

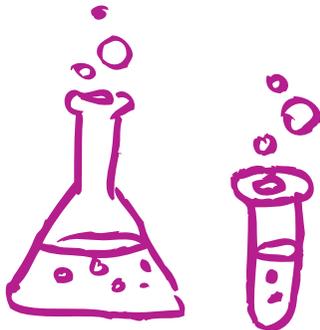
## Parental Responsibility

The Education Act 1996 places responsibility on parents/carers to ensure their child receives a suitable full-time education. Where a child is a registered pupil at a school, it is the parent's/carer's responsibility to ensure the child(ren) attend school regularly.

Where a child fails to attend regularly and/or is absent without authorisation, the parents/carers may be guilty of an offence.

## Definition of 'Parent'

For the purposes of non-school attendance, the term 'parent' means all natural parents whether they are married or not; any person who has parental responsibility for a child; and any person who has day to day care of a child.



## Relevant Legislation

- The Education Act 1996
- The Education (Pupil Registration)(England) Regulations 2006 as amended
- The Anti-Social Behaviour Act 2003
- The Education (Penalty Notices)(England) Regulations 2007 as amended
- The Education and Inspections Act 2006
- Crime and Disorder Act 1998
- The Children Act 1989

## Further Information

[www.gov.uk/school-attendance-absence](http://www.gov.uk/school-attendance-absence)

[www.bbc.co.uk/schools/parents/school\\_attendance](http://www.bbc.co.uk/schools/parents/school_attendance)

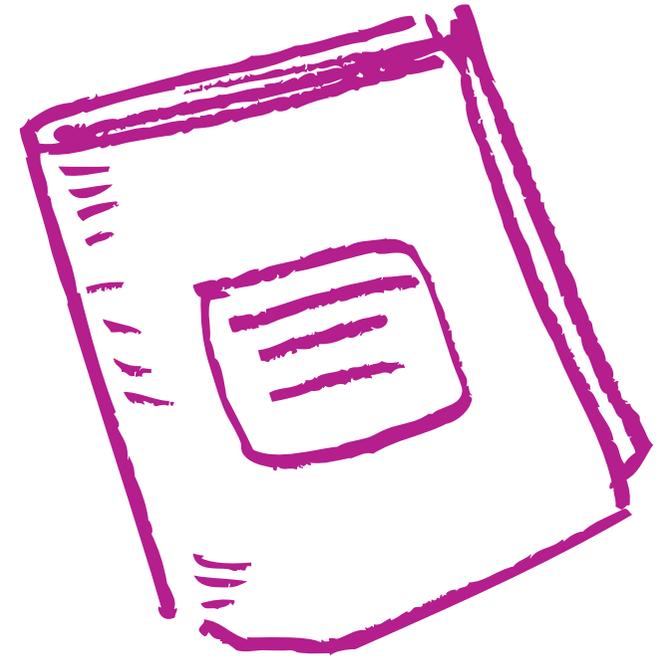
[www.ace-ed.org.uk/advice/attendance](http://www.ace-ed.org.uk/advice/attendance)

Local Council Education Welfare Service website

Your individual Academy's website

[www.outwood.com](http://www.outwood.com)

# FAST TRACK TO ATTENDANCE



A Guide for Parents/Carers

## What is Fast Track to Attendance?

Where a student's attendance is cause for concern, we will contact parents/carers and students to work together using a range of strategies to help improve attendance. If this intervention fails to bring about an improvement, the Fast Track to Attendance process may be used (in appropriate circumstances).

Fast Track is used as a positive measure to support parents/carers to fulfil their legal responsibility to ensure the regular attendance of their child.

The Fast Track process sets clear expectations for attendance and punctuality and gives a fixed period for improvement to be made. It explains procedures should parents/carers fail to meet their legal responsibility.

## How does it work?

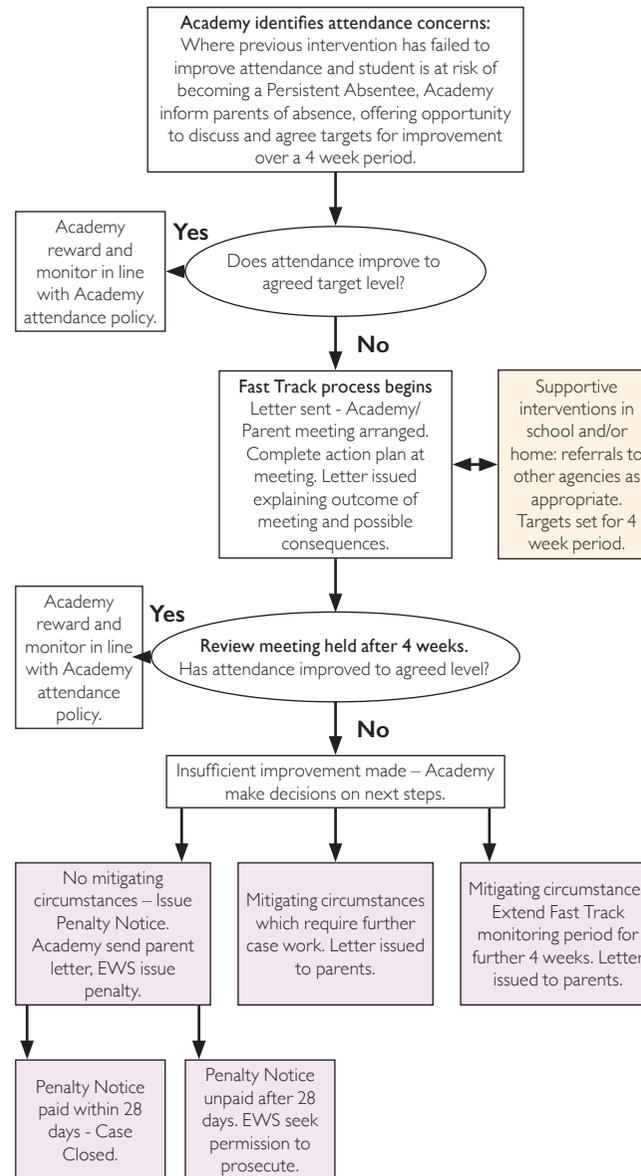
The Academy will inform parents/carers if the Fast Track process is to be used. Parents/carers will be invited into school for a meeting to discuss attendance issues.

An action plan will be completed and signed by all parties.

A 4 week period will be given for improvements to be made and a target will be set. At the end of this period, a review meeting will be held and if attendance has not improved to the agreed level, a decision will be made on the next steps.

In cases of continuing unacceptable attendance, the Academy may refer to the Local Authority where legal action may be instigated. This may be a Penalty Notice or referral for prosecution in the Magistrates' Court.

## Fast Track to Attendance Academy Flow Chart



## Penalty Notices (PNs)

Penalty Notices were introduced by the Anti-Social Behaviour Act 2003 as an alternative to prosecution in the Magistrates' Court.

Penalty Notices may be used by the Academy where:

- A parent/carer fails to ensure their child's regular school attendance and punctuality
- A child has an unauthorised leave of absence
- A child is persistently late for school after registers close
- An excluded child is found in a public place during school hours without reasonable justification.

## The cost of a Penalty Notice

A Penalty Notice is a fine of £60 per parent/carer for each child if paid within 21 days, rising to £120 per parent/carer for each child if paid between 22-28 days.

Failure to pay will result in referral to the Local Authority who may prosecute parents/carers in the Magistrates' Court for the original offence of failing to ensure regular school attendance.

Payment of a Penalty Notice discharges any liability to conviction for the offence under section 444 to which the notice relates.

There is no right of appeal against a Penalty Notice.

