records) Regulations 1991 introduced the requirement that attendance registers must show whether an absence of a pupil of

compulsory school age is present or absent or attending an approved educational activity or unable to attend due to exceptional circumstances. Marking the register must be in accordance with DfE coding's.

The class teacher and school office are responsible for recording absences in the register using the appropriate coding, and passing on any concerns about absence.

Registration

- The national codes for attendance/absence should be followed to the letter. Registers are legal documents and must be kept fully up to date.
- In the case of fire registration sheets are taken to the fire assembly point by the school's office staff and are distributed to class teachers.
- All pupils not present at registration should be recorded with an **N** code. The school office will collect absence notes, code the register appropriately and then file the letters.
- Class teachers should pass on concerns about individual absences or patterns of absence to the Head of Year.

Monitoring attendance

- Heads of Year and the class teachers meet half-termly. Attendance is a standing agenda item at each meeting.
- If a pupil does not bring an absence note (after being reminded by the class teacher) in a period of two weeks following an absence a letter will be issued requesting an explanation for the absence. This reason will be recorded and the register encoded as appropriate.
- The School Attendance Officer has the whole school responsibility for implementing and reviewing the attendance policy and for ensuring the completion of DCSF statistics on attendance. Registers must be kept for a period of 3 years after the date on which they were last used.

What to do if my child is absent?

First day absence

A child not arriving at school where the parents haven't informed the school is considered a **safeguarding** matter. This is why information about the reason for any absence is always required. If your child is absent you must:

- contact us by 9:30am on **each** day of absence. This should be by telephone to the school office on 01767 314562. A text message is not acceptable
- send a note in on the first day they return with an explanation of the absence – you must do this even if you have already telephoned us
- If your child is absent we will:
- telephone or text you on the first day of absence if we have not heard from you – this is because we have a duty to ensure your child's safety as well as their regular school attendance
- invite you in to discuss the situation with our attendance officer and/or pastoral leaders if absences persist
- refer the matter to the Central Bedfordshire Council's Access and Inclusion Service if absence is unauthorised and doesn't meet school expectations

Third day absence

Please note: If your child is not seen and contact has not been established with any of the named parents/carers, after three days of absence the school is required to consider implementing the *child missing in education* procedures as set down by Central Bedfordshire Council. We will make all reasonable enquiries to establish contact with parents/carers and the child, including making enquiries to known friends, wider family.

Ten days' absence

We have a legal duty to report the absence of any pupil who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer, then the local authority is notified that the Child is Missing Education. Staff from the Access and Inclusion Service will visit the last known address and alert key services to locate the child. So help us to help you and your child by making sure we always have an up-to-date contact number and home address. There will be regular checks on telephone numbers throughout the year.

Continued or ongoing absence

If your child misses 39 or more sessions (there are 2 sessions in a school day) of absence across the school year, for whatever reason, they are defined as a *persistent absentee*. Absence for whatever reason disadvantages a child, by creating gaps in his or her learning. Research shows that these gaps at whatever level affects attainment. We monitor all absence thoroughly and all attendance data is shared with the Local Authority and the Department for Education.

Legal measures for tackling persistent absence or lateness

The following legal measures may be used for pupils of compulsory school age who are registered at a school and are not attending regularly:

Penalty Notices: The Anti-Social Behaviour Act 2003

Magistrates Court Action under Sec 444 (1) and (1a) of the Education Act 1996

Penalty Notices

Central Bedfordshire Council's Code of Conduct for Penalty Notices states that where a child has had 10 unauthorised absences in a 12 school week period, the school may request a penalty notice be issued. The code of conduct is a statutory document that ensures that the powers for this legal sanction are applied consistently and fairly across all schools and their families within the authority.

Penalty Notices can be issued when

- a pupil has taken holiday during term-time and the absence has not been authorised by the school, providing the school has taken into account DfE guidance to inform its decision-making
- where the school believes that the sanction will lead to an improvement in attendance, e.g. persistent late arrival at school; parents' failure to attend/co-operate at a parenting contract meeting

Parents and carers will be alerted/warned about the possibility of a penalty notice being requested for unauthorised absence, via the school's newsletter, through the leave of absence request form, or through the school's attendance policy and website.

If more than one parent has parental responsibility, both parents will receive a Penalty Notice. In situations where there is more than one pupil in a family with irregular school attendance, multiple penalty notices can be issued to the same parents during the year. However, this action must be subject to careful consideration and co-ordination.

Legal Action taken under Section 444 (1) and (1a) Education Act 1996

Where the school has tried to address a pupil's unauthorised absences but the measures taken have been unsuccessful, it can then refer on to the Local Authority School Attendance Officer. If there is either no improvement in the attendance nor satisfactory evidence provided for the absences following their intervention, then it is likely legal action at Magistrates Court will be initiated.

Sanctions available to the court are as follows;

- a fine of up to £2,500
- a conditional discharge – you will be given a set amount of time in which to improve your child's attendance. Should you fail the Council may bring a further prosecution against you and, if found guilty, you will be sentenced for both offences.
- an absolute discharge – the case is proved but you will not be subject to a penalty, although you will receive a conviction
- a community order such as unpaid work, curfew or tagging
- imprisonment - for up to three months

Authorising absence

Only the school can authorise absence, not parents/carers. The fact that a parent/carer has offered a note in relation to a particular absence does not oblige the school to accept it if the school does not accept the explanation offered as a valid reason. If, after further investigation, doubt remains about the explanation offered – or where no explanation is offered at all – the absence **MUST** be recorded as unauthorised.

Amendments to school attendance regulations were updated in September 2013:

The Education (Pupil Registration) (England) Regulations state that head teachers may not grant any leave of absence during term time unless there are **exceptional circumstances**. It is important to note that head teachers can determine the length of the authorised absence, as well as whether absence is authorised at all. The fundamental principles for defining **exceptional** are **rare, significant, or unavoidable**, which means the event could not reasonably be scheduled at another time. Circumstances where absences may be regarded as **exceptional** will vary from school to school and family to family.

There is, however, no legal entitlement for time off in school term time to go on holiday and in the majority of cases holiday will not be authorised. Parents/carers wishing to apply for leave of absence need to fill in an application form (available from the School Attendance Officer) in advance and before making any travel arrangements. If term-time leave is taken without prior permission from the school, the absence will be unauthorised and if the number of sessions of absence reaches the thresholds in Central Bedfordshire Council Penalty Notice Code of Conduct (10 sessions of absence on 12 school weeks), parents/carers may be issued with a penalty notice or other legal action in accordance with the code (see Section 6 for detail). Taking holidays in term time will affect your child's education as much as any other absence and we expect parents to help us by not taking children out during school time.

For national guidance refer to:

1 *School attendance*, 2016, located at: www.gov.uk/government/publications/school-attendance

Where parents/carers take a child away without permission or fail to apply for permission in advance of the holiday and instead retrospective approval on their return, the absence will be treated as unauthorised. (Coded **G** in the register).

Where leave of absence has been granted for a local appointment, the pupil will be expected to return to school promptly. If a pupil fails to return from a morning appointment and misses afternoon registration without adequate explanation, the afternoon absence will be treated as unauthorised.

Unauthorised absence

If a pupil has an unauthorised absence:

- Their class teacher will be informed and the code for the absence will be unauthorised (**O**).
- Parents/carers will be informed if they are unaware of the absence.
- Persistent offenders will be followed up by Assistant Headteacher (School Attendance Officer) /Access and Inclusion Service.

Praising Good Attendance

There is a house competition for 100% attendance for each half term, all pupils receiving 100% attendance are counted and house points awarded according to the scoring system for house competitions.

Where pupils are unable to attend due to exceptional circumstances their attendance is considered on an individual basis and they can still count to the competitions.

Lates policy

The school places great importance on the prompt arrival of pupils to both morning and afternoon sessions for the following reasons:

- It encourages punctuality to lessons throughout the day.
- It promotes an atmosphere most likely to enable them to achieve their full potential.
- It encourages an appropriate awareness of time that helps to form good habits that will be expected in the world of work.

The start times of the morning and afternoon session of school, and our expectation of them being strictly adhered to, are made very clear to pupils and parents/carers both before and on their arrival at the school, via school prospectus, introductory talks in assemblies and by class teachers. Registers will be marked at 8:40am and in the afternoon. Pupils who arrive in registration (10 minutes) after that time will be marked late (**L**).

It is the policy of the school that a late will become an absence if the pupil arrives after 9:10 for the morning session and after 1:20 pm for the afternoon session. A note is therefore required.

We expect all pupils to arrive at school on time both in the morning and afternoon. The School Attendance Officer monitors lates on a daily basis.

- Where a pupil has been late twice – a warning will be given.
In persistent cases, a meeting will be requested with parents.

At the beginning of each half term, the pupil will start from a 'zero rating' for lates regardless of his/her record. (However, this past record will be referred to in relation to other matters if appropriate.)

Members of staff on duty encourage pupils to move to their class rooms promptly.

We are aware that if a pupil is late there may well be a genuine reason, e.g. visit to doctor, problems with public or private transport, family problems. Staff will always try to determine the cause of lateness and expect a note from parents/carers in explanation. If no parental explanation is forthcoming, the absence will be unauthorised. Bus problems should be referred to the Assistant Headteacher. These will then be reported to Central Bedfordshire.

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

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If a child is reluctant to attend then it is better not to cover up their absence or to give into pressure to excuse them from attending. This

gives the impression that attendance does not matter and may also make things worse. 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 or 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 another professional.

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.

Your child will bring home a school planner each evening. Please ensure you look at it with your child and sign it at the end of each week. Be interested in what your child is doing in school, chat to them about the things they have learnt, what friends they have made and even what they had for lunch!

Leavers

If your child is leaving our school other than when transferring to the upper school parents are asked to:

1. Give the attendance officer comprehensive information about their plans, including any date of a move and your new address and telephone numbers, your child's new school and the start date when known. This should be submitted to our school in writing.
2. If pupils leave and we do not have the above information, then your child is considered to be a *child missing education*. This requires schools and local authorities to then carry out investigations to try and locate your child, which may include liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

7.3 Absence through child participation in public performances, including theatre, film or television work and modelling

For example:

A parent can seek leave of absence from a school for their child to take part in a performance. They must however contact the head teacher to discuss the nature and frequency of this, the impact that this may have on their child's education, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. It is, however, down to the headteacher's discretion as to whether to authorise this. Any absence recorded as part of a child's participation in a public performance is recorded as *C*, an authorised absence.

7.4 Absence through competing at regional, county or national level for sport

Parents can seek leave of absence from school for their child to take part in regional, county, national and international events and competitions. It is, however, down to the Headteacher's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions is also at the discretion of the headteacher and is not likely to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching. The regulations related to children participating in public performances are separate to those around authorising leave of absence. Head teachers can authorise this absence. For further advice and guidance on Child Employment and Performance Licenses contact Central Bedfordshire Council on 0300 300 4953.

7.5 Gypsy, Roma, Traveller and Showman families - For example:

The absence of a child from a Traveller family who has left the area can be authorised if the absence is for the parent's work purposes only and it is believed that the family intends to return. A school cannot remove a Traveller child from the school roll whilst they are travelling. When the child is travelling the school holds the place open and records the absence as authorised by using the 7 code. Distance learning packs for Traveller children are not an alternative to attendance at school although may offer support to the pupil whilst they are away. Please note that pupils must have attended 200 sessions in a rolling 12-month period to be able to use travelling for work purposes as a defence against prosecution. For further advice and guidance on attendance and Gypsy, Roma, Traveller and Showman families, contact Central Bedfordshire Council on 0300 300 4953.

To ensure the continuity of learning for Traveller children, dual registration at two schools is allowed.

Access to Education for Children and Young People with Medical Needs

The role of the mainstream/special school

1.17 Schools have a vital part to play in ensuring that pupils who are absent from school because of their medical needs have the educational support they need to maintain their education. Good communication and co-operation between the home school, the home and the hospital and home teaching service is necessary if good quality education is to be provided.

Schools should:

- Have a policy and a named person responsible for dealing with pupils who are unable to attend school because of medical needs.
- Notify the [LA/School Attendance Officer] if a pupil is, or is likely to be, away from school due to medical needs for more than 15 working days.
- Supply the appropriate education provider with information about a pupil's capabilities, educational progress, and programmes of work.
- Be active in the monitoring of progress and in the reintegration into school, liaising with other agencies, as necessary.
- Ensure that pupils who are unable to attend school because of medical needs are kept informed about school social events, are able to participate, for example, in homework clubs, study support and other activities.
- Encourage and facilitate liaison with peers, for example, through visits and videos.

1.18 A pupil who is unable to attend school because of medical needs must not be removed from the school register without parental consent, even during a long period of ill health, unless the school medical officer certifies him or her as unlikely to be in a fit state to attend school before ceasing to be of compulsory school age. Parents should not be persuaded to allow removal of their children from the school roll.

Improving attendance and punctuality

Improving attendance is the responsibility of everyone in the school community – pupils, parents/carers and all school staff. Pupils are expected to attend school and lessons regularly and punctually; pupils who do experience difficulties will be offered prompt and sympathetic support. In the event of a pupils returning after a long-term absence, an individual re-integration programme will be implemented.

Attendance is monitored and discussed at staff meetings when appropriate.

Signed _____
Chair of Governors

Date approved _____ Nov 2019 _____

Review date _____ Nov 2022 _____

Trigger Letter 1

Dear

Pupils Name
DOB

I am writing to you with reference to the attendance of your son/daughter. The attendance register (copy enclosed) shows that his/her attendance currently stands at XX%. I am concerned that this attendance level may seriously impact upon his/her ability to fully access the curriculum.

The school's minimum attendance target is **XXX** and we would appreciate your support in ensuring that your son/daughter's attendance improves to at least our minimum school target.

If there is anything we can do to support you to help improve **XXXX** school attendance or if you would like to discuss this matter, please do contact me.

The Local Authority requests that schools ensure that parents are made aware of both the definition of who is a parent and also what the law says parents must do with regards to their child's education. Please see our attendance policy ***hyperlink to school's attendance policy***

Yours sincerely

Trigger 2

Dear

Pupils Name
DOB

I am writing to you with reference to the attendance of your son/daughter. The attendance register (copy enclosed) shows that his/her attendance currently stands at XX% **with XX number of unauthorised absences**. I am concerned that this attendance level may seriously impact upon his/her ability to fully access the curriculum.

The school's minimum attendance target is..... and we would appreciate your support in ensuring that your son/daughter's attendance improves to at least our minimum school target.

Unfortunately, we will be unable to authorise any further absences **as illness from the date of this letter onwards unless satisfactory** medical evidence is provided to support these absences. Medical evidence can take the form of copies of prescriptions, appointments cards or sight of medication. In certain cases, a letter from a GP or Consultant would be required so that extra support to help a child access their education because of a medical need can be arranged.
https://www.gov.uk/government/uploads/system/uploads/attachmentatachment_data/file/141222

Should **XXXXX** level of attendance fail to improve or the school doesn't receive satisfactory evidence to support the absences, the school may need to consider requesting that you attend a joint meeting with the Headteacher and the Local Authority School attendance Officer or may request that a Penalty Notice is issued in line with Central Bedfordshire Council's Code of Conduct
<http://www.centralbedfordshire.gov.uk/schoolsportal/administration/inclusion/referrals.aspx>

Yours sincerely