



# Attendance Policy

## **Approval of the Governing Body**

This document is a policy for:

Attendance

at

**Lambley Primary School.**

It was developed/revised during the:

**Autumn Term 2019.**

It has been agreed and is supported by the teaching staff and the governing body.

We aim to review this policy during the:

Autumn Term 2020

Signature  
Mr L Christopher  
Headteacher

## Lambley Primary School ATTENDANCE POLICY

### **Introduction**

The governors and staff recognise that good attendance and punctuality are two key issues, which have a huge impact on children's achievements and progress in school. Good practice in school attendance will be expected at all times from Foundation entry onwards. The school is always looking for ways to improve levels of attendance and reduce incidents of lateness. The aim of this policy is to make clear the school's approach to dealing with these vital issues in line with Nottinghamshire County Council's attendance guidance toolkit (September 2015). The school will publish and promote this policy to raise awareness with all stakeholders.

Lambley Primary School seeks to ensure that all its pupils receive a full time education which maximises opportunities for each pupil to realise his/her true potential.

The School will provide a welcoming, caring environment whereby each member of the school community feels wanted and secure.

All Staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

School will establish an effective system of rewards which acknowledges the efforts of pupils and challenges the behaviour of those pupils and parents who give low priority to attendance and punctuality.

### **Aims**

We aim to

- Take all reasonable steps to maximise attendance.
- Actively discourage late arrival.
- Be consistent in the application of registration.
- Be consistent with attendance procedures.

### **Principles & Responsibilities**

It is recognised that parents, schools and Local Authorities have statutory responsibilities with regard to school attendance.

Parents are responsible for:

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1. Ensuring their child is brought to school **punctually by 8:55am each day** ready for the whistle to be blown and the class collected for registration at 9:00am
2. Keeping the school informed about the reason for any absence on the before the start of the school day.
3. Keeping a child who is unwell at home until he/she is fit to return to school.
4. Ensuring the school always has up to date telephone numbers (at least two).

Teachers are responsible for:

1. Ensuring the attendance register is completed accurately and at the correct time
2. Ensuring the office is made aware of any known absences by adding notes when informed of an absence reason by the parent/carer.

Office staff are responsible for:

1. Monitoring the registers and following up any unexplained absences within 30 minutes via a phone call home
2. Making repeat calls every 30 minutes where an absence continues to be unexplained and logging all calls onto SIMS before the SLT carry out a risk assessment if the absence continues to be unexplained after 2 hours
3. Ensuring that there are no 'N' codes at the end of each day
4. Monitoring lateness and entering the correct code 9:00-9:15am 'L' (reason must be requested and added onto SIMS), >9.15am 'U' (reason entered onto SIMS and number of minutes late).
5. Making the HT aware of any attendance/ lateness issues.

All members of staff are responsible for:

1. Following all procedures for attendance and registration.
2. Providing a welcoming, secure and inclusive atmosphere.

Children are responsible for:

1. Taking an increasing role in responsibility for attendance.
2. Taking an increasing role in responsibility to get to school on time.

### **Identification and Intervention**

Early identification and intervention are at the heart of the school's strategies for dealing with attendance and punctuality issues. Initial identification of children whose attendance or punctuality is causing concern will normally be made by the Class Teacher, Teaching Assistant, Headteacher or School Administrative Officer, who all

monitor children's attendance regularly. Intervention strategies are indicated later in the document.

## Registration

- For reasons of fire and safety it is very important that registers are carefully and accurately kept. Any mistakes must be altered in such a way as to be clear as to the meaning. No pencil or Tippex to be used at any time.
- The importance of good and prompt attendance is communicated to parents on a regular basis at least once each term in newsletters or by sending home Attendance Leaflets.
- Teachers take the registers manually. The Office Manager checks the register daily and enters the codes on to an electronic attendance manager system and adds the codes to the register.
- Setting out the register: The registers are set out in DOB order.
- Registration: the school playground is supervised by a teacher from 8:50am for 10 minutes. Parents and carers are invited into the school playground with their child at this time. This helps to provide a welcome for all and settling in time for the pupils.
- The whistle is blown at 9:00am and the classes taken into registration. The day is to start promptly regardless of late arrivals and registration must be quick and efficient. It provides a positive start to the school day setting standards of good timing.
- Parents who need to talk to the class teacher: Parents/ carers are to be made welcome but any lengthy conversations are to take place
  - Before registration or
  - At the end of the day at an arranged time.
  - There are usually teaching assistants available at the start of the day to talk to parents/ carers
- The LA attendance codes are used in the register.
- Punctuality is important and school asks that parents/carers notify school if they are expecting to arrive late. The register closes at 9:15am so late arrivals before 9:15am are classed as late before the register closes. Any pupil arriving after 9:15am will be recorded as 'U' which signifies that they arrived after the official close of the register and will therefore denote an unauthorised absence, the office will record how many minutes late the pupil was and the reason for the lateness.
- The Register Pack: each class is provided with a register pack which includes.

Register 1, including a guide to the codes which is returned to outside the school office and absence slips  
Register 2, dinner register

### **Reporting Absence**

- Parents are asked to make contact on the first day of absence, where possible by note, personal contact, telephone call, or e-mail informing the school of the reason for the absence and/or nature of any illness before 9:00am. They are also asked to inform the school if there is a likely return date.
- If there has been no parental contact on the first day of absence, the Office Manger will continue to attempt to contact the parents/carers or any other next of kin/ emergency contact persons as the safety of the pupil is paramount. If it is impossible to reach someone and to determine the child's whereabouts, a risk assessment will be carried out to determine whether a home visit is necessary or contact with the Children Missing Education Team/ Social Care/ Police. Everything will be done to ensure that there are no 'N' codes at the end of each day.
- Notes and personal contacts received by teachers stating the reason for an absence/ late arrival are dated and initialled and sent to the office with the register to be retained until the end of the academic year.
- Telephone messages and personal contacts made to the school office are noted on absence slips and subsequently logged as either an authorised absence or unauthorised absence. The reason for the absence is noted.
- Each week, all absences are entered into the Schools Information Management System to record and track data.
- Every half term the head teacher reviews a 'concern list' of all attendance below 96%, to check unauthorised absences and punctuality. The head teacher will contact parents/carers highlighting his/her concern and enclose a print out of their child's attendance record. Should there be no improvement in attendance, the head teacher will make a referral to Family Services (formerly the EWO) and seek advice from its partners in the Early Help Unit.
- Absence slips are completed by the person who is first informed of the absence. This may be a letter/ note or phone call from a parent or a verbal message. Staff may include admin, teaching assistant, head teacher. ADMIN to record on log for any individual pupils where attendance and punctuality is a particular cause for concern.
- Holiday forms for exceptional circumstances and accompanying letters are also kept on file and the resulting authorised or unauthorised absence entered into the Schools Information Management System to record and track data.

## Authorising Absence

- The law states that only the school can approve absence, not parents. If doubts remain about the explanation offered – or where no explanation is forthcoming at all – the absence must be treated as unauthorised.
- Any absence that may be considered unauthorised should only be recorded after discussion with the head teacher. Any queries as to whether to authorise an absence or not should be referred to the Head Teacher.
- Pupils should not be kept away from school when they are well enough to go to lessons or when they have minor ailments which do not prevent them from taking part in their education. The school will ask for information about the nature of the illness.
- In rare cases, if the school has concerns that a reported illness may not warrant the amount of absence occurring, the school may ask the parent/ carer to substantiate the illness by asking to see additional evidence such as a medical appointment card or medical certificate.
- Under revised regulations, Head Teachers no longer have the discretion to agree up to 10 days leave for a family holiday during term time. Education (Pupil Registration) (England) (Amendment) Regulations 2013.

The following codes are used to authorise absence:

/	Present
B	Educated Off Site (not dual registration)
C	Other Authorised Circumstances
D	Dual Registration (pupil in attendance at other establishment)
E	Excluded (no alternative provision made)
F	Extended family holiday (agreed)
G	Family holiday (not agreed or days in excess of agreement)
H	Family holiday (agreed)
I	Illness
J	Interview
L	Late (before register closed at 9:30am)
M	Medical/Dental appointment
N	No reason yet provided for absence
O	Unauthorised absence (not covered by any other code)
P	Approved sporting activity
R	Religious observance
S	Study Leave
T	Traveller absence
U	Late (after register closed at 9:30am)
V	Educational visit or trip
W	Work experience
Y	Enforced closure

- Absence will be authorised immediately or retrospectively if:
  - The pupil was absent due to illness or illness with a risk of infection to others.
  - The pupil was prevented from attending by an unavoidable cause
  - The pupil had leave of absence granted by the Head Teacher for **exceptional circumstances**
  - The absence occurred on a day exclusively set aside for religious reasons.
  - Observance by the religious body to which the pupil's parents belong.
  - The absence was due to a medical or dental appointment.
  - Holidays arranged through an organised charity, e.g. 'Wishing On A Star'
  - Close family bereavement
  - Moving house
  - External music examinations or approved educational activities
  
- Head Teachers can only agree a leave of absence during term time in exceptional circumstances. At Lambley Primary School, we consider each request on an individual basis taking into account circumstances, such as:
  - The nature of the event for which leave is sought;
  - The frequency of the request;
  - Whether the parent gave advance notice;
  - The pupils attendance;
  - Possible impact on learning and examinations;
  - The pupil's ability to catch up on missed schooling.
  
- For the authorisation of leave due to exceptional circumstances, prior notice must be given by completing a Leave of Absence Form. (Available from the school office- See Appendix 1)
  
- The amount of leave granted in any school year must not exceed 3 days/6 sessions over a 6 week rolling period and attendance must not drop below 96% as a result of this leave.
  
- The Colonel Frank Seely family of schools have a shared agreement indicating circumstances that are considered to be exceptional. SEE APPENDIX 2 & 3 for letters notifying parents of the decision to authorise absence.

**COLONEL FRANK SEELY FAMILY OF SCHOOLS AGREEMENT for AUTHORISED HOLIDAYS  
under EXCEPTIONAL CIRCUMSTANCES**

Exceptional Circumstances which may be considered include:

- i. Close Family Bereavement
- ii. Close Family Wedding/Religious Celebration/Passing out Parade/Graduation
- iii. Arranged Holidays through an organised charity – Wish upon a star.

Circumstances not considered to be exceptional include:

- i. Farming deadlines



- ii. Cheap Holidays
- iii. Parents work commitments
- iv. Parents set holidays
- v. Visiting relations abroad
- vi. Any celebration that isn't a close family relation
- vii. Educational visit
- viii. Parents who are separated

- The school will issue leave of absence request forms which explain authorised and unauthorised absences and the issuing of penalty notices.
- The Head Teacher will respond to leave of absence requests in person or by letter either authorising or not authorising leave.

### **Lateness**

- We recognise that persistent lateness is:
  - Detrimental to the child's education
  - Administratively disruptive
  - A poor preparation for adult life.
- Morning registration starts at 9:00am and registers close at 9.15am. Pupils arriving during this time receive a late mark. Afternoon registration starts at 1:00pm with the register closing at 1:15pm.
- A daily log file is kept to record pupil lateness and frequency.
- Parents/ carers whose children regularly arrive late will be notified by letter that punctuality is a cause for concern. If there is no improvement, they will be asked to attend a meeting with the head teacher. Extreme cases will be referred to Family Services.
- Should the school have a persistent problem with pupil lateness the head teacher will request that the School Attendance Adviser operate an unannounced 'Late Gate.'

### **Mid Session Arrivals/Departures**

- Dental and medical appointments: it is preferable if appointments can be made in holidays or out of school hours. If this is unavoidable, children must attend school as normal and be taken out for the appointment time only.
- It is recognised that children may arrive or depart mid-session for a variety of reasons which will be authorised.
  - Illness or accident in school resulting in a child going home.
  - Necessary medical or dental appointments.
  - Unavoidable delays (arriving after the close of register) or reasons to leave early.

- Education off site or an approved sporting activity
- Pupils present for registration who leave early or are absent for part of a session are recorded in the arrivals/departure log file in the school entrance for purposes of emergency evacuation. The register itself is not altered.
- Pupils not present for registration who return later from an appointment are also noted in the arrivals/departure file. For the purposes of evacuation, the register is subsequently amended to authorise or record an authorised absence.

### **Monitoring Attendance and Punctuality**

- Registers and the arrivals/departure log are constantly monitored by the head teacher, staff and the office for
  - Patterns of absence
  - Persistent lateness
  - Prolonged absence
- Summaries of Attendance rates are prepared annually for all children showing
  - Total number of possible sessions.
  - Number of authorised absences.
  - Number of unauthorised absences.
- A Parents Information Leaflet is issued to families on admittance and parents are regularly updated through newsletters.
- For a growing number of authorised absences of a pupil whose overall attendance figure is a cause for concern, the headteacher and Officer Manager will follow the 3 letter system. This same system will be used for pupils where punctuality is a concern:
  - Write letter to target parents re attendance/ punctuality – letter 1
  - Monitor for a further 2 weeks – if no improvement – invite parents to a meeting with Head teacher– letter 2
  - If parents fail to attend or do not follow agreed plan – send a letter saying improvements are expected or we will refer to Family Services- Letter 3
  - Monitor for one more week – if no improvement then make the appropriate referral
  - Involve teachers - HT to give teachers a list of the target children each Half Term
- Where attendance or punctuality are a significant concern, a meeting will be held with the parents/carers to identify the causes from both the pupils and parents point of view and to set realistic targets and plans to support improved attendance (use letter 2 from the 3 letter system).

- The school will support the most vulnerable pupils by referring/ signposting to other agencies such as Family Services and the setting up of an attendance case file which will be made available to the Family Service Enforcement Lead if necessary. Parents/ carers will be informed of this through a formal letter (see letter 3).

### **Legal Interventions and Penalty Notices**

- In Nottinghamshire, the Family Service will work alongside schools to provide support to any family where attendance is a significant issue and to lead the prosecution of cases where this is required.
- In considering whether to take legal action, prosecution as outlined in the Local Authorities' Enforcement Policy is usually a last resort where all other efforts to address non-attendance have failed. In all cases, decisions to take legal action must be applied fairly with the child's interest and welfare at the centre of any such decision.
- Sections 44A and 44B of the Education Act 1996 introduced penalty notices as an alternative to prosecution under section 444. Parents/ carers may discharge potential liability for conviction of an offence under section 444(1) by paying a penalty.
- The Local Authority through its Family Service issue penalty notices on our behalf. The penalty is set at £120 and should be paid within 28 days of the date on which the notice starts. If the penalty is paid within 21 days of the date on which the notice starts the sum is reduced to £60. In line with the national requirements the notice is always payable to the Local Authority rather than to the school.

### **Celebrating Success**

- We believe that improving, good and outstanding attendance should be celebrated. Class teachers and teaching assistants praise and encourage prompt arrivals from all children.
- At the end of each half term, the class with the best overall attendance in the half term will be given a class treat (chosen by the children from a list of options)
- Each Term, pupils will receive a sticker and a certificate for 100% attendance. Any child who has had an attendance issue but is showing signs of improved attendance will be given a special 'Celebrating My Attendance' certificate.
- At the end of the school year, pupils who have achieved 96% attendance of higher will be awarded certificates. If there is a child with an individual medical condition which has affected their overall attendance, they will also be considered for this award, even if their overall attendance has dipped below

the 96% threshold. Pupils achieving 100% attendance will receive a special certificate and small prize

### **Monitoring attendance and registers**

The school welcomes register audits from the Attendance Support Adviser.

The head teacher prepares summaries of attendance for reporting to the governors, the Government and parents.

School registers are legal documents and must not be destroyed. They must be kept on the premises for at least 5 years and must then be sent to county archives.

<b>Date policy updated</b>	<b>Sept 2019</b>
<b>Review date</b>	<b>Sept 2021</b>
<b>Approved by Lambley Primary School Governing Body</b>	
<b>Signed: Di Bathgate</b>	<b>Date: 12<sup>th</sup> Nov 2019</b>
<b>Designation: Chair of Governors</b>	

## **APPLICATION FOR LEAVE OF ABSENCE FOR HOLIDAYS DURING TERM TIME AT LAMBLEY PRIMARY SCHOOL**

Attached is an application form for you to request permission for your child to be absent from school. Before completing the application form, please read these notes carefully:

- The law states that you do not have the right to take your child out of school for holidays during term time. The Local Education Authority works with schools to reduce the numbers of children missing school because of holidays taken in term time.
- If you wish to take your child on holiday during term time, you must apply for permission in writing using the attached form. Under revised regulations, Head Teachers no longer have the discretion to agree up to 10 days leave for a family holiday during term time. Instead, Head Teachers can only agree a leave of absence during term time in exceptional circumstances.
- There are certain times of the year when a child may be more likely to experience problems because of missing school. These include examination periods, at the time of starting a new school and at the start of a new school term. In deciding whether to authorise your child's absence and give permission, the school will take these and other factors into account.
- If the school refuse your application and you still take your child out of school the absences will be treated as unauthorised. The school will notify the local authority and request that a penalty notice be issued for any unauthorised absence of more than 3 days/ 6 sessions (over a 6 week rolling period). Unauthorised absences may lead to a Penalty Notice of up to £120 for each child who is absent. The fines can be issued to both parents for each child.

Having read these notes, if you still wish to apply for a leave of absence for your child then please complete the application attached. This form should be returned to your child's school as far in advance of the proposed holiday as possible.

*Issued by Nottinghamshire Education Welfare Service*



# Lambley Primary School: Absence Notification Form

The school is not able to authorise leave of absence for pupils during term time unless there are exceptional circumstances. The school must report children who are missing from school without explanation to the Nottinghamshire County Council Safeguarding Hub.

You are therefore asked to notify the school of any absence, authorised or not, by completing this 'Absence Notification Form'.

Name of child:	
Class:	
Dates of planned absence:	Date of last day at school: Date of return to school:
Total number of school days missed:	
Reason for absence:	

- This absence is authorised as it is a: medical appointment, illness or religious observance.
- I accept that this absence will show as "unauthorised" on my child's permanent educational record. I understand that this may lead to each parent being issued a penalty notice or a summons for irregular school attendance.
- I believe that this absence is an exceptional circumstance. I request that the Head Teacher considers the details above and informs me of the final decision.

Signed (Parent or Carer)..... Date.....

**FOR OFFICE USE ONLY**

HT decision (authorised / unauthorised)	
Attendance code for register	
Authorising name & signature	

## Appendix 2

### [Authorised Leave of Absence for Exceptional Circumstances- On Headed Paper]

Dear \_\_\_\_\_,

Thank you for your request for leave of absence for the \_\_\_\_\_.

On this occasion, this request does meet the threshold for exceptional circumstances and so the leave of absence will be **authorised**.

Kind regards

*Lee Christopher*

**Head Teacher**

## Appendix 3

### [Unauthorised Leave of Absence- On Headed Paper]

Dear \_\_\_\_\_,

Thank you for your request for leave of absence for the \_\_\_\_\_.

Unfortunately, this request does not meet the threshold for exceptional circumstances and so the leave of absence will be **unauthorised**.

As our absence request form outlines, this may lead to each parent being issued a penalty warning and/or a fine by the County Council.

*Lee Christopher*

**Head Teacher**

### Authorising Leave of Absence Process Checklist

The Facts	The Law
<p>It is recognised that it is often more expensive to take a holiday during school breaks and that is why some parents may ask for term-time leave for their child. However, it is important that parents carefully consider the implication of taking their child out of school during term time.</p> <p>Research suggests that children taken out of school may never catch up on course work they have missed. This may affect test results and can be particularly harmful in the run up to final year examinations.</p> <p>Children who struggle with English and Mathematics may also find it even harder to cope when they return, while younger children may find it more difficult to renew friendships with classmates.</p>	<p>The law does not say that parents have an automatic right to take their child out of school for holidays during term time. However, in <b>exceptional circumstances</b>, schools may authorise, in advance, a request for a period of leave, the period of time to be determined by the Head Teacher. The request for leave must come from a parent with whom the child normally resides.</p> <p>If a child stays away from school for more than the authorised period, (if permission granted), this must be recorded as unauthorised and could be quoted in a prosecution for poor attendance.</p> <p>If a child is taken out of school without the prior approval of the school, parents/carers may be liable for a £60 Penalty Notice * per parent, per child.</p> <p><i>*Penalty Notice £60 if paid within 21 days, increasing to £120 if paid after 21 days and before 28 days. If the penalty is paid the absence or lateness covered by the Penalty Notice cannot be cited again.</i></p>
The Process	
<p><b>Has a request for leave of absence been made in writing in advance?</b></p> <p><b>Yes</b> – continue below  <b>No</b> – No authorisation of absence – send letter of explanation.</p> <p><b>Is the reason given for leave exceptional and verifiable to warrant approval?</b></p> <p><b>Holidays taken for the following reasons will not be agreed:</b></p> <ul style="list-style-type: none"> <li>• Availability of cheap holidays</li> <li>• Availability of desired accommodation</li> <li>• Better weather</li> <li>• Farming deadlines</li> <li>• Parents work commitments</li> <li>• Parents set holidays</li> <li>• Visiting relations abroad</li> <li>• Overlap with beginning/end of term etc.</li> <li>• Any celebration that isn't a close family relation</li> <li>• Parents who are separated</li> </ul>	



**Yes** – Continue below

**No** - No authorisation of absence – send letter of explanation.

**Does the period of leave clash with any of the following?**

- Closeness to exams or tests (SATS)
- During the first year at a new school
- At the beginning of a new school term.

Schools may wish to add an additional indicator relating to a minimum attendance threshold below which leave will be refused. The suggested figure is 96% although schools are free to adjust this for their own circumstances.

- Will overall attendance drop below 96% as a result of this leave of absence?

**No** – Consideration may be given to authorising a period of leave

- Send letter of confirmation giving details of absence approved.

**Yes** – Consideration needs to be given NOT to authorise leave.

## Appendix 5- Punctuality Letters 1-3

### [Punctuality Concern (Codes L/ U) Letter 1- On Headed Paper]

Dear Parent/Carer

As a school, we regard good attendance and punctuality as being essential to a child's progress in school. Arriving late for school not only impacts on the settled start to a child's day, it also affects their learning and self-esteem.

I have noticed that your child has arrived late for school **insert dates/times**. Our playground is supervised from 8.50am and school starts promptly at 9.00am. Please try to make sure your child leaves home in plenty of time to arrive for the start of the school day, as being punctual is beneficial to everyone – especially your child.

Lateness is recorded in a Log File and may result in you being issued with a Penalty Notice. Penalties are set at £60.00 if paid within 21 days rising to £120.00 if paid after 21 days but within 28 days. If the penalty is paid the absence or lateness covered by the Penalty Notice cannot be cited again.

If you are experiencing any difficulties with getting your child to school on time, or you would like to discuss this letter, please do not hesitate to contact me.

Yours sincerely,

***Mr Christopher***

Headteacher

Appendix 5- Punctuality Letters 1-3

[Punctuality Concern (Codes L/ U) Letter 2- On Headed Paper]

Dear Parent/Carer

As a school, we regard good attendance and punctuality as being essential to a child's progress in school. Arriving late for school not only impacts on the settled start to a child's day, it also affects their learning and self-esteem. School starts promptly at 9:00am and your child needs to be in school by that time.

I have noticed that your child has continued to arrive late for school despite our reminders. Persistent lateness to school can lead to the school referring the case to Family Services and requesting for a Penalty Notice to be issued. Penalties are set at £60.00 if paid within 21 days rising to £120.00 if paid after 21 days but within 28 days. If the penalty is paid the absence or lateness covered by the Penalty Notice cannot be cited again.

We are attaching a copy of XXXX's attendance report which clearly shows the number of late sessions **and amount of time missed**.

I would now ask you to attend a meeting in school with myself to discuss how we can improve your child's punctuality and minimise the disruption to their education that this continued lateness is causing. In this meeting we will try to determine the reasons for the lateness and set realistic targets and plans to support XXXXX's improved attendance and punctuality.

I have timetabled our meeting for XXXXX at **9:00am**. Please acknowledge receipt of this letter and confirm your attendance by returning the attached slip.

Yours sincerely,

*Mr Christopher*

Headteacher

.....  
I have received the letter informing me of your concerns about my child's punctuality.

Signed \_\_\_\_\_ Date \_\_\_\_\_ Name \_\_\_\_\_

I **am/ am not** available to meet on **Tuesday 15<sup>th</sup> December at 9:00am** to discuss an appropriate support plan.

(If you are not available at this time, please contact the school office as a matter of priority to make an alternative arrangement)

## Appendix 5- Punctuality Letters 1-3

### [Punctuality Concern (Codes L/ U) Letter 3- On Headed Paper]

Dear Parent/Carer

Over recent weeks we have been communicating to you our concerns about XXXX's poor punctuality. Arriving late for school not only impacts on the settled start to a child's day, it also affects their learning and self-esteem. School starts promptly at 9:00am and your child needs to be in school by that time.

We have put in place clear targets and a support plan to help improve his/her punctuality but have not seen measurable improvement. As a result of on-going concerns, we will now be making a referral to Family Services and setting up an attendance and punctuality case file which will be made available to the Family Service Enforcement Lead if necessary.

If your child's punctuality does not improve, you may receive a Penalty Notice. Penalties are set at £60.00 if paid within 21 days rising to £120.00 if paid after 21 days but within 28 days. If the penalty is paid the absence or lateness covered by the Penalty Notice cannot be cited again.

If you would like to discuss this letter, please do not hesitate to contact me.

Yours sincerely,

*Mr Christopher*  
Headteacher

## Appendix 6- Attendance Letters 1-3

### [Attendance Concern Letter 1- On Headed Paper]

Dear **xxxxx**

As a school, we regard regular attendance as being critical to a child's progress in school and we have invested a great deal of time and effort working with parents to improve attendance.

We regularly monitor attendance across the school and have noticed that **xxxxx's** attendance has dropped below 90%, which is significantly below the expected level of 96%. It is vital that **xxxx's** attendance improves so as not to have a detrimental affect on **his/her** learning.

We are attaching a copy of **XXXX's** attendance report which clearly shows the number of sessions missed.

If you are experiencing any difficulties with getting your child to school or you would like to discuss this letter, please do not hesitate to contact me.

Yours sincerely,

***Mr Christopher***

Headteacher

Appendix 6- Attendance Letters 1-3

[Attendance Concern Letter 2- On Headed Paper]

Dear xxxxx

As a school, we regard regular attendance as being critical to a child's progress in school and we invest a great deal of time and effort working with parents to improve attendance.

We regularly monitor attendance across the school and during a register sweep have noticed that xxxxx's attendance remains below 90%, which is significantly below the expected level of 96%. Xxxxx's attendance is currently at XX% which equates to him/her missing **one month per school year if this pattern continues**. It is vital that xxxxx's attendance improves so as not to have a detrimental affect on **his/her** learning.

We are attaching a copy of XXXX's attendance report which clearly shows the number of sessions missed.

I would now ask you to attend a meeting in school with myself to discuss how we can improve your child's attendance and minimise the disruption to their education. In this meeting we will decide whether it is appropriate to access additional support through the School Nursing Service and set realistic targets and plans to support XXXXX's improved attendance.

I have timetabled our meeting for XXXXX at **9:00am**. Please acknowledge receipt of this letter and confirm your attendance by returning the attached slip.

Yours sincerely,

*Mr Christopher*  
Headteacher

.....  
I have received the letter informing me of your concerns about my child's attendance.

Signed \_\_\_\_\_ Date \_\_\_\_\_ Name \_\_\_\_\_

I **am/ am not** available to meet on **Tuesday 15<sup>th</sup> December at 9:00am** to discuss an appropriate support plan.

(If you are not available at this time, please contact the school office as a matter of priority to make an alternative arrangement)

Appendix 6- Attendance Letters 1-3

[Attendance Concern Letter 3 (Health)- On Headed Paper]

Dear Parent/Carer

Over recent weeks we have been communicating to you our concerns about XXXX's attendance.

Although we have put in place clear targets and a support plan to help improve his/her attendance but have not seen significant improvement. As a result of on-going concerns, we will now be making a referral to the Family Services and setting up an attendance case file which will be made available to the Family Service Enforcement Lead if necessary.

We are attaching a copy of XXXX's attendance report which clearly shows the number of sessions missed.

I will be inviting you to attend a meeting in school with myself and representatives from the **Health Team/ Family Services Unit** so that we can work together to support XXXXX's improved attendance.

I have timetabled our meeting for XXXXX at **9:00am**. Please acknowledge receipt of this letter and confirm your attendance by returning the attached slip.

Yours sincerely,

*Mr Christopher*

Headteacher

.....  
I have received the letter informing me of your concerns about my child's attendance.

Signed \_\_\_\_\_ Date \_\_\_\_\_ Name \_\_\_\_\_

I **am/ am not** available to meet on **Tuesday 15<sup>th</sup> December at 9:00am** to discuss an appropriate support plan.

(If you are not available at this time, please contact the school office as a matter of priority to make an alternative arrangement)

Appendix 7

[Attendance Concern – Unauthorised Absences- On Headed Paper]

Dear xxxxx

As a school, we regard regular attendance as being critical to a child's progress in school and in recent years we have invested a great deal of time and effort into improving attendance.

[Unfortunately xxxxxx has had a number of absences this term, many of which are unauthorised. Out of xxxx sessions, xxxxx has only been in school for xxxx of these. In line with national and local policy it is expected that a child attends school for at least 96% of the school year. The remaining 4% allows for authorised absences through illness.]

or

[XXXX 's has only attained XXX% attendance overall which is seriously below the expectation. We are extremely concerned that xxxx's lack of attendance is having a detrimental affect on his/her learning. This may also impact on xxx's ability to form lasting school friendships.]

We are attaching a copy of xxxx's attendance report which clearly shows the amount of sessions that xxxx has missed.

I ask you to attend a meeting in school with myself to discuss how we can improve your child's attendance and minimise the disruption to their education. In this meeting we will decide whether it is appropriate to access additional support through the School Nursing Service or any other agency and set realistic targets and plans to support XXXXX's improved attendance.

I have timetabled our meeting for XXXXX at 9:00am. Please acknowledge receipt of this letter and confirm your attendance by returning the attached slip.

Yours sincerely,

*Mr Christopher*

Headteacher

.....  
I have received the letter informing me of your concerns about my child's attendance.

Signed \_\_\_\_\_ Date \_\_\_\_\_ Name \_\_\_\_\_

I am/ am not available to meet on **Tuesday 15<sup>th</sup> December at 9:00am** to discuss an appropriate support plan.

(If you are not available at this time, please contact the school office as a matter of priority to make an alternative arrangement)



## Appendix 8

### [Attendance Concern – Taking unauthorised holiday during Term Time- On headed paper]

Dear

Your child has now been absent from school for \_\_\_\_ school days.

These absences are classed as unauthorised absences.

I am writing to inform you that this attendance information is being passed on to Family Services and you may receive a Penalty Notice. Penalties are set at £60.00 if paid within 21 days rising to £120.00 if paid after 21 days but within 28 days. If the penalty is paid the absence or lateness covered by the Penalty Notice cannot be cited again.

If you are experiencing any difficulties with getting your child to school that we are unaware of or you would like to discuss this letter, please do not hesitate to contact me.

Yours sincerely,

*Mr Christopher*

Headteacher

## Appendix 9

### [Attendance Concern – Failure to return by the agreed date- On headed paper]

Dear

Your child has now been absent from school for \_\_\_\_ school days.

In our contract about this period of leave in term time, you agreed that your child would return to school on \_\_\_\_\_.

As this date has now passed without your child returning to school, I need to let you know absences after this date are now classed as unauthorised absences.

If your child has not returned to school before \_\_\_\_\_ (ie 3 days after the agreed return date), we will pass on the information to Family Services. This may result in you receiving a Penalty Notice. Penalties are set at £60.00 if paid within 21 days rising to £120.00 if paid after 21 days but within 28 days. If the penalty is paid the absence or lateness covered by the Penalty Notice cannot be cited again.

Please contact me as soon as you return.

If you are experiencing any difficulties with getting your child to school that we are unaware of or you would like to discuss this letter, please do not hesitate to contact me.

Yours sincerely,

*Mr Christopher*  
Headteacher