

## **Code of Conduct for Enforcement - Summary of Changes;**

- SMBC advise 4 school weeks' notice for parent to put in a leave of absence request, previously advised 2 school weeks. Schools to ensure their attendance policy confirms number of weeks' notice for a leave of absence request. This advice would ensure parents are informed of the decision earlier.
- 20 school days for a Leave of Absence Penalty Notice referral to be sent in, from the date the child returns to school. Previously was 8 weeks.  
If parents don't pay the penalty notice it gives greater timescales to get through court process. Also, where siblings are in different schools, it will mean penalty notices are issued within similar timeframes and if case proceeds to court, they can be dealt with at same time.
- The Attendance Enforcement Team (AET) will accept referrals from schools and any external agencies they use to support attendance, however responses to referrals, updates and requests for further information will be sent directly to schools. This will ensure a timelier response to any further information or detail that is required for referrals. Our duty for sharing information is with our local schools, in accordance with GDPR requirements, therefore we are not in a position to share pupil level detail with external agencies.
- The Notice to Improve improvement period is 6 weeks. Previously the option was 3-6 weeks on referral form. This will ensure there is a sufficient time for attendance to improve and be maintained. Penalty notices can still be issued before the end of the improvement period if sufficient improvement is not being made during the improvement period.
- More detailed information on the Prosecution process.
- Handbook – this is not a final draft version but is being shared to give schools an example of the processes and forms that will be available, however this does not form part of the code of conduct consultation.