

Felpham and Bognor (FAB) Schools Attendance Protocol 2025/26

All schools within the Felpham and Bognor locality recognise that regular attendance and punctuality is a key factor towards a child's achievement and development at school. Attending school regularly and having a good education helps give children the best possible start in life.

This agreement is made between all FAB schools and is designed to ensure that all stakeholders understand the locality's commitment to care for all pupils' wellbeing and to promote good attendance and punctuality for all.

Aims

- To create a culture in which good attendance is consistently expected.
- To demonstrate that good attendance and punctuality is valued by all FAB schools and is a contributing factor to the achievement of each child.
- To secure a consistent approach to securing good attendance across the FAB school locality.

Absence from Learning

The following protocols will be in place across all FAB schools and for all children:

- In line with national policy, schools may not grant any leave of absence during term time unless there are exceptional circumstances.
- Authorisation for absence will only be granted in exceptional circumstances.
- Parents are asked to complete an absence from learning form requesting permission to take their child out of schools in term time and to explain the reason for the absence and why the request is considered exceptional.
- Religious Observance:
 - A maximum of three days' absence is allowed for religious observance.
- Medical, dental or hospital appointments:
 - We encourage these appointments to take place out of school time in order not to disrupt the child's education. When this is not possible, we will require proof of the appointment to authorise the absence.
- In exceptional circumstances, if a child is ill and has to remain at home for a long time, under specific medical advice, but is well enough to work, the school can provide activities to support children's learning to ensure they 'keep up'.
- Children with injuries such as broken legs or sprains should attend school. The schools will make special arrangements for them and undertake a relevant risk assessment if deemed necessary.
- All other absences will be deemed unauthorised.



Issuing of Penalty Notices

FAB schools will refer to the Local Authority, in line with national guidance, for a Fixed Penalty Notice (FPN) if a child accumulates 10 unauthorised absences within a 10-week period.

FPNs are issued to parents as defined under Section 576 of the Education Act 1996, in relation to children of compulsory school age. Under the Act the term 'parent' includes:

- All natural parents, whether married or not;
- Any person who, although not a natural parent, has parental responsibility for a child or young person;
- Any person, although not a natural parent, who has care of a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after a child, irrespective of what their relationship is with the child.

In accordance with the definition of parent, and thereby parental responsibility for non-school attendance, more than one person may be liable for the offence. In such circumstances, separate notices will be issued to each person.

The FPN is an alternative to prosecution and gives you an opportunity to discharge your criminal liability by paying a fine of £160, which must be paid within 28 days.

If you pay within 21 days, the fine will be reduced to £80.

After 28 days the Pupil Entitlement Team (PET) will consider prosecuting for the original non-attendance, not for the non-payment of the FPN.

