



Our Lady of Peace Catholic Primary and Nursery School

'With Christ in our hearts, together we grow'

Headteacher: Mrs J O'Keeffe

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VERY IMPORTANT INFORMATION FROM **SLOUGH BOROUGH COUNCIL**

Attendance Service Protocol

Our Lady of Peace Catholic Primary and Nursery School and the Attendance Service Team from Slough Borough Council work together to improve Attendance across the school. This is the Attendance Service Protocol as laid down by the Government.

The Attendance Service role is to improve attendance by working with parents, Schools and other agencies. Schools whose attendance is below the agreed target will receive support from the Attendance Improvement Officer from Slough Borough Council.

As a School that we must adhere to the following attendance procedure.

After 10 sessions (5 days) of absence:

The School will write to the parent/guardian informing them that their child has had 5 days of absence. This includes any type of absence, regardless of whether you have called your child in sick or are on unauthorised holiday.

After 20 sessions (10 days) of absence:

The school will refer the absence to the Attendance Improvement Officer at Slough Borough Council. Upon acceptance of the referral, the Attendance Improvement Officer will write to the parent/guardian confirming that a referral has been accepted. The letter will outline targets that the parent/guardian will need to meet regarding their child's absence and may request a meeting with you. Please note that once your child has reached this stage, **ALL absences** will be marked unauthorised unless proof is provided by your child's Doctor or Hospital.

After 30 sessions (15 days) of absence:

The Attendance Improvement Officer from Slough Borough Council will write to the parent/guardian asking them to attend an Attendance Panel meeting. The meeting will be held at the local Authority with the parent/guardian, the Attendance Improvement Officer from Slough Borough Council and the School's Attendance Officer may be invited to attend.

After 38 sessions (19 days) of absence:

Your child is now identified by the Government as a **'Persistent Absentee'**

The parent/guardian will be invited to an attendance panel meeting. The attendance panel will be held at Slough Borough Council, St Martin's Place, Bath Road and will be chaired by the Attendance Team Manager. There will be no representative present from the School.

The parent/guardian will be invited to explain the reasons for the regular absence of their child. The meeting will give consideration as to whether immediate legal action should be considered.

If a previous prosecution has been undertaken or a fixed penalty notice issued that has been unpaid, the parent/guardian will be invited to a pre-court panel interview. The pre-court meeting will be held at Slough Borough Council, St Martin's Place and chaired by the Attendance Team Manager. There will be no representative present from the School.

Email: post@oloppprimary.co.uk

<http://www.oloppprimary.co.uk>

In partnership with The Diocese of Northampton and Slough Borough Council, Department of Education

Our Lady of Peace Catholic Primary and Nursery School has a commitment to safeguarding and promoting the welfare of children



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Council England

The interview will be conducted under caution in accordance with the Police and Criminal Evidence Act 1996 Section 444. Following this meeting a decision will be made by the Attendance Team Manager as to whether court action will be taken.

Please note that the number of unauthorised absences is not for a single period of time, but a total of the number of sessions absent **throughout the School year**

If your child is absent for a single period of 3 or more days at one time, then the School will require you to provide evidence from your Doctor or Hospital so that this may be held for Slough Borough Council.

May we also remind you that **NO** holiday will be authorised at any time during term time and 5 days of absence or more will incur a penalty notice (fine) from Slough Borough Council.

Any absences attached to a School holiday will need to be backed up with medical evidence, i.e. either an appointment card from the Doctor's surgery to say your child has been seen and please make sure this is dated for the day of absence or proof provided of any prescribed medication. This can be brought to the School Office on your child's return. Without this, your child's absence will be marked as unauthorised and again, if your child is away for 5 days or more (*including either side of a School holiday*), this could incur a penalty notice (fine) from Slough Borough Council.

As a parent/guardian it is your responsibility to ensure your child attends School on a regular basis and I am sure that by working together, within the Attendance Protocol, we will be able to achieve this.

If you have any questions or concerns relating to these regulations or your own situation, please contact the School and a meeting can be arranged to discuss your own circumstances.

Assuring you of our best intentions at all times.

Yours sincerely,

Mrs Jean O'Keeffe
Headteacher

