



ATTENDANCE POLICY

Reviewed: March 2019

Next Review Date: March 2021

Related Documents:

Home School Agreement,
Safeguarding and Child Protection Policy

1. Introduction

Regular attendance at school is essential to ensure uninterrupted progress and to enable children to extend their potential. The attendance pattern for all children is monitored weekly with the school seeking to work actively with parents to ensure a regular pattern is maintained. We expect all children on roll to attend every day, when the school is in session as long as they are fit and healthy enough to do so.

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance for all our pupils and we use a variety of weekly, termly and annual awards to promote good attendance and punctuality. We encourage children to attend, and to put in place appropriate procedures to support this. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school and learning.

Poor attendance can seriously affect each child's:-

- attainment in school
- relationships with other children and their ability to form lasting friendships
- confidence to attempt new work and to learn alongside others

The Governors and Headteacher, in partnership with parents have a duty to promote full attendance at school.

2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold. This policy complies with our funding agreement and articles of association.

3. School procedures

3.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment

- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8.50am on each school day.

The register for the first session will be taken at 8.55am and will be kept open until 9.15am. The register for the second session will be taken at 1.05pm and will be kept open until 1.15pm.

3.2 Unplanned absence

Parents must notify the school on the first day of an unplanned absence by telephoning the school office – for example, if their child is unable to attend due to ill health – by 9.15am or as soon as practically possible (see also section 6).

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

3.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences. Although these are counted as authorised, the marks do reduce the overall attendance percentage.

- Every effort should be made to arrange medical appointments outside school hours.
- An appointment card or verification by the doctor/ dentist/hospital is required.
- If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.
- If your child is absent due to vomiting, they should not return to school for the next 48 hours after the last bout of sickness. This is to reduce the risk of infection to other children and adults at school.
- For more than three days of absence the school require a written explanation of why the child was absent.
- Medical certificates are required for absence greater than five days.

Parents must notify the school in advance of a medical or dental appointment by contacting the school office and producing an appointment letter or card. Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

3.4 Lateness and punctuality

The class register is taken at 8.55 am and at the start of the afternoon session. Pupils arriving after these times must enter school by the main entrance and report to reception where their name and reason for lateness will be recorded. The pupil will be marked as late before registration has closed (Code 'L'). The register will close at 9.15am. Pupils arriving after the register has closed will be marked as late after registration (Code 'U') This national code counts as an unauthorised absence. Frequent lateness is disruptive to learning, both for the child concerned and the class. This will be discussed with parents at open evenings and may be referred to the Headteacher and/or the Education Welfare Officer (EWO).

3.5 Authorising Absence

Only the Headteacher can authorise absence for approved reasons. The absence must be unavoidable. The Headteacher is not obliged to accept a parent's explanation and if the absence is not authorised, parents will be notified. Authorised absence codes will only be used after there has been some communication between the parent and school. **The following reasons are examples of the kinds of absence that will not be authorised:**

- Persistent non-specific illness e.g. poorly/unwell
- Absence of siblings if one child is ill
- Parental illness [alternative arrangements should be made to get children to school – emergencies excepted]
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates
- Medical/dental appointments of more than half a day without very good reasons
- Child's/family birthday
- Shopping trip

3.6 Definitions

Every half-day absence has to be classified by the school (not by the parents) as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of each absence is always required.

Authorised Absence - An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent writes a note or telephones the school to explain the absence.

Unauthorised Absence - An absence is classified as unauthorised when a child is away from school without the permission of the Headteacher. Unauthorised absences are those, which the school does not consider reasonable and for which no 'authorisation has been given. This includes:

- Parents keeping children off school unnecessarily.
- Truancy during the school day.
- Absences that have never been properly explained.
- Holidays not agreed

3.7 Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

If no reason has been given for a child's absence, the school office will contact parents by 9.30am. If we cannot speak to a parent the mark will be unauthorised. If school cannot get in touch with parents by morning break, the office will contact other family members.

3.8 Reporting to parents

Parents receive an attendance report twice a year on the mid-term and end of year report. Parents will also receive a letter termly if their child's attendance percentage drops below 95%.

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

Time off school for family holidays cannot be authorised. Schools have the discretion, in exceptional circumstances to authorise leave absence:

- For service personnel and other employees who are prevented from taking holidays outside term-time **if the holiday will have minimal disruption to the pupil's education;**
- When a family needs to spend time together to support each other during or after a crisis.

Applications for Leave of Absence where dates can be known ahead **MUST** be made at least 2 weeks in advance of the requested date.

Consideration is given to each request before a decision is reached on behalf of the Governing Body (Education (Pupil Registration) (England) Regulations 2006). Each case will be judged on its merits in line with the criteria outlined above. The decision is final and once the decision to not authorise the leave is taken, it cannot be authorised retrospectively.

4.2 Legal sanctions

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

5. Strategies for Promoting Attendance

The prime benefit derived from regular attendance is that continuity and progression in learning are ensured.

Prizes are awarded at the end of each old term for 100% attendance. This is celebrated in each Gold Book assembly. Weekly overall class attendance is also celebrated every Friday on the school newsletter and in the afternoon assembly.

Where individual positive impact is required, all staff in contact with the child must take extra care to welcome the child each morning, praise punctual attendance and acknowledge the effort the child has made. It is also appropriate to recognise the effort the parent has made to secure the child's attendance. Individual sticker rewards are sometimes employed as an additional incentive where appropriate; these are designed according to the child's particular need.

School also works with parents to support regular attendance – for example, communicating early about issues and acknowledging positive improvements.

6. Attendance monitoring

The attendance officer monitors pupil absence on a [daily/weekly/monthly] basis. Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2).

If a pupil's absence goes above 5 days we will contact the parents to discuss the reasons for this. If after contacting parents a pupil's absence continue to rise, we will consider involving an education welfare officer. The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this with governors.

The school collects and stores attendance data using the management information system (Bromcom). The school provides attendance data to the DFE, using Bromcom to send data about the school census. The figures returned are then published by the DFE as part of the annual publication of school statistics. The school uses the attendance data to identify whether or not there are particular groups of children whose absences may be a cause for concern and to track the attendance of individual pupils.

Where attendance is a concern, the school will use data to analyse attendance by year group, classes, groups of pupils for example ethnicity or gender. The school uses attendance data to identify the main causes of absences within the school and to take action to address and improve those areas. The school will use data to monitor and evaluate those children identified as being in need of intervention and support.

6.1. Targets

The school is set a challenging attendance target each year. These targets are agreed by the senior staff, the Chair of Governors and the LA School Improvement Partner at the annual target-setting meeting. The Head Teacher will report on attendance percentages in the termly report to the Governing Body.

Targets for the school and for classes will be displayed in the school to encourage participation by all in reaching these. The minimum level of attendance for any child is **95%**.

Through the school year we monitor absences and punctuality to show us where improvements need to be made.

6.2 Action for Low Attendance

96%+	Excellent – Well done! This will help all aspects of your child’s progress and life in school. This will give them a good start in life and supports a positive work ethic.
94- 95%	Average – Strive to build on this. Work with parents to continue to promote full attendance to move to 96%+
85- 93%	Poor – Absence is now affecting attainment and progress at school. School contact parent directly to seek ways of working together to improve attendance.
Below 85%	Unacceptable – Absence is causing serious concern. It is affecting attainment and progress and is disrupting the child’s learning. Meetings between home and school to share strategies for improvement will be called. If improvement is not achieved a referral is made to the Attendance Service - Education Welfare Officer [EWO] Penalty Notice considered where absence is not authorised.

Non-attendance is an important issue that is treated seriously. However each case is different and the school acknowledges that no one standard response will be appropriate in every case. Consideration is given to all factors affecting attendance before deciding what intervention strategies to apply.

- a) In every case, early intervention is essential to prevent the problem from worsening. It is essential that parents keep the school fully informed of any matters that may affect their child’s attendance.
- b) Prior to the engagement of the EWO, the school may issue letters to parents clearly defining the concerns within school regarding a pupils’ absence. It is hoped that a quick response and change in levels of absence will prevent the need for EWO involvement.

6.3 Children Missing Education

If families move away from the area, or wish to transfer their child to another school, the Headteacher must be informed in writing. Children cannot be removed from the school roll until we have been notified by another school that a place has been offered and accepted. Children who stop attending and who cannot be traced cannot be removed from the school roll. They are reported to the local authority Attendance Service. Where a child is missing from education, Local Authority guidance will be followed.

6.4 Persistent Absenteeism (PA):

A pupil becomes a ‘persistent absentee’ when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child’s education and we need parent’s fullest support and co-operation to tackle this. We monitor all absence and the reasons given thoroughly.

Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and we will inform the parents/carers immediately. PA pupils are tracked and monitored carefully we also combine this with academic tracking where absence affects attainment. All our PA pupils and their parents are subject to an Action Plan and the plan may include allocation of additional support through the School Nurse, Parent Support Adviser or Education Welfare Officer.

We may also use circle time, individual incentive programmes, individual targets and participation in group activities around raising attendance.

6.5 Local Authority Action

Where there is no improvement in a pupil’s attendance and/or there are at least 10 sessions (5 days) absence in a term the school must consider the following:

Education Welfare Officer Actions

This may include:

- Home visits
- Multi agency meetings
- Signposting to supportive agencies e.g. Child and Adolescent Mental Health Service, Social Services and Family Group Conference Service.
- Fast Track to Prosecution

Penalty Notices for Poor Attendance

Penalty Notices are issued by the Attendance Service in accordance with their Code of Conduct.

- The Attendance Service issue a warning letter setting out 15 school days during which no unauthorised absence is to be recorded
- If unauthorised absence is recorded during the 15 day period a Penalty Notice will be issued (one per parent per child)

Penalty Notices will be issued in the following circumstances:

- Truancy
- Parentally-condoned absences
- Persistent lateness after the register has closed
- Being present in a public place without reasonable justification during the first 5 days of any fixed term or permanent exclusion.

Where Penalty Notices are imposed, the regulations state that the penalty will be £120 to be paid within 42 days, reduced to £60 if paid within 28 days. Penalty notices are issued to each parent of each child. Failure to pay the penalty in full by the end of the 42 day period may result in prosecution by the Local Authority.

7. Roles and responsibilities

7.1 The governing board

The governors attendance committee is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

7.2 The headteacher

The headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

7.3 The attendance officer

The attendance officer:

- Monitors attendance data at the school and individual pupil level
- Reports concerns about attendance to the headteacher
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the headteacher when to issue fixed-penalty notices

7.4 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

7.5 Office staff

Office staff are expected to take calls from parents about absence and record it on the school system.

7.6. Parental Responsibility

Parents have a legal duty to ensure that their child attends school regularly and arrives on time. Full attendance is essential to the all-round development of a child and they should be allowed to take full advantage of educational opportunities available to them by law. Poor attendance undermines their education and sometimes, puts pupils at risk. The school share the attendance percentage with parents at each parent's consultation meeting and more frequently where there are concerns. **It is the parents' responsibility to contact the school on the first day their child is absent. This is a safeguarding matter so that all parties know that your child is safe.**

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Are you considering taking your child on holiday in term time?

STOP AND THINK

You must get the Head's permission before booking your holiday

A child can now only have time off during term time for exceptional reasons. There is no automatic right.

175 <small>non-school days in a year</small>	175 days to spend on family time, visits, holidays, shopping, other household jobs and other appointments				
190 <small>school days in a year, 180 days for your child's education</small>	10 days absence	20 days absence	30 days absence	40 days absence	50 days absence
	180 <small>days of learning</small>	171 <small>days of learning</small>	161 <small>days of learning</small>	152 <small>days of learning</small>	143 <small>days of learning</small>
100%	95%	90%	85%	80%	75%
GOOD <small>Best chance of success. Get your child off to a flying start</small>	WORRYING <small>Low chance of success. Makes it harder to make progress</small>			SERIOUS CONCERN <small>Not the best possible results. Possible legal action</small>	

If you are worried about your child's attendance please talk to your school about it

What does the law say?

The government has made recent amendments to the Education (Pupil Registration) (England) Regulations 2006. This states that:

Leave of absence shall not be granted unless:

- an application has been made in advance to the Headteacher by a parent with whom the pupil normally resides; and
- the Headteacher considers that leave of absence should be granted due to the exceptional circumstances relating to that application.

Exceptional circumstances

For example:

- Forces Personnel on leave from a foreign posting
- Exceptional significant family events or circumstances – these will be considered on an individual basis with you.

The Headteacher will consider every request individually but the following reasons are examples of the kinds of absence that will not be authorised:

- Parental illness [alternative arrangements should be made to get children to school – emergencies excepted]
- Confusion over school dates
- Medical/dental appointments of more than 1/2 day without very good reasons
- Child's/family birthday
- Cheaper holidays in England and abroad
- Family day trips/shopping trip
- Visiting family/friends who have different half terms or holidays or relatives coming to visit

The Headteacher does not have to give permission if you request a holiday. If the holiday is not approved, your child's absence will be recorded as unauthorised.

What is the effect on your child?

- Two weeks absence in every school year would mean your child missed four terms of education during their school life. This could seriously affect your child's progress.
- 90% attendance equivalent of 1/2 day absence per week. 80% attendance equivalent of missing six extra weeks of schooling over a year
- Your child will find it difficult to settle in if they miss school at the start of a new term or when they are moving to a new school or class.
- Your child may miss important educational experiences. It can be very difficult to catch up.
- Preparation and revision for exams and tests may be affected.
- Your child may think that you do not see school as important

LEAVE OF ABSENCE FORM

MAKE SURE YOUR CHILD IS IN SCHOOL EVERY DAY.

APPLICATION FOR LEAVE OF ABSENCE OF CHILD FROM SCHOOL

A parent/carer requesting leave of absence during term time should make the application in writing at least two weeks in advance. Please ensure all sections of the form are completed before returning it to Headteacher. The Headteacher will reply to all applications in writing stating the decision.

This request for authorised Leave of Absence must be made at least two weeks in advance and the Head Teacher may invite the parent/carer to the school to discuss the request before a decision is made. If the Head Teacher approves the Leave of Absence it is expected that the child's attendance will be of a satisfactory level both prior and after the date covered by the request. If the Head Teacher refuses Leave of Absence and the absence is recorded as unauthorised, the Head Teacher may refer the matter to the Local Authority requesting that a Penalty Notice be issued.

A Penalty Notice is £60 if paid within 21 days of receipt, rising to £120 if paid after 21 days but within 28 days. If the penalty is not paid in full by the end of the 28 day period the Local Authority may prosecute for the offence to which the notice applies. Where there is more than one child, each parent may be issued with a Penalty Notice in respect of each child.

Pupil's name:	Date of birth:
Registration class:	Contact number(s):
Pupil's home address:	

I request permission for my child to be granted leave of absence from school between

First day of absence:	Date of return to school:	Total number of school days missed:
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If you are also submitting a request for absence for a school child at another school in the St Thomas Partnership of schools please provide the name of the school(s), child(ren)'s name(s) and year group(s).

Please fully explain the exceptional circumstances relating to the leave of absence you would like the Head Teacher to consider. (Continue on a separate sheet if necessary). Please refer to the Attendance Policy for leave of absence during term time which is available on our website to request a copy. It is the decision of the Headteacher as to what might constitute exceptional circumstances. Each request for any term-time leave will be considered on an individual basis. Examples of exceptional circumstances would be:

- Forces Personnel on leave from a foreign posting
- Evidence provided by an employer that extra leave cannot be accommodated during school holidays without significant consequence.

Reason: (this must be an exceptional circumstance, eg company policy for parent to take holiday at specific time – must be provided with documentary evidence)

Declaration

I have read and understood the information in the Attendance Policy regarding leave of absence during term time, unauthorised absence, and Penalty Notices. I am aware of the possible consequences should I take my child on leave of absence without the prior authorisation of the Headteacher.

Signature: _____ Date: _____

For Office Use Only:

AUTHORISED / UNAUTHORISED	REASON:	ATTENDANCE %	FIRST ABSENCE? YES / NO
DOCUMENTARY EVIDENCE SEEN: YES / NO			

Appendix 3 – Holiday Authorised Letter

«Parental_addressee»
«AddressBlock»

Dear «Parental_Salutation»

Education Act 1996 – School Attendance

I note your request to take your children «Forename» «Surname» («DOB») out of school during term time between the dates **Wednesday 3 September and Monday 8 September 2014**, for a period of **three days**.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 states that headteachers may not grant any leave of absence during term time unless:

- An application has been made in advance to the headteacher by a parent with whom the pupil normally lives with; and
- The proprietor (headteacher) or person authorised by the headteacher considers that leave of absence should be granted due to the **exceptional circumstances** relating to that application.

After carefully considering your application I have decided to **authorise** your request to your child, Hannah being taken out of school as I am satisfied that the exceptional circumstances criteria has been met.

The reason(s) for this is: Exceptional Circumstances – Family Wedding

«Forename» is expected to return to school on 29 September 2014. If «Forename» fails to return on this date it will be recorded as an unauthorised absence unless medical evidence is provided to detail otherwise. I must warn you that failure to ensure your child's attendance is an offence under Section 444 of The Education Act 1996.

If the reasons given for your child's absence from school are not satisfactory then the Local Authority may take legal proceedings against you for your failure to comply with the law. This may result in:

- A Penalty Notice requiring the payment of a penalty up to **£120**, failure to pay the penalty due will result in prosecution before Magistrates Court.
- Prosecution under Section 444 (1) Education Act 1996, where if convicted you may be fined up to **£1,000**.
- Prosecution under Section 444 (1a) Education Act 1996 where if convicted you may be fined up to **£2,500 and/or 3 months imprisonment**.

I ask that you work with the school to ensure that your child attends school every day.

Yours sincerely

«Head's Name»
Head Teacher

Appendix 4 – Holiday Not Authorised Letter

«Parental_addressee»
«AddressBlock»

Dear «Parental_Salutation»

Education Act 1996 – School Attendance

I note your request to take your children «Forename» «Surname» («DOB») out of school during term time between the dates **Wednesday 3 September and Monday 8 September 2014**, for a period of **three days**.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 states that Head teachers may not grant any leave of absence during term time unless:

- An application has been made in advance to the headteacher by a parent with whom the pupil normally lives with; and
- The proprietor (headteacher) or person authorised by the headteacher considers that leave of absence should be granted due to the **exceptional circumstances** relating to that application.

After carefully considering your application I have decided **not to authorise** your request for **holiday leave** as I am not satisfied that the exceptional circumstances criteria has been met.

The reason for this is: «Forename»'s attendance in school during 2013 – 2014 so far is significantly low at 88.5%. It is expected that the child's attendance will be of a satisfactory level both prior to and after the date covered by the request.

«Forename» is expected in school during these dates and any absence will be considered unauthorised absence unless medical evidence is provided to detail otherwise.

I must warn you that failure to ensure your child's attendance is an offence under Section 444 of The Education Act 1996. If the reasons given for your child's absence from school are not satisfactory then the Local Authority may take legal proceedings against you for your failure to comply with the law. This may result in:

- A Penalty Notice requiring the payment of a penalty up to **£120**, failure to pay the penalty due will result in prosecution before Magistrates Court.
- Prosecution under Section 444 (1) Education Act 1996, where if convicted you may be fined up to **£1,000**.
- Prosecution under Section 444 (1a) Education Act 1996 where if convicted you may be fined up to **£2,500 and/or 3 months imprisonment**.

I ask that you work with the school to ensure that your child attends school every day.

Yours sincerely

«Head's Name»
Head Teacher

Appendix 5 – Absence below 95% Letter

«Parental_addressee»
«AddressBlock»

Dear «Parental_Salutation»

Re: «Forename» «Surname», «Class»

«School Name» and the Education Welfare Service work closely together, through regular meetings to monitor every child's school attendance. I am writing to make you aware that «Forename»'s attendance has dropped below OFSTED's expectation of 95%.

The Government guidelines advise that every child of primary school age should be achieving a minimum of 95% and «Forename» had **93.92%** attendance for the Autumn Term 2014.

It is understood that the majority of absences may be the result of illness/ ill health but persistent or regular absence can only be authorised if medical evidence is provided by a G.P. or Consultant. Failure to provide this evidence may result in the absence being recorded as unauthorised.

It is hoped that with your support and cooperation in this matter an improvement can be made, to enable «Forename» to reach his/her full potential.

Yours sincerely

«Head's Name»

Head Teacher

Appendix 6 – Absence below 90% Letter

«Parental_addressee»
«AddressBlock»

Dear «Parental_Salutation»

Re: «Forename» «Surname», «Class»

«School Name» and the Education Welfare Service work closely together, through regular meetings to monitor every child's school attendance. I am writing to you with regard to «Forename»'s current attendance, from a recent audit of attendance it was noted that «Forename»'s overall attendance at school for the Autumn Term was **80.41%**. This is significantly below the expectation of 95% for all children.

Attendance below 90% during time in primary school has been proven to have a dramatic and long-lasting impact on a child's achievement and progress up to the age of 16 when they take GCSE examinations. We have a duty of care to intervene early to ensure that we do all possible to improve every child's attendance.

It is understood that the majority of absences may be the result of illness/ ill health but persistent or regular absence can only be authorised if medical evidence is provided by a G.P. or Consultant. Failure to provide this evidence may result in the absence being recorded as unauthorised.

It is hoped that with your support and cooperation in this matter an improvement can be made, to enable «Forename» to reach his/her full potential.

Yours sincerely

«Head's Name»

Head Teacher

Appendix 7 – Meeting Letter

«Parental_addressee»
«AddressBlock»

Dear «Parental_Salutation»

Re: «Forename» «Surname», «Class»

Despite previous attempts to advise you, I note with concern that your child's attendance at school has made no significant improvement. «Forename»'s attendance at school is currently %. This will have an impact on your child's education which we cannot ignore.

As there has been no improvement in «Forename»'s attendance, I must advise you that further absences from school as a result of illness will require medical evidence. If medical evidence is not provided, further absences will be marked as unauthorised.

I am inviting you to attend a School Attendance Meeting. The time and date have been set for at It is imperative that you and attend this meeting for us to explore the issues around poor attendance. The meeting will be attended by

If this appointment is inconvenient, I would be grateful if you could contact me as soon as possible so that a mutually convenient time can be arranged. If you do not attend this meeting and «Forename»'s absence continues to deteriorate, a referral may be made to the Attendance Service.

Thank you for your co-operation.

Yours sincerely

«Head's Name»

Head Teacher