

Start of academic year- Blanket warning letter is sent out to **all parents**. The letters should be posted to all parents' homes (all parents that the school are aware of) and they must be translated for EAL students. Although this is not a requirement, addressing the letters 'Dear Mrs Smith' rather than 'Dear parent/Carer' will make it a stronger case if the issue ever proceeds to court.

A student's attendance falls below 90%, school should send out a letter of concern (this could be the widely used under 90% letters/ the medical request letter) Again these should be sent to all parents the school are aware of and translated if an EAL student

Student then accrues 9 sessions of unauthorised absence over a 6 week period.
School discusses case with AL and decides to fast track

School will then need to send in a referral form to eschoolintendteam@norfolk.gov.uk
And fast track proceedings will be initiated

Student then accrues 9 sessions of unauthorised absence over a 6-week period.
School discusses case with ALO and decides to apply for a Fixed Penalty Notice.

School will then need to send:
• A copy of the 'Warning letter'
• A copy of the letter of concern
and an up to date Herringbone showing the absence
to Emma Lewis the court officer to esocourt@norfolk.gov.uk
and a fine will be issued to both parents

School receives a leave of absence form from parents
The school will then send a letter to parents stating that the leave will not be authorised and that if they take the leave they will be fined.
The leave is then taken by student

School will then need to send:
• A copy of the 'Warning Letter'
• A copy of the 'Leave notification form'
• A copy of the 'leave denied letter'
and an up to date Herringbone showing the absence
to Emma Lewis the court officer to esocourt@norfolk.gov.uk and a fine will be issued