

Attendance and Punctuality Policy

Local Authority Code of Conduct

This appendix must be completed by each academy

It should be maintained and reviewed in line with the overarching Attendance and Punctuality Policy.

Academy:	Longford Primary Academy
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LOCAL AUTHORITY CODE OF CONDUCT

Local Authority procedure:

The Academy will adhere to the Local Authority Code of Conduct for Penalty Notices in relation to school attendance. This includes compliance with thresholds, processes and timescales for issuing penalty notices, notices to improve and other legal interventions.

The Academy will work in partnership with the Local Authority to ensure that all enforcement action is applied consistently, fairly and in line with statutory guidance. References to penalty notices within this policy should be read in conjunction with the Local Authority's published Code of Conduct, which will be applied in all cases.

Code of Conduct for issuing Penalty Notices

Penalty notices are one of the sanctions available for this offence and offer a means of swift intervention, which can be used to combat attendance problems before they become entrenched.

For further guidance on the issuing of penalty notices for unauthorised leave, the national threshold and the process of issuing penalty notices for unauthorised patterns of absence please see the full Code of Conduct:

[Penalty Notice Code of Conduct](#)