



ATTENDANCE AND PUNCTUALITY POLICY

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Hempshill Hall Primary School has adopted this Common Attendance Protocol from Nottingham City Council. This has been agreed through the Governing Body.

1. Introduction

Children and young people need to attend school regularly and be equipped to learn. The latter, including punctuality is a precondition of social inclusion and a prerequisite to effective learning. Irregular school attendance is a contributory factor in social exclusion and underachievement. Pupils who fail to attend school regularly are more likely to be the victim of crime themselves or to become exposed to offending behaviours by others. Children should attend the school in which they are registered, on time.

2. Whole School Involvement Partnerships

In order for this policy to be effective it is essential that attendance and punctuality becomes “EVERYONE’S BUSINESS”.

School level: class teachers; school administration staff; children; parents/carers; Head Teacher; Governors; SENCO and School Nurse Team. Also to include Local Authority Admissions and Exclusions; Attendance Improvement Officer and Nottingham City Council Education Welfare Team including MARAC. Also, we aim to forge an awareness of this policy with medical staff administrators (Doctor and Dentist Reception); Housing; Neighbourhood Team; Police; Schools IT for SIMS input.

3. Roles and Responsibilities

Head Teacher/Deputy Head Teacher/Attendance Team

- To ensure legal requirements are being met with regard to attendance.
- To be responsible for the operational management of the attendance policy.
- To remind staff at the beginning of the academic year about the contents of this policy and correct procedures for completing registers.
- To discuss attendance at new intake events for parents and children who are admitted to the school part way through a term.
- To have systems in place to ensure that authorised and unauthorised absence is analysed, class by class, each half term.
- Send letters home to parents/carers whose child/ren missed more than 10% of their educational entitlement during the previous half term.
- To follow up individual pupils, classes or year groups and analyse attendance data to identify trends, which can then enable the school to target their efforts.
- To refer cases to the Attendance Improvement Officer or EWS as necessary to discuss any attendance issues which have arisen.
- To discuss with class teachers any individuals who are not attending regularly.

GOVERNING BODY

- To be aware of the Attendance and Punctuality Policy.
- To be aware of the school target for attendance.

- Have a designated Governor responsible for monitoring and support the school with attendance.
- Perform their duties as critical friends within governors, Pupils and Personnel meetings.

Office Manager/Office Staff

- Record attendance electronically on the “Sims Attendance module”.
- Monitor every individual’s attendance for irregular patterns and absences; refer to Attendance Improvement Officer/EWs as necessary
- Produce attendance reports as requested.

Parents

- To send their child to school every day and on time.
- To send their child to school ready to learn and with necessary equipment e.g. PE kit.
- If the child is ill, to inform school or to respond to Schoolcomms text/personal call providing a reason.
- If it was not possible to provide a reason on the day of the child’s absence, to send a note into school explaining child’s absence.
- To work with school to maintain good attendance and/or improve attendance.

Class Teachers

- To ensure that pupils attend school regularly it is important that class teachers monitor their register to detect any absence patterns that are emerging and report any concerns to the Head Teacher/attendance team.
- To ensure registers are completed in accordance with this policy.
- To communicate verbal messages from parents/carers to the office/attendance team.
- To work to raise the level of enjoyment and commitment to learning among children, making them want to come to school.

Nursery Staff

Nursery staff have an important role to play in establishing good practice from an early age. Swift intervention with parents will lead to improved attendance when the children reach statutory school age. If there are any concerns, then contact the Attendance Improvement Officer who can carry out a home visit and/or arrange a parent meeting.

4. The Law

Under Section 7 of the Education Act 1996, the ‘parent’ is responsible for making sure that their child of compulsory school age receives efficient full-time education that is suitable to the child’s age, ability and aptitude.

Compulsory school age is defined as beginning from the beginning from the start of the term commencing on or after their fifth birthday.

Section 444 (1) of the Education Act 1996 states, “If a child of compulsory age who is a registered pupil at a school fails to attend regularly at the school, the parent is guilty of an offence. You may be liable on summary conviction to a fine not exceeding level 3 on the standard scale. A MAXIMUM FINE OF £1000”.

Section 444 (1A). if in the circumstances mentioned in subsection (1) the parent knows that their child is failing to attend regularly at the school and fails without reasonable justification to cause him/her to do so, they are guilty of an offence. You may be liable on summary conviction to a fine not exceeding level 4 on the standard scale: A MAXIMUM FINE OF £2500 or IMPRISONMENT FOR A TERM NOT EXCEEDING THREE MONTHS or both.

5. Registers

Registers are a statutory legal document, which must be completed accurately by a member of the teaching staff. Attendance registers are taken twice a day – at the start of the morning session and at the start of the afternoon session.

Please refer to Appendix 2 for a breakdown of the codes used in our schools.

Where a member of staff is in any doubt about attendance codes they should seek assistance from the school office, who may in turn obtain advice from the Attendance Improvement Officer or Education Welfare Service.

6. Absences

Where a pupil is absent without a known reason, this will be recorded as an “N” code until a reason is ascertained. Whenever pupils are absent and their parents have not told the school the reason for absence, such as not contacting the school to advise it that the pupil is ill, the school must mark the pupil as unauthorised absence. It can change this mark at a later date if parents provide a satisfactory reason for their child’s absence.

Authorisation of Absence

Once a reason for the absence has been given then the absence will be given a code. This may be either authorised or unauthorised. Any absence whether authorised or unauthorised is an absence. Only unauthorised absence would be considered in the event that the pupil would need to be referred to EWS for a Penalty Notice or Court action. **It is important to note that an absence is authorised by the school and is not the decision of the parent.**

If a member of staff is concerned that an absence/pattern of absences is not justified, then this should be reported to the Head Teacher/Head of School/SENCO who may request the Attendance Improvement Officer to visit the family. If a child is absent from school more than 3 days we may do a home visit welfare check.

Before such a referral is made, the school should try to establish why a pupil is absent. Even where a reason is offered for an absence, the school may feel that the reason is unacceptable and the matter should be referred to the Head Teacher/Head of School/SENCO. Similarly, where a pupil is missing school regularly through illness it may be appropriate to contact the school nurse and Attendance Officer so that a ‘Health Day’ meeting can be arranged. Medical evidence may be requested and is at the discretion of the Head Teacher for the length of time that is valid.

If the unauthorised absence has not had a valid reason given after the duration of two weeks, then the mark is to remain unauthorised.

Walking Distances

The following information is taken from “Keeping Pupil registers: (The Education (Pupil Registration) (England) Regulations 2006)”

Children under the age of 8 years are not expected to walk further than 3.219 kilometres (2 miles) whilst those who are 8 years or older not expected to walk further than 4.82 kilometres (3 miles). Where children live further than these distances from a maintained school, local authorities are normally expected to make arrangements for children’s transport between home and school, to board nearer to the school or to transfer to a school nearer to home.

If a child is absent because:

- the school is not within walking distance
- the school and local authority are not required to arrange the pupil’s transport;

- the transport provided by the child's parents fails'

The absence must be recorded as authorised absence. Children who live within walking distance but normally travel by other means, such as the local service bus or parents' car are expected to walk if that transport is not available. If the transport is provided by their school or LA, such as the school bus or a public transport pass and is unavailable due to, for example, the roads being impassable the pupils may be marked as "school partially closed".

Categorising Absence

Children should only be away from school if they are ill or have a medical appointment. It is not acceptable for children to be away from school for day trips, shopping, haircuts or purchasing school uniform and shoes. The codes that the school consistently use to categorise absence can be found on Appendix 2.

Integrating pupils who have been absent for an extended period of time or never attended school before

There are three main types of pupils that need reintegrating successfully back into education and school. These are:

- Children who have got to the age of six or seven years and never attended a school before;
- Children who have had a lengthy period in hospital;
- Parents who have had difficulty in getting their child into school for whatever reason.

For the above an initial meeting is held with parents, EWS and the Head Teacher to discuss and agree a programme that will benefit the child. In exceptional medical circumstances a school health worker will be invited to attend the meeting. The agreed programme is put into place at the earliest convenience, with follow up meetings to discuss progress/worries.

7. Medical Appointments

Parents are requested to make routine medical appointments in school holidays or after school. If this is not possible, appointments should be made at the start or near to the end of the school day. If an appointment is made for the afternoon, then the child would be expected to attend school in the morning (unless due to the nature of the appointment, this was not possible.) If the appointment was made for the morning, then the child would be expected to be returned to school for the afternoon session.

It is not necessary to have a whole day off school for a routine medical appointment.

8. Missing Children

If a child is absent for a longer period than 10 school days, refer to EWS. If absent for 20 days or more, they will be removed from roll and placed on the National 'Missing Child Register'.

9. Referring cases to the Education Welfare Service (EWS)

The remit of EWS changed from September 2011 and the Persistent Absentee percentage changed from 20% absence to 15% absence. Rather than each school having their own Education Welfare Officer (EWO), schools now refer to EWS where each case is allocated to an EWO. This means that a school could have a different EWO for each case allocated.

How to refer:

- 1) Obtain the list of pupils with the trigger amount of sessions of unauthorised absence. (EWS have these figures for the academic year)
- 2) Remove any that have triggered due to unauthorised holidays or unauthorised lates.
- 3) Remove any that have unauthorised absences but school do not want to refer (there should not be many of these)
- 4) Save the remaining attendance certificates as a word document

- 5) Send a CAF (general details plus section 1 to be completed) – this is a referral tool not a CAF at this point. General details can be populated through SIMS.
- 6) Identify pupils that already have a CAF, FIP involvement, YOT involvement, Social Care involvement or CAMHS Tier 3 (with a Care Programme approach).
- 7) Send the attendance certificates to caf.educationwelfare@nottinghamcity.gov.uk. When the list is sent, inform which pupils apply to Point 6.
- 8) EWS will reply with the outcome of the referral.

Immediate Referral

Any child who has 20 unauthorised absences over a 10-week period will be referred to EWS. Any pupil who accumulates 10% unauthorised absence may be referred to the Education Welfare Service.

10. First Day Contact/Safeguarding Children's Welfare

Hempshill Hall Primary School operates 'first day contact' with parents if no notification for absence has been received. This contact will either be through the text messaging service Schoolcomms, or a personal call to the pupil's preferred contact.

The following is taken from "Keeping Pupil Registers 2006":

"Pupils are absent for a variety of reasons which are personal to them and give no cause for concern. Some pupil's absence, whether single days, part of a pattern or persistent, is an indicator of wider needs which must be addressed as part of the work to secure good attendance. It is vital that all staff in schools and local authorities are alert to this possibility and try to identify and address the underlying causes of pupil absence. Where appropriate, staff should refer pupils to other agencies and work with those agencies".

11. Collecting Children After School

Children should be collected promptly at the end of the school day. Regularly requesting to take children out of school early for any reason is not acceptable without the permission of the Head Teacher who may grant permission in exceptional circumstances.

We reserve the right to refer families to Social Care for children who are repeatedly not collected by parents at the end of the school day as we consider this to be wilful neglect.

The school also reserves the right to take children, who are not collected, to the local police station when the parents cannot be contacted to find out why the child (ren) have not been collected.

12. Leave of Absence

Amendments have been made to the 2006 regulations in the **Education (Pupil Registration) (England) (Amendment) Regulations 2013**. These amendments, as described below, came into force on 1st September 2013.

Term-Time holiday

The Education (Pupil Registration) (England) Regulations 2006 previously allowed Head Teachers to grant Leave of absence for the purpose of a family holiday during term time in "special circumstances" of up to ten school days leave per year. Headteachers could also grant extended Leave for more than ten school days in exceptional circumstances.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Head Teachers may NOT grant ANY leave of absence during term time unless there are *exceptional circumstances*. Head Teachers should determine the number of school days a child can be away from school if the leave is granted.

The Head Teacher will consider any request for a leave of absence using certain criteria such as the pupils' attendance at the point of the request. This is likely to be twelve months prior to taking into account attendance levels of 95% or above (the correct % will be on the Leave of Absence form for the individual school). Leave of absence is generally a period that has not been planned for or where the absence is authorised, but not a holiday, e.g.

- a) an emergency which requires a child to accompany their parent abroad.
- b) extended absence for religious purposes.
- c) 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 and;
- d) when a family needs to spend time together to support each other during or after a crisis.

All applications for leave of absence MUST be made in advance by the parent (s), carer (s) or corporate parent that the pupil normally resides with.

Schools are able to refuse the whole period requested by a pupil's parents, grant part of the period and refuse the remainder, or grant the whole of the period requested. Any leave of absence granted by a school must be recorded as authorised using the appropriate national code – Appendix 2. Periods that are refused must be recorded as unauthorised.

Hempshill Hall Primary School takes the following into account when considering a request for leave of absence:

- a) the amount of time requested;
- b) age of the pupil;
- c) the pupil's general absence/attendance record;
- d) proximity of SATs and public examinations;
- e) length of the proposed leave;
- f) pupil's ability to catch up the work;
- g) pupil's educational needs;
- h) general welfare of the pupil;
- i) circumstances of the request;
- j) purpose of the leave;
- k) frequency of the activity; and
- l) when the request was made.

When a leave of absence has been granted, school will send a letter containing the following information:

- a) the expected date of return;
- b) that the parents are expected to contact the school if anything delays the pupil returning to school when expected; and
- c) what action will be taken if the pupil fails to return when expected

If the request for a leave of absence is denied, then a letter will be sent (see Appendix 9). This letter will explain the reasons for the refusal and what action will be taken if the parents ignore the refusal and keep their child away.

A pupil who takes 10 days leave (whether authorised or not) in an academic year will only attain 94.7% attendance. *Ofsted expectancy of 95% to achieve 'good'.*

If parents do not apply for leave of absence in advance of taking it, the pupil must be recorded as unauthorised absence using code G – see Appendix 2 codes.

If a school does not agree absence and the pupil goes on holiday, absence is unauthorised (Code G). A penalty notice may be issued for unauthorised holiday. If parents keep a child away for longer than was agreed any extra time is recorded as unauthorised (Code G).

Holidays which are taken for the following reasons will not be authorised:

- availability of cheap holidays

- availability of the desired accommodation
- birthday celebrations
- poor weather experienced in school holiday periods; and
- overlap with beginning or end of term.

All of the above is reflected in newsletters and on the school website

In a small number of cases schools could have concerns about a pupil's welfare such as that the pupil will be forced into marriage whilst abroad. In such cases, the school should seek support from the local authority. Further information is available at

<http://www.everychildmatters.gov.uk/socialcare/safeguarding/forcedmarriage/>

SAFEGUARDING/HOLIDAYS IN TERM TIME/EXTENDED HOLIDAYS

Any safeguarding issues pertaining to a child being taken out of school in circumstances that cause concern should be addressed directly to the Social Care Duty Team covering the area where the child lives.

In the secondary phase, if there are concerns that the pupil may be coerced into forced marriage, the following information should be obtained (discreetly) prior to any pupil going abroad; the child's name and date of birth; parents' names; any address where the pupil may be staying overseas; details of travel plans and contact details of relatives remaining in the U.K; a photocopy of the child's passport; any information that the pupil is aware of. This information would assist any investigation by the relevant Embassy/High Commission, should the pupil fail to return.

13. RELIGIOUS OBSERVANCE

Nottingham City is a vibrant and diverse city that promotes respect for the faiths and values of all its communities. There are many religions celebrated in our schools and it is important that we recognise the diversity of the school population.

It is acknowledged that different schools have different arrangements according to the ages of the children, the type of school and the percentage of pupils from different religious backgrounds. This section promotes community cohesion by recognising the diverse needs of all sections of the school community.

In Nottingham City one day for each religious festival (no more than three days in any one academic year) should be counted as authorised absence. The Pupil Regulations 2006 state that absence for religious observance should be treated as authorised (absence) '**on a day exclusively set apart for religious observance by the religious body to which the parent belongs**'. Additional days off for shopping or for extended celebrations should be treated as unauthorised absence.

In respect of pilgrimages, schools may request to see copies of visas. Dates of return should also be agreed prior to the period of leave. Parents should be advised about this policy and procedures regarding unavoidable delays in returning or taking extended leave that has not been authorised by the school.

14. Dealing with punctuality issues

Any pupil arriving after the school start time will be recorded as an L in the register which signifies late. Any pupil arriving after the close of the register will be recorded as U which will therefore denote an unauthorised absence.

The Local Authority will use the following as a trigger that allows schools to request a Penalty Notice. This applies to both Primary and Secondary phase:

Any pupil registered late (recorded as U) five times in a four-week period.

Lateness

Pupils who arrive at school late will need to enter the school through the main entrance as all classroom entrances will be locked after the start of the school day. Children in reception classes may have to wait in main school with parents until a member of staff is free to take them to class. Pupils will need to sign in to the electronic register at main reception. This will ensure that class teachers know the pupil has been registered in school and their dinner arrangements have been noted e.g. added to dinner list or sandwiches. This is also vitally important for safety in the event of a fire/school evacuation so that ALL pupils in school are accounted for.

Lateness will be monitored regularly along with absence. If lateness starts to occur frequently, then parents will be spoken to by class teacher/person responsible for attendance in school. If this does not improve in a two-week period, then late letter 1 will be issued (see Appendix 3) which states that the pupil's punctuality will be monitored for 4 weeks.

After 4 weeks if there has been an improvement then Late Letter 2 (see Appendix 4) will be sent. This is an acknowledgement and well done letter on the improved attendance.

If there is no improvement, then parents will be invited into school for a meeting – Late Letter 3 (see Appendix 5) with the Head Teacher/Attendance Improvement Officer/school staff responsible for attendance.

If the parent does not attend the meeting then Late Letter 4 will be sent, see Appendix 6

“The parent should be informed in writing that should their child continue to be late the school will request a Penalty Notice to be issued”.

After a further 4 weeks if there is an improvement then Late Letter 2 will be sent – attendance improved (Appendix 4).

If there is no improvement, then a Penalty Notice will be requested from EWS and Late letter 5 sent (Appendix 7).

Electronic Register

The “Electronic Register” records the pupils’ name, date, time of arrival and reason for lateness. This is then transferred to the individual pupil’s database on SIMS. The number of minutes late should be recorded as this is a requirement should the case be passed for Penalty Notice. It can also be a powerful tool to total up and present to parents in a meeting.

15. Dealing with Common Ailments

The web link below has been provided by NHS colleagues. It contains the most up to date information with regard to incubation and exclusion periods.

<http://www.nhs.uk/Planners/birthtofive/Pages/Childhoodillnesshub.aspx>

Minor Ailment Clinics (Health Days) have been found to be successful in a number of schools. This is where a member of school staff, Attendance Improvement Officer, school nurse and parent and pupil have an attendance meeting in school to discuss the attendance. The idea is that if any issue arises then one member of the panel could address this e.g. illness or issue in school etc.

16. Rewards

Pupils will be rewarded for good attendance individually and by class. Rewards may include prize draws and certificates for the pupil and a potential class prize such as Attendance Ted or extra playtime. Rewards may be changed per term to keep the initiatives fresh.

KEY DOCUMENTS AND REFERENCES

- **Absence and Attendance Codes**
- **Keeping Pupil Registers**

Appendices:

1. Penalty notice code of conduct
2. Absence Codes
3. Late letter 1 - 4 weeks to improve
4. Late letter 2 – well done letter
5. Late letter 3 – parent invited to meeting
6. Late letter 4 – parent didn't attend meeting
7. Late letter 5 – referral to EWS for Fixed Penalty Notices
8. Leave Request Form
9. Leave refusal letter
10. 90% attendance letter
11. 2nd letter – no improvement - medical evidence AIO to contact
12. 2nd letter – no improvement - medical evidence meeting invite
13. Attendance well done letter

Appendix 1

Penalty Notice Code of Conduct

NOTTINGHAM CITY COUNCIL: CHILDREN AND FAMILIES

Penalty Notices for Truancy, Excluded Pupils, Persistent Lateness, Unauthorised Holidays in Term Time-Local Code of Conduct

Introduction

1. This Code of Conduct will govern all Penalty Notice issued in respect of children of compulsory school age who are registered at a maintained school, a Pupil Referral Unit, an Academy, a City Technology College, or a City College for the Technology of the Arts, and those attending alternative provision within the jurisdiction of Nottingham City Council, hence referred to as the LA (Local Authority).
2. In the context of the Local Code of Conduct the term "school" will cover all the above-mentioned educational establishments, including Pupil Referral Units and attendance at alternative provision arranged by the LA.
3. The purpose of the Code is to ensure that Penalty Notices are issued consistently and fairly across the LA.
4. Penalties are set at £60 to be paid in 21 days and £120 to be paid in 28 days. If the penalty is paid, the absence covered by the Penalty Notice cannot be cited again.
5. The LA is responsible for the operation and administration of the Penalty Notice scheme. To ensure consistency all Penalty Notices shall be issued by the LA for and behalf of those persons designated by the regulations as having authority, i.e. schools, limited to Head Teachers, Deputy Head Teachers and Assistant Head Teachers, authorised LA staff, the police, Community Support Officers and other accredited persons.
6. An unauthorised absence level of 25% or more over a period of six school weeks will be used as a general trigger guide. However, shorter timescales may be applied depending on the circumstances of the unauthorised absence or truancy.

Penalty Notices that can be issued by the LA on behalf of schools

7. When a child has been absent without the authorisation of the school in accordance with paragraph 6.
8. Holidays taken in term time not authorised by the school.
9. Persistent lateness after the register is closed.
10. Excluded pupils failing to attend provision after the fifth day of exclusion.
11. Excluded pupils seen in a public place within the first five days of the exclusion.

Penalty Notices that can be issued directly by the LA or on behalf of other partners

12. Cases recommended by a Senior Education Welfare Officer (Manager) following a case review.
13. As part of the LA's fast-track to attendance procedure.
14. Where a pupil has been stopped on more than one occasion during a three-month period by the Youth Issues Team or other accredited persons having authority to do so.
15. On behalf of neighbouring local authorities in accordance with agreed protocols.

Limitations

16. A parent will be issued with no more than three Penalty Notices, relating to the same child, in any twelve-month period.
17. A Penalty Notice shall only be issued in compliance with the Local Code of Conduct. The Education Welfare Officer for the school must be informed.
18. Penalty Notices shall not be issued if legal proceedings under section 444 of the Education Act 1996 are under consideration or are in progress, unless used within the framework of the LA's fast-track procedure.
19. The LA reserves the right to limit or restrict the use of Penalty Notices at any time if the number of requests or court cases resulting from non-payment compromises the effective administration and/or integrity of the scheme.

Non-payment

20. If the Penalty Notice is not paid in full before the expiry date of the period for paying it, the LA shall institute proceedings in accordance with Section 444 of the Education Act 1996.

Withdrawal of Penalty Notice

21. The LA may only withdraw a Penalty Notice where:
 - It ought not to have been issued i.e. it has been issued outside the terms of the Local Code of Conduct or where no offence has been committed; or
 - It has been issued to the wrong person; or
 - It contains material errors

Service of Penalty Notices

22. Service will be by first class post and 2 days are allowed for postal delivery.

Definition of parent

23. The term "parent" used in the code of conduct is that defined by Section 576 of the Education Act 1996 and section 2 of the Children Act 1989.

Appendix 2

Code	Description	Statistical Meaning	Physical Meaning
/	Present (AM)	Present	In for whole session
\	Present (PM)	Present	In for whole session
B	Educated off site (NOT dual reg)	Approved Educational Activity	Out for whole session
C	Other Authorised Circumstances	Authorised absence	Out for whole session
D	Dual registration (attending other establishment)	Approved Educational Activity	Out for whole session
E	Excluded (no alternative provision made)	Authorised absence	Out for whole session
F	Extended family holiday (agreed)	Authorised absence	Out for whole session
G	Family holiday (NOT agreed or days in excess)	Unauthorised absence	Out for whole session
H	Family holiday (agreed)	Authorised absence	Out for whole session
I	Illness (NOT med/dental appointments)	Authorised absence	Out for whole session
J	Interview	Approved Educational Activity	Out for whole session
L	Late (before registers closed)	Present	Late for session
M	Medical/Dental appointments	Authorised absence	Out for whole session
N	No reason yet provided for absence	Unauthorised absence	Out for whole session
O	Unauthorised absence (not covered by other code)	Unauthorised absence	Out for whole session
P	Approved sporting activity	Approved Educational Activity	Out for whole session
R	Religious observance	Authorised absence	Out for whole session
S	Study leave	Authorised absence	Out for whole session
T	Traveller absence	Authorised absence	Out for whole session
U	Late (after registers closed)	Unauthorised absence	In for session
V	Educational visit or trip	Approved Educational Activity	Out for whole session
W	Work experience	Approved Educational Activity	Out for whole session
X	Non-compulsory school age absence	Attendance Not Required	Out for whole session
Y	Enforced closure	Attendance Not Required	Out for whole session
Z	Pupil not on roll	Attendance Not Required	Out for whole session
#	School closed to pupils	Attendance Not Required	Out for whole session

Appendix 3 -Late Letter 1 – notify lates, 4 weeks to improve

Date

Parents of

Dear **Name of Parent/Carer**

It has been noted that **child's name** has been frequently arriving late to school. Please see attached attendance certificate.

Attendance and punctuality is a very high priority at Hempshill Hall Primary School. It is vital your child arrives in good time for school. Regularly arriving late not only disrupts the teacher and pupils, it also causes embarrassment for your child.

Please ensure that your child arrives at school at 8.55am so that they can be registered by their class teacher and receive an attendance mark when the register is taken. **If your child continues to be arrive after the register has closed, you may be issued with a Penalty Notice for lateness.**

We will be closely monitoring the punctuality of your child over the next 4 weeks and reviewing the situation at the end of this period.

If you wish to discuss this matter, then please make an appointment in school.

Yours sincerely

Name of
Head Teacher

Appendix 4 – Late Letter 2 – well done letter

Date

Parents of

Dear **Name of Parent/Carer**

Further to the letter sent to you onregarding your child,’s frequent lateness to school. I am pleased to inform you that there has been a significant improvement.

Well done! – Thank you for your effort and support in ensuring your child arrives at school on time.

If you foresee any further issues with timekeeping, then please feel free to make an appointment in school.

Yours sincerely

Name of
Head Teacher

Appendix 5 – Late Letter 3 -Parent Invited to meeting

Date

Parents of

Dear **Name of Parent/Carer**

Further to my letter dated and after monitoring your child’s punctuality to school over the past 4 weeks. I regret to inform you that there has not been any improvement (see attached registration certificate).

Therefore, I invite you to attend a meeting in school with myself and the Attendance Improvement Officer on the date and time below:

Insert date and time

If your child continues to arrive after the register has closed, you may be issued with a Penalty Notice for lateness.

During this meeting we will discuss any issues you have and will look to arrange a way forward.

If you have any queries, then please contact me.

Yours sincerely

Name of
Head Teacher

Appendix 6 – late letter 4 -Parent didn't attend meeting

Date

Parents of

Dear **Name of Parent/Carer**

Further to my letter dated I invited you to come into school to discuss your child’s lateness/punctuality. Unfortunately, you did not attend the meeting.

Therefore, I am writing to advise you that **your child’s punctuality will be monitored for 4 weeks. If there is no improvement and your child continues to arrive at school late, then you will be issued with a Penalty Notice.**

If there are two parents in the home, then each will receive a Penalty Notice for each child concerned.

If you have any queries, then please contact me.

Yours sincerely

Name of
Head Teacher

Appendix 7 – Late Letter 5 – referral to EWS for Penalty Notice

Date

Parents of

Dear **Name of Parent/Carer**

With reference to my letter dated **date**. I am writing to you once again regarding your child, **name's** frequent late arrival at school.

The Education Act 1996 states that it is the responsibility of the parent to ensure that their child attends school regularly and **punctually**. Failure to do so results in you, the parent, committing an offence.

To date, **name of child** has been late for **number** sessions, of which, **number** sessions have been recorded as unauthorised absences. (Please see attached copy of your child's attendance certificate).

As there has been no significant improvement, a request has been submitted for Education Welfare to issue a Penalty Notice under section 444 of the Education Act.

It is regrettable that this course of action could not be avoided. Please ensure your child arrives on time to avoid similar action in the future.

Yours sincerely

Name of
Head Teacher



ABSENCE FROM SCHOOL

Name of child(ren)

Class(es)

First day of absence	Date of return to school	Total days missed	% attendance this year (office staff will complete)

Family Holiday

The law does not allow holidays to be taken in term time. Any absence due to a holiday will be unauthorised.

Exceptional Circumstances

Head teachers may authorise absence for exceptional circumstances such as: attendance at a funeral or wedding of a close family member or other absence due to medical or additional needs. Evidence of this may be requested.

Please tick

This absence is for a holiday; I understand it will be unauthorised and a penalty notice will be requested from the Education Welfare Service.

This absence is for an 'exceptional circumstance' - please give details below

Name of parent/ carer	Signature of parent/ carer	Date
Family Holiday unauthorised	Signature of Head teacher	Date
Exceptional Circumstances Authorised / unauthorised		

Appendix 9 – Leave of Absence/holiday refusal form

Date

To the parents of

Dear **Name of parents**

With regard to your application for leave of absence for the period between
.....and

Having considered your application carefully, my decision is:

- to approve your application and record the absences as authorised*
- not to approve your application as it does not fall into one of the categories below:
 - a) an emergency which requires a child to accompany their parent abroad;
 - b) extended absence for religious purposes;
 - c) 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;
 - d) when a family needs to spend time together to support each other during or after a crisis;
 - e) other reason:

.....

Your child's attendance for this/previous school year so far is.....%

Should your child not attend school on the above dates, the absence will therefore be recoded as unauthorised*

*schools are legally required to record pupil absences as authorised or unauthorised.

Please note, where a pupil has irregular attendance and the absences are recorded as unauthorised, the Local Authority may issue a Fixed Penalty Notice under section 444 (1)/(1A) of the Education Act 1996 which states, "If a child of compulsory school age who is a registered pupil at a school and fails to attend regularly, their parents are guilty of an offence." You may be liable to a fine of up to £2500 and could also receive a criminal record.

Signed:

Head Teacher

Date:

Appendix 10 – 90% attendance letter

Date

Dear **Name of parents**

I am writing regarding attendance concerns for your child **name**. His/her attendance is below 90% at **%**, with number of school days missed since enter period. Attendance records are attached for your information.

We will continue to monitor **name's** attendance for the next 4 weeks. During this time, if there is no improvement, a request will be made for our Attendance Improvement Officer, to contact you.

If you have any further queries, please do not hesitate to contact me at school.

Yours sincerely

Name of Head Teachers

Appendix 11 – 2nd attendance letter, no improvement – medical evidence/AIO contact

Date

Dear **Name of parent**

Further to our letter of date, we still have concerns about **child's name** attendance. Since date his/her attendance has not improved and is now at % with **number** periods of absence.

We will now refer your child to our Attendance Improvement Officer, who will contact you to discuss your child's attendance.

To enable us to authorise future absence due to illness, we require medical evidence i.e.

- Appointment card with child's name
- Hospital letter
- Written prescription
- Prescription box with child's name and dated label

If your child's attendance does not improve then you may be issued with a Penalty Notice. Please do not hesitate to contact me at school if you have any queries.

Yours sincerely

Name of Head Teachers

Appendix 12 – 2nd attendance letter, no improvement – medical evidence/meeting

Date

Dear **Name of parent**

Further to our letter of **date**, we still have concerns about **child's name** attendance. Since **date his/her** attendance has not improved and is now at **%** with **number** periods of absence. You are now invited to attend a meeting in school with the Attendance Improvement Officer on:

Insert meeting date

To enable us to authorise future absence due to illness, we require medical evidence i.e.

- Appointment card with child's name
- Hospital letter
- Written prescription
- Prescription box with child's name and dated label

If your child's attendance does not improve then you may be issued with a Penalty Notice.

Please do not hesitate to contact me at school if you have any queries.

Yours sincerely

Name of Head Teachers

Appendix 13 – Attendance Well Done Letter

Date

Dear **Name of parent/carer**

Further to the letter sent to you on **date** regarding your child, **name of child's** frequent absence from school, I am very pleased to inform you that there has been a significant improvement.

Well done! Thank you for your effort and support in ensuring your child attends school regularly.

If you foresee any further issues with your child's attendance, then please feel free to make an appointment in school.

Yours sincerely

Name of Head Teachers