



**Attendance Policy for Holywell School**

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Responsibility	All staff and the governing body
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**Introduction**

Holywell School is committed to maximising attendance for all students to enable them to benefit fully from their education. We believe that regular attendance is vital for effective learning. Holywell School will give a high priority to conveying to parents and students the importance of regular and punctual attendance. The establishment of strong home–school links and communication systems need to be in place so they can be utilised whenever there is a concern about attendance.

**Section 1: Rationale/statement of intent**

Holywell School is committed to maximising attendance for all students to enable them to benefit fully from their education. For a child to achieve their full educational potential a high level of school attendance is essential. The school will give a high priority to conveying to parents and students the importance of regular and punctual attendance. We are committed to providing an education of the highest quality for all our students/students and endeavour to provide an environment where all students feel valued and welcome. Parents and students play a part in making our school successful. Every child has a right to access the education to which he/she is entitled.

Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all. It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Every opportunity will be used to convey to students and their parents or carers the importance of regular and punctual attendance. For our children to take full advantage of the educational opportunities offered it is vital your child is at school, on time, every day the school is open, unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good school attendance.

**Good attendance is important because:**

- statistics show a direct link between educational achievement and absence levels
- regular attenders make better progress, both socially and academically
- regular attenders find school routines, school work and friendships easier to maintain
- regular attenders find learning more satisfying
- regular attenders find transition points easier to manage

## **Section 2: Operating the policy**

### **2.1 Promoting good attendance**

The foundation for good attendance is a strong partnership between the school, parent(s) and the child. The Home School Agreement will contain details of how we will work with parents and our expectations of what parents will need to do to ensure their child achieves good attendance. To help us all to focus on this we will:

- provide information on all matters related to attendance
- report to you on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainment
- celebrate good attendance
- reward good or improving attendance through class competitions and certificates.
- set attendance targets for the whole school, form group and individual students and ensure that these are well publicised

### **2.2 Roles and responsibilities**

#### **Responsibilities of the school's attendance leader**

A member of the senior leadership team will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the attendance policy is consistently applied throughout the school. This person will also ensure that attendance is both recorded accurately and analysed. A note or explanation from a student's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the Head teacher.

#### **Responsibilities of classroom staff**

- Ensure that all students are registered accurately.
- Promote and reward good attendance with students at appropriate opportunities.
- Liaise with the attendance lead on matters of absence and punctuality.
- Communicate any concerns or underlying problems that may account for a child's absence.
- Support students with absence to engage with their learning once they are back in school.

#### **Governors**

- Ensure compliance with The Education (Student Registration) (England) Regulations 2006, as amended
- Adopt an Attendance Policy and review it annually
- Agree targets for attendance at School
- Ensure that they receive reports from the Head teacher (or other designated person) regarding school attendance as part of the school monitoring or school profiling exercise
- Where the school is not meeting its attendance target, or when the Governors believe there is cause for concern, to require a review of the systems and procedures in place to promote good attendance
- To promote the strong link between attendance and educational attainment to parents and students where appropriate and ensure that the school attendance policy and procedures are communicated effectively
- Authorise the Head teacher to consider and make decisions regarding leave of absence requests.
- Work with the Head teacher in establishing criteria against which leave requests will be considered. This is important to ensure the process is equitable and consistent

#### **Responsibilities of students**

- Attend every day unless they are ill or have an unavoidable reason for absence.
- Arrive at school on time and fully equipped for lessons.

- Get to registration and lessons on time.
- Take responsibility for registering at the reception desk if they are late or are leaving the school site during school hours.

### Responsibilities of parents/carers

Ensuring a child's regular attendance at school is a parent/carer's legal responsibility (Section 7 Education Act 1996) and permitting absence from school that is not authorised by the school creates an offence in law.

A 'parent' is defined in Section 576 of the Education Act 1996 and is defined as follows;

- all natural parents, whether they are married or not
- any person who, although not a natural parent, has parental responsibility for a child or young person
- any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that the child lives with and is looked after by that person, irrespective of what their relationship is).

Parents will:

- inform the school on the first day of absence
- discuss with the tutor/class teacher any planned absences well in advance
- support the school with their child in aiming for 100% attendance each year
- make sure that any absence is clearly accounted for by telephone or text on the first and subsequent days of absence, or by letter if a phone is unavailable
- avoid taking their child out of school for non-urgent medical or dental appointments
- only request leave of absence if it is for an exceptional circumstance.

## Section 3

### 3.1 Recording attendance

Term times are for education. This is the priority. Children and families have 175 days off school to spend time together, including weekends and school holidays. The Attendance Officer and SLT monitor attendance and attendance procedures each term. Parents will be contacted by the school as soon as concerns are identified. Parents may be invited into school for a meeting regarding attendance by the Attendance officer, a member of the Senior Leadership Team or a teacher. Attendance figures for individual children are provided within a report sent to all parents.

Legally the register must be taken twice daily. Once at the beginning of the school day (8:55) and again in the afternoon (13:55).

### 3.2 Lateness/punctuality

It is important to be on time at the start of the morning and afternoon sessions and also to lessons. The start of school/lessons is used to give out instructions or organise work. If your child is late they can miss time with their class teacher getting vital information, cause disruption to the lesson for others, and it can be embarrassing leading to possible further absence.

- The school day begins at 8:55 and all **students are expected to be in school at this time.**
- Legally the register must be taken twice daily. Once at the beginning of the school day (8:55) and again in the afternoon (13:55)
- All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary.
- Arrival after the close of registration will be marked as unauthorised absence and coded *U* in line with the Department of Education guidance. This mark shows them to be on site, but is legally recorded as an unauthorised absence.
- If a student is late due to a medical appointment, they will receive an authorised absence, coded *M*. Please be advised that, where possible, doctors and dentists appointments are to be made outside of school hours or during school holidays.

Students who are consistently late are disrupting not only their own education but also that of the other students. Ongoing and repeated absent lates (U code) are unauthorised absences and **maybe be subject to legal action** (see Section 6 for further detail). Parents, guardians or carers of students who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists parents, guardians or carers will be invited to attend the school and discuss the problem and support offered. If support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 12 week period, the school may ask Central Bedfordshire Council to issue parents with a Penalty Notice.

### 3.3 What to do if my child is absent?

A child not arriving at school where the parents haven't informed the school is considered a **safeguarding** matter. This is why information about the reason for any absence is always required. If your child is absent you must:

- contact us as soon as possible on the first day of absence.

If your child is absent we will:

- telephone or text you on the first day of absence if we have not heard from you – this is because we have a duty to ensure your child's safety as well as their regular school attendance
- invite you in to discuss the situation with our attendance officer and/or pastoral leaders and deputy head teacher if absences persist
- refer the matter to the Central Bedfordshire Council's Access and Inclusion Service if absence is unauthorised and doesn't meet school expectations.

### Third day absence

**Please note:** If your child is not seen and contact has not been established with any of the named parents/carers, after three days of absence the school is required to consider implementing the *child missing in education* procedures as set down by Central Bedfordshire Council. We will make all reasonable enquiries to establish contact with parents/carers and the child, including making enquiries to known friends, wider family.

### Ten days absence

We have a legal duty to report the absence of any student who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the local authority is notified that the Child is Missing Education. Staff from the Access and Inclusion Service will visit the last known address and alert key services to locate the child. So help us to help you and your child by making sure we always have an up-to-date contact number and home address. There will be regular checks on telephone numbers throughout the year.

### Continued or ongoing absence

If your child misses 39 or more sessions of absence across the school year, for whatever reason, they are defined as a *persistent absentee*. Absence for whatever reason disadvantages a child, by creating gaps in his or her learning. Research shows that these gaps at whatever level affect attainment. We monitor all absences thoroughly and all attendance data is shared with the Local Authority and the Department for Education.

## Section 4: Request for leave of absence

Amendments to school attendance regulations were updated in September 2013:

The Education (Student Registration) (England) Regulations state that head teachers may not grant any leave of absence during term time unless there are **exceptional circumstances**. It is important to note that head teachers can determine the length of the authorised absence, as well as whether absence is

authorised at all. The fundamental principles for defining **exceptional** are **rare, significant, or unavoidable**, which means the event could not reasonably be scheduled at another time. Circumstances where absences may be regarded as **exceptional** will vary from school to school and family to family.

There is, however, no legal entitlement for time off in school term time to go on holiday and in the majority of cases holiday will not be authorised. Parents/carers wishing to apply for leave of absence need to fill in an application form (available from the school office) in advance and before making any travel arrangements. If term-time leave is taken without prior permission from the school, the absence will be unauthorised and if the number of sessions of absence reaches the thresholds in Central Bedfordshire Council Penalty Notice Code of Conduct (10 sessions of absence on 12 school weeks), parents/carers may be issued with a penalty notice or other legal action in accordance with the code (see Section 6 for detail). Taking holidays in term time will affect your child's education as much as any other absence and we expect parents to help us by not taking children out during school time.

## Section 5

Students are expected to attend school every day for the entire duration of the academic year, unless there is an unavoidable reason for the absence. There are two main categories of absences:

- authorised absence: is when the school has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised
- unauthorised absence: is when the school has not received a reason for absence or has not approved a child's leave absence from school after a parent's request.

Unauthorised absences are likely to include: parents allowing their child/ren permission to be off school unnecessarily, such as for

- shopping, birthdays, to look after siblings
- truancy before or during the school day
- absences which have not been explained.

A school can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states a child is unwell but on return to school there is evidence they have been on holiday.

## Section 6: Legal Measures for failing to ensure regular school attendance (including penalty notices)

Section 7 of The Education Act 1996 requires parents to secure the education of their children of compulsory school age.

*The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable —*

*(a) to his age, ability and aptitude, and*

*(b) to any special educational needs he may have, either by regular attendance at school or otherwise*

## Legal measures for tackling persistent absence or lateness

The following legal measures may be used for students of compulsory school age who are registered at a school and are not attending regularly:

Penalty Notices: The Anti-Social Behaviour Act 2003

Magistrates Court Action under Sec 444 (1) and (1a) of the Education Act 1996

## **Penalty Notices**

Central Bedfordshire Council's Code of Conduct for Penalty Notices states that where a child has had 10 unauthorised absences in a 12 school week period, the school may request a penalty notice be issued. The code of conduct is a statutory document that ensures that the powers for this legal sanction are applied consistently and fairly across all schools and their families within the authority.

Penalty Notices can be issued when

- a student has taken holiday during term-time and the absence has not been authorised by the school, providing the school has taken into account DfE guidance to inform its decision-making
- where the school believes that the sanction will lead to an improvement in attendance, e.g. persistent late arrival at school; parents failure to attend/co-operate at a parenting contract meeting

Parents and carers will be alerted/warned about the possibility of a penalty notice being requested for unauthorised absence, via the school's making contact, through the leave of absence request form, or through the school's attendance policy and website.

If more than one parent has parental responsibility, both parents will receive a Penalty Notice. In situations where there is more than one student in a family with irregular school attendance, multiple penalty notices can be issued to the same parents during the year. However, this action must be subject to careful consideration and co-ordination.

## **Legal Action taken under Section 444 (1) and (1a) Education Act 1996**

Where the school has tried to address a student's unauthorised absences but the measures taken have been unsuccessful, it can then refer on to the Local Authority School Attendance Officer. If there is either no improvement in the attendance nor satisfactory evidence provided for the absences following their intervention, then it is likely legal action at Magistrates Court will be initiated.

Sanctions available to the court are as follows;

- a fine of up to £2,500
- a conditional discharge – you will be given a set amount of time in which to improve your child's attendance. Should you fail the Council may bring a further prosecution against you and, if found guilty, you will be sentenced for both offences
- an absolute discharge – the case is proved but you will not be subject to a penalty, although you will receive a conviction
- a community order such as unpaid work, curfew or tagging
- imprisonment - for up to three months.

## **Section 7**

### **7.1 My child is trying to avoid coming to school. What should I do?**

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If a child is reluctant to attend then it is better not to cover up their absence or to give into pressure to excuse them from attending. This gives the impression that attendance does not matter and may also make things worse. Contact your child's form tutor or head of year, immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems or family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem. In some cases you may find it helpful to discuss the circumstances of your child's difficulties with another professional.

### **What can I do to encourage my child to attend school?**

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education.

Your child will bring home a school diary each evening. Please ensure you look at it with your child and sign it ready for the next day. Be interested in what your child is doing in school, chat to them about the things they have learnt, what friends they have made and even what they had for lunch!

## **7.2 Leavers**

### **For example:**

If your child is leaving our school (other than when transferring to Upper School at the end of year 8)

1. Give the attendance officer (Mrs Fuller) comprehensive information about their plans, including any date of a move and your new address and telephone numbers, your child's new school and the start date when known. This should be submitted to our school in writing
2. If students leave and we do not have the above information, then your child is considered to be a *child missing in education*. This requires schools and local authorities to then carry out investigations to try and locate your child, which may include liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

## **7.3 Absence through child participation in public performances, including theatre, film or television work and modelling**

### **For example:**

A parent can seek leave of absence from the school for their child to take part in a performance. They must however contact the head teacher to discuss the nature and frequency of this, the impact that this may have on their child's education, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. It is, however, down to the head teacher's discretion as to whether to authorise this. Any absence recorded as part of a child's participation in a public performance is recorded as *C*, an authorised absence.

## **7.4 Absence through competing at regional, county or national level for sport**

Parents can seek leave of absence from school for their child to take part in regional, county, national and international events and competitions. It is, however, down to the Head teacher's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions is also at the discretion of the head teacher and is not likely to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching. The regulations related to children participating in public performances are separate to those around authorising leave of absence. Head teachers can authorise this absence. For further advice and guidance on Child Employment and Performance Licenses contact Central Bedfordshire Council on 0300 300 4953

## **7.5 Gypsy, Roma, Traveller and Showman families**

### **For example:**

The absence of a child from a Traveller family who has left the area can be authorised if the absence is for the parent's work purposes only and it is believed that the family intends to return. A school cannot remove a Traveller child from the school roll whilst they are travelling. When the child is travelling the school holds the place open and records the absence as authorised by using the *T* code. Distance learning packs for Traveller children are not an alternative to attendance at school although may offer support to the student whilst they are away. Please note that students must have attended 200 sessions in a rolling 12-month period to be able to use travelling for work purposes as a defence against prosecution. For further advice and

guidance on attendance and Gypsy, Roma, Traveller and Showman families, contact Central Bedfordshire Council on 0300 300 4953.

To ensure the continuity of learning for Traveller children, dual registration at two schools is allowed.

## **Section 8: The Admission and Attendance Register**

### **8.1 Amendments to the Admission Register and Attendance Register**

Every amendment made to the admission register and the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.

### **8.2 Preservation of the Admission Register and Attendance Register**

Every entry in the admission register and attendance register must be preserved for a period of three years after the date on which the entry was made.

## **9. Pupils with Health Needs**

### **9.1. LA duties**

The LA must arrange suitable full-time education for children of compulsory school age who, because of illness, would not receive suitable education without such provision. The school has a duty to support the LA in doing so.

The LA should:

- Provide such education as soon as it is clear that a pupil will be away from school for 15 days or more, whether consecutively or cumulatively. They should liaise with the appropriate medical professionals to ensure minimal delay in arranging appropriate provision for the pupil.
- Ensure the education pupils receive is of good quality, allows them to take appropriate qualifications, prevents them from falling behind their peers in school, and allows them to reintegrate successfully back into school as soon as possible.
- Address the needs of individual pupils in arranging provision
- Have a named officer responsible for the education of pupils with additional health needs and ensure parents know who this is.
- Have a written, publicly accessible policy statement on their arrangements to comply with their legal duty towards children with additional health needs.
  - Review the provision offered regularly to ensure that it continues to be appropriate for each pupil and that it provides suitable education.
  - Give clear policies on the provision of education for children and young people under and over compulsory school age. The LA should not:
    - Have processes or policies in place which prevent a child from getting the right type of provision and a good education.
    - Withhold or reduce the provision, or type of provision, for a child because of how much it will cost.
    - Have policies based upon the percentage of time a pupil is able to attend school rather than whether the pupil is receiving a suitable education during that attendance.
    - Have lists of health conditions which dictate whether or not they will arrange education for children or inflexible policies which result in children going without suitable full-time education (or as much education as their health condition allows them to participate in).

9.2. Definitions Children who are unable to attend school as a result of their medical needs may include those with:

- Physical health issues.
- Physical injuries.
- Mental health problems, including anxiety issues.



- Emotional difficulties or school refusal.
- Progressive conditions.
- Terminal illnesses.

## **9.2 Chronic illnesses. Children who are unable to attend mainstream education for health reasons may attend any of the following:**

- Hospital school: a special school within a hospital setting where education is provided to give continuity whilst the child is receiving treatment.
- Home tuition: many LAs have home tuition services that act as a communication channel between schools and pupils on occasions where pupils are too ill to attend school and are receiving specialist medical treatment.
- Medical PRUs: these are LA establishments that provide education for children unable to attend their registered school due to their medical needs.

## **9.3. Roles and responsibilities:**

### **The Governing Board is responsible for:**

- Ensuring arrangements for pupils who cannot attend school as a result of their medical needs are in place and are effectively implemented.
- Ensuring the termly review of the arrangements made for pupils who cannot attend school due to their medical needs.
- Ensuring the roles and responsibilities of those involved in the arrangements to support the needs of pupils are clear and understood by all.
- Ensuring robust systems are in place for dealing with health emergencies and critical incidents, for both on- and off-site activities.
- Ensuring staff with responsibility for supporting pupils with additional health needs are appropriately trained.
- Approving and reviewing this policy on an annual basis.

### **The principal is responsible for:**

- Working with the Board of Trustees to ensure compliance with the relevant statutory duties when supporting pupils with additional health needs.
  - Working collaboratively with parents and other professionals to develop arrangements to meet the best interests of pupils.
- Ensuring the arrangements put in place to meet pupils' health needs are fully understood by all those involved and acted upon.
- Appointing a named member of staff who is responsible for pupils with additional health needs and liaises with parents, pupils, the LA, key workers and others involved in the pupil's care.
- Ensuring the support put in place focusses on and meets the needs of individual pupils.
- Arranging appropriate training for staff with responsibility for supporting pupils with additional health needs.
- Providing teachers who support pupils with additional health needs with suitable information relating to a pupil's health condition and the possible effect the condition and/or medication taken has on the pupil.
- Providing annual reports to the Board of Trustees on the effectiveness of the arrangements in place to meet the health needs of pupils.
  - Notifying the LA when a pupil is likely to be away from the school for a significant period of time due to their health needs.

### **The named member of staff is responsible for:**

- Dealing with pupils who are unable to attend school because of their health needs.
- Actively monitoring pupil progress and reintegration into school.
- Supplying pupils' education providers with information about pupils' capabilities, progress and outcomes.
  - Liaising with the principal, education providers and parents to determine pupils' programmes of study whilst they are absent from school.
- Keeping pupils informed about school events and encouraging communication with their peers
- Providing a link between pupils and their parents, and the LA.

### **Teachers and support staff are responsible for:**

- Understanding confidentiality in respect of pupils' health needs.

- Designing lessons and activities in a way that allows those with additional health needs to participate fully and ensuring pupils are not excluded from activities that they wish to take part in without a clear evidence-based reason.
- Understanding their role in supporting pupils with additional health needs and ensuring they attend the required training.
- Ensuring they are aware of the needs of their pupils through the appropriate and lawful sharing of individual pupils' health needs.
- Ensuring they are aware of the signs, symptoms and triggers of common lifethreatening medical conditions and know what to do in an emergency.
- Keeping parents informed of how their child's health needs are affecting them whilst in school.

**Parents are expected to:**

- Ensure the regular and punctual attendance of their child at the school where possible.
- Work in partnership with the school to ensure the best possible outcomes for their child. Notify the school of the reason for any of their child's absences without delay.
- Provide the school with sufficient and up-to-date information about their child's medical needs.
- Attend meetings to discuss how support for their child should be planned.

## **Appendices**

### **Letters**

#### **First stage**

«Parental\_addressee»  
«HouseNumber» «Street»  
«District»  
«Town»  
«County»  
«Postcode»

Dear «Parental\_Salutation»

My main purpose for writing to you is to inform you that «Forename»'s attendance currently stands at %.

At regular intervals throughout the year, you will receive your child's attendance figures. We encourage all our students to keep their attendance above 96% wherever possible.

One of the strategies we use to encourage good attendance is to inform students of their attendance percentage and colour on a weekly basis (please see enclosed leaflet). If their attendance begins to fall below the schools expected figure of 96%, «Forename»'s form tutor and/or a member of the Attendance Team will speak to them to discuss any concerns and areas where support maybe needed

If «Forename»'s attendance falls below 90% they will be classed as a "Persistent Absentee" in the eyes of the law and will be doing considerable damage to their education. Although 90% sounds reasonably high it equates to missing 19 days of school over the academic year – that's 95 lessons!

Together we want to avoid this and encourage open communication to ensure we can maintain good school attendance. If, however «Forename»'s attendance continues falling, we will invite you and «Forename» into school for a meeting with a member of the attendance team to discuss and implement an action plan.

If you have any concerns of this nature about «Forename»'s absence from school, please can you let us know and we will do our very best to support you.

Please do not hesitate to contact the attendance team if you wish to discuss this matter further.

Yours sincerely

Mrs T Brumsden  
Attendance Officer

Dear

**Students Name**  
**DOB**

I am writing to you with reference to the attendance of your son/daughter. The attendance register (copy enclosed) shows that his/her attendance currently stands at XX% **with XX number of unauthorised absences**. I am concerned that this attendance level may seriously impact upon his/her ability to fully access the curriculum.

The school's minimum attendance target is 96% and we would appreciate your support in ensuring that your son/daughter's attendance improves to at least our minimum school target.

Unfortunately we will be unable to authorise any further absences **as illness from the date of this letter onwards unless satisfactory** medical evidence is provided to support these absences. Medical evidence can take the form of copies of prescriptions, appointments cards or sight of medication. In certain cases a letter from a GP or Consultant would be required so that extra support to help a child access their education because of a medical need can be arranged.

[https://www.gov.uk/government/uploads/system/uploads/school\\_attendance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/344442/school_attendance.pdf)

Should **XXXXX** level of attendance fail to improve or the school doesn't receive satisfactory evidence to support the absences, the school may need to consider requesting that you attend a joint meeting with the Headteacher and the Local Authority School attendance Officer or may request that a Penalty Notice is issued in line with Central Bedfordshire Council's Code of Conduct

<http://www.centralbedfordshire.gov.uk/schoolsportal/administration/inclusion/referrals.aspx>

**Yours sincerely**

Mrs T Brumsden  
Attendance Officer

**Parent Contract**

«Parental\_addressee»  
«HouseNumber» «Street»

«District»  
«Town»  
«County»  
«Postcode»

Dear «Parental\_Salutation»

I write to inform you that «Forename»'s attendance has fallen to «Percentage». This puts «Forename» into the category of a persistent absentee and their attendance will automatically be made known to the Educational Welfare Service. A persistent absentee is a student who misses 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to «Forename»'s educational prospects and we need your full co-operation to tackle this.

I invite you and «Forename» to a meeting on «Meeting\_Date» at «Time». The aim of the meeting is to agree an action plan to improve attendance.

Please can you confirm on 01234 750381 whether you are able to attend or, if you are unable to attend, please can you suggest an alternative date and time. We strongly advise that you engage with us concerning this matter in «Forename»'s best interests.

Yours sincerely

Mrs T Brumsden  
Attendance Officer

**Fixed penalty notice**

10 May 2021

«Parental\_addressee»

«HouseNumber» «Street»  
«District»  
«Town»  
«County»  
«Postcode»

Dear «Parental\_Salutation»

We wrote on (date) informing you we are concerned about «Forename»'s attendance. We undertake a regular register inspection and the current percentage is much lower than we would like. Please find enclosed the attendance certificate for your guidance.

We are extremely concerned about the amount of time «Forename» has missed school, therefore, our attendance team have decided that in order to authorise any future absences, we will require medical evidence.

Any absences unsupported by medical evidence will be coded as 'unauthorised' and as a result if «Forename» is absent for 10 sessions (5 days) during a 12 school week period we will have no option but to instruct the Education Welfare Service to take matters further which may result in issuing a penalty notice.

Please feel free to contact me if you have any questions regarding this letter.

Yours sincerely

Mrs T Brumsden  
Attendance Officer

## **Notification Letter**

Dear

**Students Name**  
**DOB**

I am writing to inform you that due to YOUR CHILDS irregular school attendance I have requested that the Local Authority issues you with a Penalty Notice

<http://www.centralbedfordshire.gov.uk/schoolsportal/administration/inclusion/referrals.aspx>

OR have made a formal referral to the Local Authority School Attendance Officer who will be in contact with you in the near future.

Should you have further information that would support YOUR CHILD'S level of absence then I would ask that this is shared with either myself or the School Attendance Officer.

Yours sincerely

Mrs T Brumsden  
Attendance Officer

Lates

Dear

**Students Name**

**DOB**

**Re: Persistent Lateness**

**I am writing to inform you that your child \_\_\_\_\_ is persistently late for school. Between *date* and *date* he/she was late on \_\_\_\_ occasions and missed \_\_\_\_ hours of education.**

When students arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability. Your child may also feel awkward arriving to the classroom when everyone else is settled. Furthermore, when one student arrives late, it disrupts the entire class and the teacher – everyone’s education is compromised.

5 minutes late every day = 3 DAYS OF SCHOOL LOST A YEAR
10 minutes late every day = 6.5 DAYS OF SCHOOL LOST A YEAR
15 minutes late every day = 10 DAYS OF SCHOOL LOST A YEAR
20 minutes late every day = 13 DAYS OF SCHOOL LOST A YEAR
30 minutes late every day = 19 DAYS OF SCHOOL LOST A YEAR

Further lateness may result in you being served with a Penalty Notice. Parents have a duty to ensure their child’s regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996. .

Meanwhile, if anything can be done to support \_\_\_\_\_ getting to school on time, please do not hesitate to contact me.

Yours sincerely

Mrs T Brumsden  
Attendance Officer





**APPLICATION FOR LEAVE OF ABSENCE FOR YOUR CHILD DURING TERM-TIME**

Time off school for family holidays is not a right and as a Parent/Carer, you should complete this form and return it to your child's school **AT LEAST FOUR (4) WEEKS** before the date when you want the period of absence to start. You may be required to attend an interview to discuss this request with the Head Teacher or other senior member of staff and/or produce supporting evidence for your request. (A separate application must be completed for each child).

Child's Full Name:.....

DOB.....Year Group.....Class/Form.....

Address.....

Period of Absence: From.....To.....(inclusive)

Reason Requesting Absence (if request is for a family holiday, please give exceptional circumstances on why it **MUST** be in term time. Please continue on a separate sheet if necessary)

Name:..... Relationship to child:.....

(Applicant must be the parent carer the child normally resides with)

Signed:..... Date:.....

If you have other children in the family of school age please give details (Use additional sheet if necessary)

Name ..... D.O.B ..... School Attended

Name ..... D.O.B ..... School Attended

Name ..... D.O.B ..... School Attended

**Decision re: Application for Leave of Absence During Term Time (For office use only)**

Att %:..... Authorised? Y / N Fine: Y / N

Coding (please circle appropriate code):

- |                                       |   |
|---------------------------------------|---|
| B – Educated Off Site                 | C – Leave of Absence authorised by school |
| Y – Exceptional Circumstances         | D – Dual Registration                     |
| H – Authorised Family Holiday         | J – Interview                             |
| M – Medical/Dental Appointment        | P – Approved Sporting Activity            |
| R – Religious Observance              | S – Study Leave                           |
| T – Gypsy, Roma and Traveller Absence | V – Educational Visits                    |
| W – Work Experience                   |   |

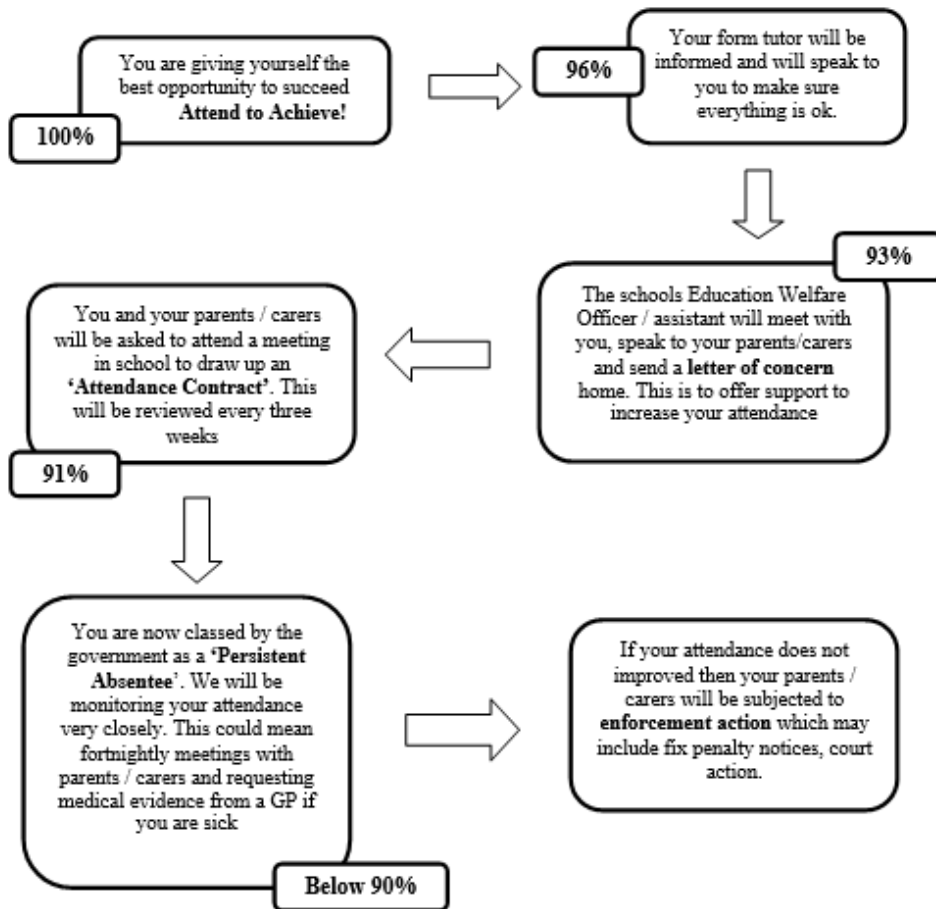
G – Unauthorised Family Holiday

O – Unauthorised Absence

Other (please specify) –

*Please Note: Holiday absences which have not been agreed will be marked as unauthorised absences and may be referred to the Local Authority for consideration of a Penalty Notice or other action*

## Flow Chart of Intervention



### Did you know...?

- ✓ 100%-96% attendance means you are very likely to get grade 9-4 English and Maths at GCSE's
- ✓ Just 17 days absent a year could mean a drop in GCSE grade across all subjects (DfES, 2013)
- ✓ 90% sounds good but it equates to half a day off a week over 5 years this equates to missing HALF A YEAR of school!
- ✓ 90% equates to missing 100 lessons over the year!

### ATTEND TO ACHIEVE – YOUR ATTENDANCE MATTERS