



**Brownhill**  
LEARNING COMMUNITY

## ATTENDANCE POLICY 2019-2020

The law requires the full attendance of each student according to their individual program arrangements. We promote punctuality and discourage lateness. We will coordinate our approach to non-attendance with the Education Welfare Service and other outside agencies as necessary. The management and staff at Brownhill Learning Community (BLC) will work together with students and parents/carers to support student attendance targets.

### 1. INTRODUCTION

The majority of pupils who attend BLC will have previously experienced difficulties at mainstream school and this may include attendance issues. It is with this in mind that we aim to promote good attendance by offering a positive, individual experience of education that allows a return to school if appropriate but meets needs and entitlement if not. To this end we aim to treat all our pupils as individuals with needs and will try to remove any barriers that do not encourage good attendance.

### 2. PRINCIPLES

- Good attendance is paramount to achieving full potential.
- Pupils are at risk when not attending.
- Regular attendance demonstrates positive commitment on the pupils and parents/carers part to achieve full potential.
- BLC and parents/carers are in partnership to ensure the best possible education for our pupils.
- Support must be given to achieve and sustain regular attendance and punctuality.
- An appropriate curriculum and caring learning environment will promote good attendance.

### 3. AIMS

- To collect information on prior attendance for all pupils and seek to improve it.
- To encourage all staff to promote good attendance via positive relationships. Including set procedures for attendance information.
- To provide flexible support for parents/carers and pupils who experience attendance difficulties.
- To promote good communication between BLC, parents/carers, pupils and support agencies.
- To develop a flexible curriculum with a range of accreditation this allows all pupils to achieve full potential.
- To continue to develop a systematic approach for gathering and analysing data.

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- To improve the overall attendance of pupils at school and reduce both authorised and unauthorised absence.

## 4. RESPONSIBILITIES

### Parents/Carers Responsibilities

Under the Education Act 1996 it is the responsibility of Parents and Carers to ensure the full attendance and the punctuality of the child or young person for whom they are responsible. Failure to do so is an offence and can lead to prosecution. (See additional information sheet – School Attendance & the Law).

BLC will use Individual attendance targets, Individual timetables, Individual Attendance Support Plans (IASPs) and Parent/Carer agreements to monitor school attendance. BLC aims to support parents/carers in meeting their statutory responsibilities. At BLC we aim for 29 sessions for all students.

### Brownhill Learning Community

It is the responsibility of BLC to actively pursue the full attendance of each student through:

- Ensuring all staff are aware of the Attendance Policy and procedures in place to support attendance and use them appropriately.
- Appropriate attendance targets for each student and each student to have an attendance action plan in place.
- Ensuring that the staff rigorously record attendance & absence at BLC, including the use of lesson monitor and confidential discussion sheets (CDS).
- Ensuring BLC offers support to parents/carers and students to encourage and monitor achievement of attendance targets.
- Ensuring that each centre manager oversees their 'action plan for improving attendance' at BLC and rigorously applies the attendance policy.

### Education Welfare Service

It is the responsibility of the Education Welfare Officer (EWO) and the Education Welfare Service to give a statutory service and an additional bought in service to Brownhill Learning Community. This will include

- Participate in the monitoring of attendance patterns within each site
- Offer advice and consultation regarding school attendance/absence
- Consider and pursue legal action for non-school attendance

*The full Service Level Agreement can be seen on request of the Head teacher or Attendance Link*

BLC named Senior Education Welfare Officer is **Atiya Shamim**  
Education Welfare Officer is TBC

### Student

It is the responsibility of each student to attend 100% of their attendance programme and to arrive on time at their Centre (or education provision). If they do not attend their education provision then legal responsibility is with the Parent/Carer. (See Parents/Carers responsibility)

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## 5. MONITORING & EVALUATION

### All Staff at BLC are responsible for the monitoring & evaluating of school attendance.

Monitoring and evaluation of **children's school attendance is the responsibility of all staff**, however there are key people with responsibility:

Head Teacher	Kate Connolly
KS4 Centre Deputy Head	Simon Wystawnoha
Heights Lane Deputy Head	Debra Navaratnam
Darnhill Deputy Head	Kevin Jones
Business Manager - Senior Leadership Team	Sarah Jackson
BLC Attendance Lead	Stella Oldham
Attendance Lead Year 11 Centre	Laura Coe/Catherine Holden
/Attendance Lead Heights Lane Upper/Lower School	Kristian Liptrott – Upper Lauren Georgiou - Lower
Assistant Head/Attendance Lead Darnhill Secondary	Debra Dale
Head of Primary/Attendance Lead Darnhill Primary	Caroline Durns
Education Welfare Officer	TBC
SIMS Manager	Jill Rhodes
Governors of BLC	All Governors

Regular monitoring will take place by Senior Leadership Team/Senior Management Team and the Attendance Link/Lead Team with the 'upkeep' of the '**Improving Attendance Action Plan**'. Governors will also monitor attendance through the termly Headteacher Report.

BLC will use **Attendance Panels** for identified groups of pupils and may include Senior Management, Attendance Leads, EWO, Outreach Support Worker, School Health Practitioner (SHP) and other agencies/staff deemed necessary to improve school attendance.

### Truancy

All staff at BLC believes in the importance of continuity in every child's learning. Staff are also concerned about each child's safety, welfare and happiness. If staff are suspicious that a child might be playing truant, action is taken immediately. It is a **parent's responsibility** to ensure their child attends school and stays there for their education provision.

If truancy is suspected, BLC will inform the Education Welfare Officer and Parents/Carers. Parents/Carers will be contacted, either by telephone or a home visit. We encourage parents to bring their child to school, so that the reasons for truancy can be discussed and, we hope, resolved.

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## **Persistent Absentees (PA)**

BLC & EWS will monitor all students who are deemed Persistent Absentees (government guidelines are currently 95% or below) and we will challenge all absence including authorised absences e.g. illness, medicals, holidays etc.

## **Dual Registration**

Pupils can hold status as:

- BLC roll
- Dual registration
- School roll

All excluded pupils will be on the BLC roll; medical pupils/school age mothers usually will have dual status whilst with BLC and those students who are being monitored or assessed will be on school roll. Dual registered pupils are the responsibility of the holding school. The school will register pupils as 'B' for those sessions at the BLC. The responsibility is with the school to check on attendance of dual registered pupils.

Dual registered pupils can only be removed from school roll, if it's deemed appropriate, after a meeting involving the appropriate representatives.

## **Assisted Travel Provided under EHCP's**

In accordance with the BLC Travel Policy implemented in September 2015 and reviewed in June 2016, students who are provided with transport to and from their place of education must maintain 95% attendance.

Failure to comply with the Policy could result in the withdrawal of transport support.

## **6. ACTIONS**

BLC will use a range of resources, processes, data & reports for monitoring & evaluating the school attendance of all our student's. BLC staff will follow key actions so that all staff are involved in school attendance.

BLC will ensure that students access appropriate individual education provisions, tailored to meet their individual need. All staff understand their responsibility to the Improving School Attendance Action Plan.

The Attendance Policy will become the foundation for a more individual, specific action plan that reflects the needs of the Learning Community and the individual pupil, incorporating the 'Children's Act 1989' the 'Education Act 1996' and the ethos of Brownhill Learning Community.

A very clear BLC Improving School Attendance Action Plan will be implemented to build on the new infrastructure for future attendance systems.

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This new Improving School Attendance Action Plan will involve all staff supporting pupil attendance and the work of the Education Welfare Service in creating a multi-disciplined approach to best support BLC to improve school attendance.

## Understanding some of the Improving Attendance Actions at BLC

### **Confidential Discussion sheets (CDS)**

All BLC students on roll at BLC are now monitored daily on 'confidential discussion sheets' (CDS) The sheets are given weekly to Attendance Leads who monitor for change in pattern, update in individual circumstances, positives and concerns. The CDS also record all actions that staff has taken to address the pupil's attendance progress.

The Attendance Lead will then do a half termly CD sheet for discussion with the Attendance Link (Stella Oldham), who will then link in with the EWO (for students who are not making sufficient progress) for consideration of legal action.

### **Attendance Targets:**

Each student will have an attendance target (BLC aim for **29 lessons** for all students) and earn vivo miles for achieving their targets.

Staff/students can write up attendance targets on the blank time-table for the monitoring of student attendance. **This is a student document for self ownership** – ensuring students take responsibility for their individual achievement. This can be managed by Pupil/Teacher/Mentor.

In some circumstances students will have **Individual Attendance Targets** that are maybe set as a result of negotiation with BLC. Parents/Carers could be invited to the discussion of planning & setting up of the individual targets.

For example a pupil may be on 29 lessons target but earn **bonus** vivo's for achieving if there are previous attendance concerns or for added incentive for that student.

BLC will recommend students for rewards (e.g. certificates – 'vivo miles' for good attendance and for meeting attendance targets).

#### *Vivo Miles*

*Vivo Miles is our online rewards system. Teachers award Vivos (electronic points) for good work, effort and progress. All Staff award Vivos for attendance, independent Travel and meeting their behaviour targets. All staff award Vivos whenever they witness students acting responsibly or with respect. Students save and spend their Vivos on the rewards they want from an online catalogue. They can enter Vivos awarded to them or check their balance by logging on to the vivomiles.com website.*

Students who are on **Individual Attendance Targets** must have this written up on a pupil time-table

Staff should be made aware of **Individual Attendance Targets** on the confidential discussion sheets (CDS).

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## **Reviewing Attendance Targets:**

Attendance targets can be reviewed half termly as part of progress days.

### **Individual Attendance Support Plans (IASP)**

## **What are they used for?**

IASP are used in line with BLC Attendance Policy and Action Plan for Improving School Attendance.

### **Main Objective:**

**To offer support to ensure that all students attend school regularly and access the support offered to him/her in order to improve school attendance and access the education provision provided.**

- Good attendance is paramount to achieving full potential.
- Pupils are at risk when not attending.
- Regular attendance demonstrates positive commitment on the pupils and parents/carers part to achieve full potential.
- BLC and parents/carers are in partnership to ensure the best possible education for our pupils.
- Support must be given to achieve and sustain regular attendance and punctuality.
- An appropriate curriculum and caring learning environment will promote good attendance.

If the student has child protection, LAC, vulnerable, medical or school attendance concerns, then they may need an **Individual Attendance Support Plans (IASP)**.

The purpose of an IASP is to support the young person with improving/sustaining school attendance.

This is a very individual support plan that requires needs assessing to identify barriers that stop a pupil accessing their education provision offered. When need is identified only then can BLC/EWS support the student.

The objective to an IASP must always be to aim for a full education (29 lessons per week) for each student.

### **When using an IASP – BLC need to decide - Does the support require a parent/carer agreement?**

How are they used?

#### **IASP Version 1.**

- IASP used for LAC students, medicals (backed up with medical evidence) etc. No parent agreement needs to be signed with this document (unless child is having a part-time timetable).
- Any member of staff can be part of the assessment for an IASP (as all IASP need to have at least young person, parent/carer/key worker and BLC input).

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- The Senior Leadership Team (SLT) will need to agree and sign the IASP and put on the 'O' drive for sharing. This can be reviewed maximum 12 weeks.
- This will then be filtered back down to all staff involved with that student (who should then familiarise themselves with the support plan to encourage achievement and targets).
- Pupils on IASP should have this recorded on the CDS.
- Class Teachers/Attendance Leads/Senior Management are responsible for the upkeep and reviewing of the IASP (remembering reviews will need to be agreed with Attendance Leads/SLT)

### **IASP Version 2.**

- IASP used for CP, vulnerable students, previous school attendance concerns, students on a part-time timetable, parents who are in the legal process for non-school attendance etc.  
A parent/carer agreement needs to be signed with this document.
- Any member of staff can be part of the assessment for an IASP (as all IASP need to have at least young person, parent/carer and BLC input).
- The Education Welfare Service (EWS) and SLT should be part of any agreement to the IASP & will need a parent/carer agreement signed. The parent/carer agreement must be explained and their responsibility to support the plan.
- If a parent/carer is in the legal process for non-school attendance of the child they have care for then the Education Welfare Service (EWS) must be part of any agreement to the IASP & will need a parent/carer agreement signed. The parent/carer agreement must be explained and their responsibility to support the plan.
- The Head Teacher (Kate Connolly) and the EWO (Yvonne O'Hara) will need to agree and sign the IASP and send the final version to EWO/Attendance Link (Stella Oldham), and put on the 'O' drive for sharing this can be reviewed at any point but maximum 6 weeks.
- This completed IASP should then be filtered back down to all staff involved with that student (staff should then familiarise themselves with the support plan to encourage achievement and targets).

Pupils on an IASP should have this recorded on the CDS.

Class Teachers/Attendance Leads/Senior Management can be responsible for the upkeep and reviewing of the IASP (remembering reviews will need to be agreed with SLT)

If a student is to have a **Part-time timetable (PTT)** and not on the standard 29 lessons per week then an IASP must be agreed by the Head teacher (Kate Connolly) before the part-time time-  
BLC Attendance Policy

Amended and Reviewed by SM Oldham Aug 2019

table is started. Part time timetables should only be used for a short period of time (maximum 2 week) with the emphasis being on aiming for a full time-table.

Part time timetables should not be used for behaviour management of a student.

Any part time timetable will have the parent/carer agreement explained and must ensure that they understand their responsibility to supporting the IASP.

If a pupil/parent does not agree/keep to the part-time timetable then this will be withdrawn and the pupil will be expected to come to school on the standard 29 lessons per week.

## 6. COMMUNICATION regarding absence.

### Informing school, of absence & lateness.

Parents and Carers are asked to notify the Centre's' on the first day of absence/lateness either by note, telephone or personally. (Preferably by the close of register – see below) Telephone number for BLC - **0300 303 8384**. If the student is having more than 1 days absence then parent/carer must inform school every subsequent day unless told otherwise.

If a child is unable to attend school, make sure that the school is fully aware of the circumstances. However, please remember that schools are very limited in the type of absences that they can accept and that they are required to notify the Local Authority if a pupil misses school for an unacceptable reason. The Head teacher reserves the right to decide whether an absence is authorised or unauthorised.

BLC uses a computerised registration system; the register is completed in the morning and afternoon at 9.00 a.m. and 1.15pm. A pupil will receive a late mark (L) if they arrive after 9.00a.m. but before 9.30am. All pupils who are late must report to the office. Registers officially close at 9.30a.m., pupils who arrive after this time will receive a late after registers close mark (U), which equates to an unauthorised absence.

In the afternoon the register officially closes at 1.30pm, pupils who arrive after this time will receive a late after registers close mark (U), which equates to an unauthorised absence.

If no explanation is provided by parents for the child's absence/lateness then the child's absence is considered to be unauthorised. It is not acceptable for parents to pass messages regarding absences to school transport drivers or escorts. Brownhill LC will not accept this method of communication and your child will be marked unauthorised.

### Holidays in term time

Holidays **will not** be authorised by the Head teacher, unless in exceptional circumstances. 'Exceptional Circumstances' are deemed to be rare, significant, unavoidable and short, that could not reasonable be taken at another time. Holidays taken will be recorded as an unauthorised holiday (Code G). Any absence of 10 sessions (5 school days) or more will qualify for a fine. No warning will be issued as parents will be aware of this through letters, verbal communication, a statement on the school website and a leaflet in our school admission procedure. Fines will be issued to each parent of £60 if paid within 21 days rising to £120 if paid within 28 days.



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### Appointments during the school day

Parents/carers are asked to make routine medical appointments before or after school. However, it is understood that sometimes this is not possible. Parents/carers must provide school with a copy of all appointment cards / letters when taking a child out of school. We ask that you ensure your child returns to school after the appointment where necessary or attends school prior to the appointment. School will challenge parents where a child has missed a whole day of school due to a medical appointment. Please note that where appointments are made before the start of a school day and where children are not back in time for registration then a child will receive an authorised absence mark for that whole session (Code M).

### It is the responsibility of all staff to familiarise themselves with the BLC Improving School Attendance Action Plan Useful information relating to school attendance

## School Attendance & the Law

### Legal Implications - Failure to attend school regularly

Legal Proceedings can be taken against parents/carers for failure to ensure regular attendance at school for a child in their care.

Parents/carers can be summoned to appear before **Magistrates** who will also be able to force parents/carers to attend court.

**Fines** can be a maximum of **£2500** for each parent/carer and/or a possibility of **imprisonment for up to 3 months**. Magistrates can also consider other sentencing options such as Parenting Orders or Community Service.

### **(Education Act 1996 – Section 444 (1) to (7))**

“If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence.”

### Parenting Orders

#### **(Crime & Disorder Act 1998)**

**Parenting Orders** can be made in the **Family Court, Magistrates Court and all Criminal Courts (adult, youth and crown)**. The court may consider the desirability of issuing a Parenting Order in addition to any fine imposed.

**Parenting Orders** are made when a person has been convicted of an offence under Section 443 (failure to comply with a School Attendance Order) or Section 444 (failure to ensure regular attendance at school) of the Education Act 1996 (Section 8 (1) (d)).

### Education Supervision Orders

#### **(Education Act 1996 – Section 447 and Children Act 1989 – Section 36)**

The Children Act empowers the Local Education Authority to apply to the Family Courts for an Education Supervision Order where there are concerns about school attendance. The LA must consult with the Social Services Department. The child's welfare is the paramount consideration.

The supervisor, usually an Education Welfare Officer, has a duty to advise, assist, befriend and give directions to the supervised child and the parents in such a way as will ensure that the child is properly educated.

**Education Supervision Orders** can be sought in order to “advise, assist and befriend” children and young people to help them attend school. The Orders would be considered in the Family Court.

### School Attendance Orders

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**(Education Act 1996 – Section 437 – 439)**

“If it appears to a local education authority that a child of compulsory school age in their area is not receiving suitable education, either by regular attendance at school or otherwise, they should serve a notice in writing on the parent, requiring him/her to satisfy them within the period specified in the notice that the child is receiving such education ... the Authority shall serve on the parent a School Attendance Order ... requiring him/her to cause the child to become a registered pupil at a school named in the order. If a parent on whom a School Attendance Order is served fails to comply with the requirements of the Order, they are guilty of an offence, unless they prove that they are causing the child to receive a suitable education otherwise, than at school”.

**School Attendance Orders** can be made specifying which school a child should attend.

## **Penalty Notices to Address Poor Attendance at School Advice to Parents/carers and Carers The anti-Social behaviour Act 2003**

- **What is the Anti- Social Behaviour Act 2003?**

Section 23 of the Act gives powers to the Local Authority and other designated bodies to issue Penalty Notices where a parent/carer is considered capable of but unwilling to secure an improvement in their child's school attendance.

The powers came into force on the 27<sup>th</sup> February 2004.

- **Why has it been introduced?**

Reducing absence from school is a key priority nationally and locally because missing school damages a pupil's attainment levels, disrupts school routines and the learning of others and can leave a pupil vulnerable to anti-social behaviour and youth crime.

Above all, missing school seriously affects children's longer term life opportunities.

- **What is a Penalty Notice?**

Under existing legislation, parents/carers commit an offence if a child fails to attend regularly and the absences are classed as unauthorised (those for which the school cannot or has not given permission). Depending on circumstances such cases may result in prosecution under Section 444 of the Education Act 1996.

A Penalty Notice is an alternative to prosecution, which does not require an appearance in Court whilst still securing an improvement in a pupil's attendance.

Payment of a Penalty Notice enables parents to discharge potential liability for conviction.

- **What are the costs?**

From 1st September 2013, £60 within 21 days or £120 within 28 days.

- **How are they issued?**

By post to your home.

- **When are they used?**

Rochdale Local Authority considers that regular attendance at school is of such importance that Penalty Notices may be used in a range of situations where unauthorised absence occurs:

Overt truancy (including pupils found during truancy sweeps)

Inappropriate parentally-condoned absence.

Excessive holidays in term time or excessive delayed return from an extended holiday without prior school permission.

Persistent late arrival at school (after the Register has closed).

In every case a pupil will have had in excess of 20 school sessions (i.e. 10 school days) lost to unauthorised absence during the current term or within any 12 week period before a Penalty Notice is considered.

The Authority never takes such action lightly and would far rather work with parents/carers to improve attendance without having to resort to any enforcement actions. Attendance is of such importance to all of us however that the Authority will use the powers if this is the only way of securing a child's schooling.

- **Is a Warning Given?** Yes, you will receive a written warning of the possibility of a Notice being issued, which will tell you the extent of your child's absences and give you 15 school days in which to effect an improvement? In that time your child must have no unauthorised absences from school.

There is no limit to the number of times formal warning of possible Penalty Notice issue may be made in any particular case.

- **Is there an appeal process?**

There is no statutory right of appeal once a notice has been issued, but on receipt of a warning you can make representation should you wish.

- **How do I pay?**

Details of payment arrangements will be included on the Penalty Notice.

You need to be aware that payment in part or by installment is not an option with Penalty Notices.

- **What happens if I do not pay?**

You have up to 42 days from receipt to pay the Penalty Notice in full, after which the Authority is required under the Act to commence proceedings in the Magistrates court for the original offence of poor attendance by your child.

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If proven, this can attract a range of fines up to £2,500 and/or a range of disposals such as Parenting Orders or Community Sentences depending upon circumstances.

## **Absence from school**

Children are required to attend school for 190 days each year.  
The Local Authority target for attendance in schools is at least 95%.

<b>Attendance during one school year</b>	<b>Equals days Absent-</b>	<b>Which is Approximately weeks absent</b>	<b>Which means this number of lessons missed</b>
<b>95%</b>	<b>9 days</b>	<b>2 weeks</b>	<b>58 lessons</b>
<b>90%</b>	<b>19 days</b>	<b>4 weeks</b>	<b>116 lessons</b>
<b>85%</b>	<b>29 days</b>	<b>6 weeks</b>	<b>174 lessons</b>
<b>80%</b>	<b>38 days</b>	<b>8 weeks</b>	<b>232 lessons</b>
<b>75%</b>	<b>48 days</b>	<b>10 weeks</b>	<b>290 lessons</b>
<b>70%</b>	<b>57 days</b>	<b>11.5 weeks</b>	<b>333 lessons</b>
<b>65%</b>	<b>67 days</b>	<b>13.5 weeks</b>	<b>391 lessons</b>

**How does your child's attendance compare with this target?  
Please remember, that children who miss a lot of school achieve less.**

## **Parental responsibility**

### **What is parental responsibility?**

Parental responsibility (PR) is where an adult is responsible for the care and well-being of their child and can make important decisions about the following points for example:

- Food
- Clothing
- Education
- Home
- Medical treatment

### **Who has parental responsibility?**

Married couples who have children together both automatically have parental responsibility.

Parental responsibility continues after divorce. Mothers automatically have parental responsibility. Where the parents are not married, the unmarried father has parental responsibility if:

- His name is registered on the birth certificate – this is the case for births registered after 1 December 2003. Fathers can re-register if their names have not been placed on the birth certificate before this date.
- He later marries the mother
- Both parents have signed an authorised parental responsibility agreement.
- He obtains a parental responsibility order from the court.
- He obtains a residence order from the court
- He becomes the child's guardian

### **Why would someone want parental responsibility?**

If you are living permanently with a child, in a parental role, you may feel that you want the authority, stability and recognition. This is especially so if the other parent has no contact, or is abroad, unknown or dead.

Without parental responsibility you cannot make the decisions about a child's life, such as choice of school or religion, surname or guardian on your death.

If you are a step-parent, you cannot automatically have the child live with you on the death of a resident parent unless you have parental responsibility and so the other parent (providing that he or she has parental responsibility) will take the child.

### **If someone new gets parental responsibility, do others automatically lose it?**

No, several people can have parental responsibility at the same time. Adoption and care proceedings are different. Parental responsibility can be lost where:

- In the case of parents their child is adopted.
- In the case of a person having acquired parental responsibility through a court order, that order later being revoked by the court.
- In the case of a local authority with care order and the court later revoking the care order.
- In the case of a guardian where the court appoints another guardian.

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**How long does it take and what does it cost?**

You can sign a parental responsibility form immediately - by [downloading the form](#).

If you have to go to court there is a duty to deal promptly with all matters concerning children and applications are treated as priority matters. The court fees are straightforward, but if you have to go to court you should obtain legal advice and discuss fees with your solicitor.