



Attendance Policy

Approved By: Educational Performance and Standards Committee

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Created: October 2024

Amended on: N/A

Created by: Deputy Trust Leader

Amended by: N/A

School updated: September 2026

Attendance Policy

The Senior Attendance Champion for our school is: Heather Davis

The Attendance Lead for our school is: Vicky Howell

The Attendance Officer for our school is: Jill Simpson

Introduction

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority. Parents/carers have the legal responsibility for ensuring their child's regular attendance and failure to do so is a criminal offence under Section 444 of the Education Act 1996.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-Trust approach to securing good attendance and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

Aims and Objectives

This attendance policy ensures that all staff, governors and parents in our schools are fully aware of and clear about the actions necessary to promote good attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.

- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.
- Creating an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by our schools
- Raising awareness of parents, carers, and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensuring that our policy applies to non-statutory school age children in order to promote good habits at an early age.
- Establishing a pattern of monitoring attendance and ensuring consistency in recognising achievement and dealing with difficulties.
- Recognising the key role of all staff in promoting good attendance.

Definitions

Authorised absence

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

Only the Headteacher can decide on whether an absence is authorised or not. Sometimes, even if absence is supported by parent, an absence will be unauthorised.

Unauthorised absence

An absence is classified as unauthorised when a child is away from school without the permission of the school even if the absence is supported by the parent.

Persistent absence (PA):

Missing 10 percent or more of schooling across the year for any reason

Missing education

Not registered at a school and not receiving suitable education in a setting other than a school.

Responsibilities

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

The Local Governing Committee has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Sharing effective practice on attendance management and improvement across schools.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the ACE Derbyshire Complaints policy
- Having regard to KCSIE when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.
- Ensuring school staff receive adequate training on attendance

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Appointing a member of the SLT to the attendance officer role.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
- Acknowledging good or improved attendance of individual pupils and classes

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

The attendance lead/officer is responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Leading a compassionate approach when listening to parents and pupils regarding barriers to attendance.
- Following up on incidents of persistent poor attendance.
- Enforcing attendance through statutory interventions in cases of persistent poor attendance where other supports have not succeeded.
- Consulting with the EWO if a pupils attendance gives cause for concern
- Informing the LA of any pupil being deleted from the admission and attendance registers.

The attendance lead/officer for our school is: Vicky Howell/Jill Simpson

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.
- Following any support provided by the school to improve attendance.

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children.
- Proactively engaging with any attendance support offered by the school and the LA.
- Notifying the school as soon as possible when their child has to be unexpectedly absent.
- Requesting leave of absence only in exceptional circumstances, and at least 2 weeks in advance.
- Booking any medical appointments around school where possible and providing evidence of appointments when asked.
- Following any family-based support implemented by the school to improve attendance.
- Booking holidays outside of term time.

Registration

All ACE Derbyshire schools have high expectations for pupils' attendance and punctuality, and ensure that these expectations are communicated regularly to parents and pupils.

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

The school day starts at 8:40am and pupils will be in their classroom, ready to begin lessons at this time; therefore, pupils will be expected to be on the school site by 8:35am.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by 8:40am. Pupils will receive a late mark if they arrive at school after 8:45am.
- The morning register will close at 8:45am. Pupils will receive a mark of absence if they do not attend school before this time.
- The afternoon register will be marked by 1:10pm. Pupils will receive a late mark if they arrive in their classroom after 1:15pm.
- The afternoon register will close at 1:15pm. Pupils will receive a mark of absence if they are not present

Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

All attendance records are documented using Arbor. Attendance registers are legal documents and these must be kept secure and preserved in line with the relevant retention schedule

Lateness

Children who are persistently late after close of register soon fall behind with their learning.

Any pupil who comes into school after 8:45am will be marked as late. Records are kept of those pupils who are late; this is documented on the electronic register for each pupil (Attendance code L).

Any child who arrives for school later than 9:15am will be marked as late after close of register (Attendance code U). This is an unauthorised absence for the whole session and will affect your child's overall attendance percentage and can be used to calculate absence thresholds for legal decision making.

Children who have attended a dentist or doctor's appointment and subsequently come to school later than 8:45am will have the absence recorded as a medical absence (Attendance code M).

If pupils are persistently late, a letter will be sent or conversation will be had with parents to remind them of the school times and their legal duty. If lateness continues, a meeting will be held as per the attendance procedure.

Parents/carers should note that children who arrive late after the register has closed are given a 'U' code, which is the equivalent of an unauthorised absence, and this will affect the child's attendance figures. Fixed penalty notices may be issued to parents/carers whose children persistently arrive after this time

Absences

Parents will be required to contact the school office via telephone before 8:45am on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

Where a pupil is absent, and their parent has not contacted the school by the close of the morning register to report the absence, administrative staff will contact the parent by telephone call as soon as is practicable on the first day that they do not attend school. This is typically before 9:30am.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

Where a pupil is absent for more than three school days in a row, or more than 10 school days in one term, the pupil's parent will be expected to provide a signed letter with an explanation for the absence(s).

The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

In the case of Persistent Absence, arrangements will be made for parents to speak to the attendance lead/officer. The school will inform the LA, the details of pupils who have missed 10 school days or more without authorisation.

If a pupil's attendance drops below 90 percent, the attendance lead/officer will be informed, and the formal process will follow.

Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the

school will remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries.

If a child is absent for at least 5 consecutive days and the school have not been notified to the child's whereabouts, a home visit will be carried out.

Attendance register

The school uses Arbor to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities. Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- # = planned whole school closure
- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school for exceptional circumstances
- S = Study leave
- C1 = Leave of absence for participating in a regulated performance or employment abroad
- C2 = Leave of absence for part-time pupils
- E = Suspended or permanently excluded but no alternative provision made
- J1 = Leave of absence for job or education interviews
- I = Illness
- M = Medical or dental appointments
- K = Attending provision arranged by the LA
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided

quired to be in school

- T = Traveller absence
- Q = Absent due to a lack of access arrangements or due to the pupil having to attend a school that does not qualify for travel arrangements and is more than walking distance from where they live.
- V = Educational visit or trip
- P = Participating in a supervised sporting activity, with supervision being physically provided by an appropriately trained and knowledgeable person
- D = Dual registered – at another educational establishment
- W = Attending work experience
- Y1 = Absent due to their regular transport not being available
- Y2 = Absent due to travel disruption
- Y3 = Absent due to part of the school premises being closed
- Y4 = Absent due to the school site being closed
- Y5 = Absent due to being in criminal justice detention
- [Updated] Y6 = Absent due to public health guidance or law, despite the pupil being well enough to attend
- Y7 = Absent due to any other unavoidable cause, the nature of which must be documented by the school.
- Z = Pupil not on admission register

When the school has planned in advance to be fully or partially closed, the code ‘#’ will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

Where there is more than one afternoon session, and therefore the attendance register is taken more than once in the same afternoon, the school will use the codes from the last afternoon session as the basis for its statistical attendance data.

Pupils who are absent from school but are receiving remote education for any reason will be marked as absent in the register.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for three years.

Applications for Leave of Absence in Term Time

In September 2013 the government introduced new regulations making it clear that Headteachers **must not** give approval for any leave of absence during term time, including holidays, unless there are exceptional circumstances.

Parents/carers are expected to take their children on holiday during the school holidays to minimise the impact of missing education. Parents/carers should be aware that it is the policy of the schools in this Trust not to approve term time holidays unless in exceptional circumstances.

Any requests for term time leave should be made on a holiday request form available from the school office and handed in at least 2 school weeks before the first date of the requested absence whenever possible. You must have received written authorisation before your child can be absent from school.

Parent/carers may be issued with a penalty notice fine or prosecution should leave of 5 days or more be taken which is not authorised by the Headteacher, or where repeated incidents of leave in term time for less than 5 days occur or where the unauthorised absence contributes to wider poor attendance that meets the legal threshold. (Attendance code G).

Headteachers may seek advice from colleagues within the Trust for requests from parents to ensure a consistent approach.

Addressing Attendance Concerns

The school expects attendance of at least 95%.

For schools within the Trust offering flexi-schooling, the school expects 60% attendance.

It is important for children to establish good attendance habits early on in their school career. It is the responsibility of the Headteacher and the governors to support good attendance and to identify and address attendance concerns promptly. We rely upon parents to ensure their child attends school regularly and punctually and therefore where there are concerns regarding attendance parents are always informed of our concerns.

The ACE Derbyshire attendance procedure is as follows:

1. Daily monitoring of attendance by office staff
2. A letter (appendix 11) or conversation to alert parents that attendance is below 90%. The letter or conversation must be recorded on My Concern.

3. The child's attendance will be monitored over the next 20 days. If the child's attendance does not improve, parents will be invited to an attendance meeting (appendix 12) to ascertain the reasons for the absences. If appropriate, an attendance plan will be written (template in appendix 16) outlining the responsibilities and views of the child, parent and the school. Parents will also be informed of their legal responsibility regarding attendance. The attendance plan will be reviewed in 20 days.

If a child's attendance does not improve and absences are unauthorised this may lead to consideration of parental responsibility measures which include the issue of penalty notice fines or other statutory action. (see appendix 13/14 for letters)

Parents can contact Jill Simpson and Ali Blake for support with attendance in our school.

National framework for penalty notices

The new national threshold for consideration of legal action is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence, including lates after close of register (Attendance code U) and unauthorised leave in term time (Attendance code G).

If your child's absence falls into this category the school will decide if further offers of support is likely to improve the situation or if a request for legal action should be submitted to the Local Authority.

Penalty notices for unauthorised absences will be charged at £160, reduced to £80 if paid within 21 days.

A penalty notice of £120 may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first five days of a fixed period or permanent exclusion. This will be reduced to £60 if paid within 21 days.

Parents will only get up to two fines for the same child in a three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

Parents who are prosecuted and attend court because their child has not been attending school may be fined up to £2,500.

Monitoring and analysing absence

The attendance lead/officer will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA.

The attendance lead/officer will conduct a thorough analysis of the above data on a half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The attendance lead/officer will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The attendance lead/officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The Local Governing Committee will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other schools.

The board of directors will ensure staff from different schools within the trust regularly share expertise and collaborate on intervention.

The Deputy Trust Leader will analyse whole Trust attendance.



School attendance update September 2024



Attendance categories

95 to 100% - as expected
91 to 94% - at risk of persistent absence
80 to 90% - persistent absence
51 to 79% - at risk of severe absence
Less than or equal to 50% - severe absence

Support first approach

Missing school means children fall behind. This not only impacts on their future achievement, but also adds additional stress and worry as the pupil attempts to catch up. This can affect their mental health and that of their family.

Schools will always try to offer support to remove barriers to attendance before considering any form of legal intervention however they can only do this with the support of parents. If you do not engage with this support the school may feel that they have no choice than to request the Local Authority consider taking legal action against you for failure to secure your child's regular attendance at school under section 444(1) of the Education Act 1996





Penalty Notice Fines for School Attendance are Changing

With the introduction of the new National Framework for Penalty Notices, the below changes will come into force for Penalty Notice Fines for unauthorised absence after 19th August 2024.

Education Penalty Notices are issued to the parents of statutory school age children and can be issued to each parent or carer who is deemed liable for the child's absence from school.

- First Offence
The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days.
Reduced to £80 per parent, per child if paid within 21 days.
- Second Offence (within 3 years)
The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days.
- Third Offence and Any Further Offences (within 3 years)
The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child.

Can my child take a holiday in term time?

The simple answer is NO - pupils can only take leave of absence during term time if this is approved in advance by the school. Leave taken without permission may result in a penalty notice and or prosecution.

Appendix1 – leave approved – 5 days +

School Headed Paper

Recipient(s) full name

Address

DATE

Dear

Absence from School

Thank you for your application requesting leave of absence for CHILD'S NAME, for NUMBER school days, from DATE to DATE, for the purpose of a family holiday.

In September 2013 the **Education (Pupil Registration) (England) (Amendment) Regulations 2013** came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Having carefully considered your application, in line with Government guidelines, I am able to grant approval for your request for NUMBER school days on the basis that the reason given is exceptional.

Yours sincerely

Appendix 2 – leave request denied (unauthorised)/late application - 5 days +
School Headed Paper

School Headed Paper

Recipient(s) full name

Address

DATE

Dear

Absence from School

Thank you for your application requesting leave of absence for CHILD'S NAME, for NUMBER school days, from DATE to DATE, for the purpose of a family holiday.

In September 2013 the **Education (Pupil Registration) (England) (Amendment) Regulations 2013** came into force. These regulations make it clear that Headteacher's should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Having carefully considered your application, in line with Government guidelines, I am unable to grant approval for your request as the reason given is not exceptional. In any event, as your application was received late (*expand on this if necessary e.g. quote school policy or when the application was received*) I was unable to advise you of my decision prior to your departure.

For your information, CHILD'S NAME absence has been marked in the register with code 'G' which means 'unauthorised absence for a holiday during term-time' and you may be issued with a penalty notice for this unauthorised absence.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

Appendix 3 – leave unauthorised/denied - 5 days +

School Headed Paper

Recipient(s) full name

Address

DATE

Dear

Absence from School

Thank you for your application requesting leave of absence for CHILD'S NAME, for NUMBER school days, from DATE to DATE, for the purpose of a family holiday.

In September 2013 the **Education (Pupil Registration) (England) (Amendment) Regulations 2013** came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Having carefully considered your application, in line with Government guidelines, I am unable to grant approval for your request as the reason given is not exceptional. If your child is absent from school during the specified dates you may be issued with a Penalty Notice for this unauthorised absence.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

**Appendix 4 – challenge reason for absence (where reason is provided) - 5 days
+**

School Headed Paper

Recipient(s) full name

Address

DATE

Dear

Absence from School

CHILD'S NAME was absent from school for NUMBER school days between DATE and DATE. You informed SCHOOL that CHILD'S NAME was absent due to REASON.

It is my belief that CHILD'S NAME was absent from school due to a family holiday. In view of this, in accordance with Government regulation, I must mark the register for CHILD'S NAME with a 'G' which means 'unauthorised absence for a holiday during term-time'.

If this is not the case please arrange an appointment to meet with me to discuss the matter further and where possible provide evidence to support your position. Unless I hear from you in the next 5 school days I will refer the case to the Local Authority and you may be issued with a penalty notice for unauthorised absence.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

Appendix 5 – challenge absence (5 days +)

School Headed Paper

Recipient(s) full name

Address

DATE

Dear

Absence from School

NAME was absent from school for NUMBER days between DATE and DATE without explanation. You were sent a text message, enquiring about the reason for absence, each day during this time. (Or give details of the contacts made by school during the absence.)

It is my belief (**or** - You have since informed us) that CHILD'S NAME was absent from school due to a family holiday. In view of this, in accordance with Government regulation, I must mark the register for CHILD'S NAME with a 'G' which means 'unauthorised absence for a holiday during term-time'.

If this is not the case please arrange an appointment to meet with me to discuss the matter further and where possible provide evidence to support your position. Unless I hear from you in the next 5 school days I will refer the case to the Local Authority and you may be issued with a penalty notice for unauthorised absence.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

Appendix 6 – leave unauthorised /late application (less than 5 days)

School Headed Paper

Recipient(s) full name

Address

DATE

Dear

Absence from School

Thank you for your application requesting leave of absence for CHILD'S NAME, for NUMBER school days, from DATE to DATE, for the purpose of a family holiday.

In September 2013 the **Education (Pupil Registration) (England) (Amendment) Regulations 2013** came into force. These regulations make it clear that Headteacher's should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Having carefully considered your application, in line with Government guidelines, I am unable to grant approval for your request as the reason given is not exceptional. In any event, as your application was received late (*expand on this if necessary e.g. quote school policy or when the application was received*) I was unable to advise you of my decision prior to your departure.

For your information, CHILD'S NAME absence has been marked in the register with code 'G' which means 'unauthorised absence for a holiday during term time'.

Whilst on this occasion we will not be requesting a Penalty Notice please note that should there be any further periods of unauthorised leave during term time regardless of the duration this may result in a request for a penalty notice.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

Appendix 7 – leave approved (less than 5 days)

School Headed Paper

Recipient(s) full name

Address

DATE

Dear

Absence from School

Thank you for your application requesting leave of absence for CHILD'S NAME, for NUMBER school days, from DATE to DATE, for the purpose of a family holiday.

In September 2013 the **Education (Pupil Registration) (England) (Amendment) Regulations 2013** came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Having carefully considered your application, in line with Government guidelines, I am able to grant approval for your request for NUMBER school days on the basis that the reason given is exceptional.

Yours sincerely

Appendix 8 – leave request denied (unauthorised) (less than 5 days)

School Headed Paper

Recipient(s) full name

Address

DATE

Dear

Absence from School

Thank you for your application requesting leave of absence for CHILD'S NAME, for NUMBER school days, from DATE to DATE, for the purpose of a family holiday.

In September 2013 the **Education (Pupil Registration) (England) (Amendment) Regulations 2013** came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Having carefully considered your application, in line with Government guidelines, I am unable to grant approval for your request as the reason given is not exceptional.

Whilst on this occasion we will not be requesting a Penalty Notice please note that should there be any further periods of unauthorised leave during term time regardless of the duration this may result in a request for a penalty notice.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

Appendix 9 – challenge reasons for absence (less than 5 days)

School Headed Paper

Recipient(s) full name

Address

DATE

Dear

Absence from School

CHILD'S NAME was absent from school for NUMBER school days between DATE and DATE. You informed SCHOOL that CHILD'S NAME was absent due to REASON.

It is my belief that CHILD'S NAME was absent from school due to a family holiday. In view of this, in accordance with Government regulation, I must mark the register for CHILD'S NAME with a 'G' which means 'unauthorised absence for a holiday during term-time'.

If this is not the case please arrange an appointment to meet with me to discuss the matter further and where possible provide evidence to support your position.

Whilst on this occasion we will not be requesting a Penalty Notice please note that should there be any further periods of unauthorised leave during term time regardless of the duration this may result in a request for a penalty notice

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

Appendix 10 – challenge absence (less than 5 days)

School Headed Paper

Recipient(s) full name

Address

DATE

Dear

Absence from School

NAME was absent from school for NUMBER days between DATE and DATE without explanation. You were sent a text message, enquiring about the reason for absence, each day during this time. (Or give details of the contacts made by school during the absence.)

It is my belief (**or** - You have since informed us) that CHILD'S NAME was absent from school due to a family holiday. In view of this, in accordance with Government regulation, I must mark the register for CHILD'S NAME with a 'G' which means 'unauthorised absence for a holiday during term-time'.

If this is not the case please arrange an appointment to meet with me to discuss the matter further and where possible provide evidence to support your position.

Whilst on this occasion we will not be requesting a Penalty Notice please note that should there be any further periods of unauthorised leave during term time regardless of the duration this may result in a request for a penalty notice

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

EMERGING CONCERNS

Send parental responsibility letter + offer support and consult Inclusion Support Advisory Teacher

THRESHOLD FOR REFERRAL TO LA

No improvement following support and decision made that further support will not result in improved attendance
Pupil has a minimum of 10 session of unauthorised absence in the previous 10 weeks

HOW TO REQUEST LEGAL ACTION FOR ONGOING UNSATISFACTORY SCHOOL ATTENDANCE

REQUEST FORMAL LA MONITORING

Send failure to improve letter to parent
Complete referral and submit to LA with all necessary documentation

NEXT STEPS

LA will send formal notice to improve to parent
LA will request updated attendance information
School will be notified of outcome

Appendix 11 – initial letter to parents regarding attendance

Dear

School attendance

Your child's attendance is:
The school target is

Each half term, attendance is reviewed across the school, in particular those children with less than 90% attendance. Please find attached a copy of your child's attendance record, as it is below 90%.

There may be reasons for your child's absence that the school is already aware of, such as illness, but we still wish to bring the attendance to your attention.

Every lesson counts and it is important that your child develops the right work ethic from an early age. The table below demonstrates the number of days missed:

Attendance Percentage		Days missed over a school year
100%		0 days
95%		10 days
90%		20 days
85%		30 days
80%		40 days

Your child's attendance will now be monitored for the next 20 days.

If you wish to discuss your child's attendance please do not hesitate to contact me.

Yours sincerely,

Appendix 12 – parent invite to meeting letter

Dear Parent,

School attendance

Your child's attendance is currently below 90% and a meeting has been arranged for you to discuss your child's attendance with **state professionals**

Child's name:

Attendance:

Your appointment is:

Yours sincerely,

Appendix 13 – parent responsibility letter for attendance

Dear

As you are aware, I am concerned about **NAME's** school attendance. I have enclosed a copy of **HIS/HER** attendance printout for your information. Whilst the average attendance for a child of **PHASE** age is **NUMBER** % your child's attendance is **NUMBER**%.

I am obliged to make you aware of your legal responsibilities in relation to school attendance. Under Section 444 of The Education Act 1996 a parent is guilty of an offence if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school.

If **NAME's** attendance continues to be unsatisfactory and **HIS/HER** absences marked as unauthorised then I will have no option but to refer your case to Derbyshire County Council for consideration of legal action. This may result in:

- A Penalty Notice payable up to £160 fine per child, per parent.
- Prosecution under s444 (1) Education Act 1996 where, if convicted, you may be fined up to **£1000**.
- Prosecution under s444 (1a) Education Act 1996 where, if convicted, you may be fined up to **£2500 and/or a community order or imprisonment**.

In order to support you and **NAME** to improve the situation we would like to offer you **INSERT INITIAL SUPPORT OFFER/PACKAGE/MEETING AND NAME OF A LINK PERSON IN SCHOOL TO CONTACT**.

I will continue to monitor the situation but if **NAME's** attendance does not improve then legal action may follow. If you wish to talk to **ME/NAME**, **TITLE** regarding this issue please do not hesitate to contact me on the number at the top of this page.

Yours sincerely

Headteacher/Designated attendance lead

Appendix 14 – failure to improve letter for attendance

Private and Confidential

Date

Dear

As you know, **NAME's** attendance has been an ongoing concern and he/she is in the category of persistent absentee.

Unfortunately, despite our offers of support, **NAME** has continued to miss school without good reason and **HIS/HER** absences remain unauthorised.

Section 444 of the Education Act 1996 states that if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly then their parent is guilty of an offence.

Consequently, I intend to forward your case to the Local Authority for consideration of legal proceedings against you.

Please contact **NAME OF MEMBER OF STAFF** on the telephone number at the head of this letter, if you wish further clarification on this matter.

Enc: Register Extract

Yours sincerely

Headteacher/Designated attendance lead

Appendix 15 – punctuality letter 1

To the parents of

Each half term, attendance is reviewed across the school, and this includes punctuality.

We have noticed that your child is late for school on a regular basis causing them to miss learning that takes place at the start of the school day.

The school day starts at (insert time)

This letter is a reminder that you have a legal duty to ensure that your child attends school regularly and on time. If your child fails to attend regularly and punctually after this letter is received, you will be asked to attend a meeting with the senior leadership team.

If you require any support with attendance and/or punctuality, please contact (insert names of professionals)

We will review attendance and punctuality again in 20 days.

Appendix 16 – punctuality letter 2

To the parents of

Each half term, attendance is reviewed across the school, and this includes punctuality.

We have noticed that your child continues to be late for school on a regular basis causing them to miss learning that takes place at the start of the school day. Your child had been recorded as late on the following dates:

The school day starts at (insert time)

You have a legal duty to ensure that your child attends school regularly and on time. You will be committing an offence, therefore, if your child fails to attend regularly and punctually and the school has not given permission for the absence or late arrival.

If you require any support, please contact (insert names of professionals)

We will review attendance and punctuality again in 20 days.

Appendix 17 - Attendance plan proforma

Attendance meeting for **child's name**

Date:

Attendees:

	Review date:	Review date:
What are the current issues? <u>School views</u> •		
<u>Parents views:</u> •		

School's offer of support:

Offer	To be implemented with parents' agreement?	Review date:	Review date:

Parent requests for additional support:

Request	School offer	Review date:	Review date:

Child's views

Actions for parents:

-

Legal Duty:

Parents are aware of their legal duty to provide their children with a suitable education. If a child is enrolled at school, parents have a legal duty to ensure they

attend regularly. Parents are also aware they can fulfil this duty through home education.

Additional information for parents:

Schools have to inform the Local Authority of any pupils who are regularly absent from school. Schools also have a safeguarding duty to investigate absences. The attached booklet is from Derbyshire County Council.

Date for plan to be reviewed: