



Willoughton Primary School

The Cliff Federation Attendance Policy

Policy Information			
Status:	Statutory	Reviewed by:	Full Governors
Cycle of Review:	Annual	Policy Ratified:	November 2025
Signed as accepted:			

Aims of this Policy

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)

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- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents/carers.
- Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority.
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate.
- Recognising and promoting the importance of school attendance across the school's policies and ethos.
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources.
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs.
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most.
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge.
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs.
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance.
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance.
 - That absence is almost always a symptom of wider issues.
 - The school's legal requirements for keeping registers.
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate.

- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data.
- Holding the headteacher to account for the implementation of this policy.
- The link governor (Sally Cowell) monitors attendance as part of her regular safeguarding monitoring visits and provides information, where appropriate, in her reports.

3.2 The headteacher

The headteacher is responsible for:

- The implementation of this policy across the federation.
- Monitoring school-level absence data and reporting it to governors.
- Supporting staff with monitoring the attendance of individual pupils.
- Monitoring the impact of any implemented attendance strategies.
- Issuing fixed-penalty notices, where necessary, and/or authorising the School Business Manager (Tina Dean / Jayne Moore) to be able to do so.
- Working with the parents/carers of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND.
- Communicating with the local authority when a pupil with an education, health and care plan (EHCP) has falling attendance, or where there are barriers to attendance that relate to the pupil's needs.
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels.
- Sharing information from the school register with the local authority, including:
 - Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times.
 - Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days.
 - Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness.

3.3 The designated senior leader responsible for attendance

In our federation, the SBM within each school is the designated senior leader responsible for attendance. They are also the Attendance Champion. They are responsible for:

- Leading, championing and improving attendance across the school.
- Setting a clear vision for improving and maintaining good attendance.
- Evaluating and monitoring expectations and processes.
- Monitoring and analysing attendance data or overseeing where this responsibility is delegated.

- Regularly monitoring and evaluating progress in attendance.
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff.
- Liaising with pupils, parents/carers and external agencies, where needed.
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues.
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers.
- Delivering targeted intervention and support to pupils and families.
- Advising the Headteacher / seeking authorisation in the event of needing to issue a fixed penalty notice.

The designated senior leader responsible for attendance is Tina Dean at Willoughton Primary School (01427 668381) and Jayne Moore at Hemswell Cliff Primary School (01427 668383).

3.7 Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day on time (08:45am)
- Call the school to report their child's absence before 09:30am on the day of the absence and each subsequent day of absence, and advise when they are expected to return.
- Provide the school with more than 1 emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Keep to any attendance contracts/targets that they make with the school and/or local authority.
- Seek support, where necessary, for maintaining good attendance, by contacting Mrs Dean (Willoughton Primary School) or Mrs Moore (Hemswell Cliff Primary School).

3.8 Pupils

Pupils are expected to:

- Attend school every day, on time (8:45am).

4. Recording attendance

4.1 Attendance register

We will keep an electronic attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence

codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

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

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not (for pupils of statutory school age).
- The nature of the activity, where a pupil is attending an approved educational activity.
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances.

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 08:45am and ends at 03:15pm.

Pupils must arrive in school by 08:45am on each school day.

The register for the first session will be taken at 08:55am and will be kept open until 09:15am. The register for the second session will be taken at 1pm (WPS) and 01:15pm (HCPS) and will be kept open until 01:30pm.

4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 09:30am or as soon as practically possible, by calling the school office.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

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

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment and evidence of the appointment (such as an appointment letter / text / email) is shared.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

4.4 Lateness and punctuality

School opens at 08:45am. All pupils should be in school by 08:50am when the school gate is locked. The register opens at 08:45am and teachers aim to finalise it by 08:55am. Registration closes at 09:15am.

A pupil who arrives late:

- Before the register has closed (after 08:55am but before 09:15am) will be marked as late, using the appropriate code.
- After the register has closed will be marked as absent, using the appropriate code

Where patterns of lateness emerge (more than twice in a half term), parents will be contacted. Lateness and punctuality will also be highlighted as appropriate in our termly, RAG rated, attendance reports that are sent home to parents.

If punctuality and lateness continues to be an issue the following half term (more than twice in the half term period), parents will be invited into school for a lateness and punctuality meeting.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may carry out a Safe and Well check, contact LCC SAS or call the police.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent.
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary.
- Where appropriate, offer support to the pupil and/or their parents to improve attendance.
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals.
- Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below).

4.6 Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels via half-termly written, RAG rated attendance and punctuality reports.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad.
- A temporary, time-limited part-time timetable.
- Exceptional circumstances.

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as *'unexpected, unavoided and outside of your control.'*

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 3 weeks before the absence, in writing. The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision.
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made).

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school.
- Attending another school at which the pupil is also registered (dual registration).
- Attending provision arranged by the local authority.
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed.

5.2 Sanctions

Our schools will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil.
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution.
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate.

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice 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 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120 where the payment has not been made within this timeframe.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences.
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far.
- Opportunities for further support, or to access previously provided support that was not engaged with.
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis.
- A clear timeframe of between 3 and 6 weeks for the improvement period.
- The grounds on which a penalty notice may be issued before the end of the improvement period.

6. Strategies for promoting attendance

The following strategies are in place at each school to incentivise and reward good attendance:

- Weekly class competition with winning class announced in Honours / Celebration assembly.
- Termly 'Exceptional Attendance Awards'. At the end of each full term (Autumn, Spring, Summer), children with attendance of 97% or higher are recognized in a special assembly which parents are invited to. They each receive a certificate and go into a prize draw for one lucky winner to receive a prize.

7. Supporting pupils who are absent or returning to school

The return to school for a pupil after long-term absence requires special planning. For example, it may be appropriate to establish a Pastoral Support Programme.

- Designated staff should be responsible for deciding on the programme for return and for the management of that programme.
- All staff need to be aware that this is a difficult process that will require careful handling and that any problems should be notified to the responsible staff member as soon as possible.
- Programmes may need to be tailored to meet individual need and may involve phased, part-time re-entry with support in class as appropriate. Support from the SENCo may be required.
- Pastoral Support Plans may be used to help support attendance needs as well as behaviour. The success of the Pastoral Support Programme will require the involvement of appropriate school staff, other agencies, the young person and the parents. Programmes should be reviewed regularly and amended as necessary.

Staff will be notified of the return of the long-term absentees

8. Attendance monitoring

8.1 Monitoring attendance

The schools will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level. Specific pupil information will be shared with the DfE on request.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

8.2 Analysing attendance

The schools will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

The schools will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis.
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below).
- Provide regular attendance reports to class teachers to facilitate discussions with pupils and families, and to the governing board and school leaders.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate.

8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the schools' strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education.
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant.
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence.
- Implement sanctions, where necessary (see section 5.2, above)
- Invite parents into attendance panel meetings where attendance falls below 95% and is close to 90%, agree targets and monitor.

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by Mrs K. Lakin (Executive Headteacher). At every review, the policy will be approved by the full governing board.

10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Relationships and Behaviour policy

Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination

X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are:

		• In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 2

Late Slip

To be on Headed Paper of the School

Date

Address

Dear (Parents or Carers),

Your child arrived late today at _____ on _____.

Regularly arriving late has a huge impact on your child, the staff and other children trying to learn. Should this be recorded for 10 sessions, you will be invited to attend an attendance review meeting to see how this can be improved. However, I should point out, should the situation not improve and 15 sessions be recorded you are likely to receive a fixed penalty notice from Lincolnshire County Council.

Yours Sincerely,

Headteacher

Appendix 3

Leave of Absence Request Approval

To be on Headed Paper of the School

Date

Address

Dear (Parent/Carer),

Re: Application for Leave of Absence for: _____

Thank you for your application for leave, which has been approved. The dates you asked for are as follows: _____ to _____.

Your child must return to school on: _____.

On this occasion, your request for leave has been approved as your child's attendance is ____%, which is above the required 97%, and the circumstances for the leave are considered to be very exceptional. Please note however, that if your child does not return on the agreed date, any absence after this time will be recorded as unauthorised and a penalty notice will be issued. Your child may be removed from the school roll and will have to reapply for a school place. It is very important that your child attends regularly on return so that they do not fall further behind with their work.

Thank you for your continued efforts to maintain good attendance for your child.

Yours Sincerely,

Headteacher

Appendix 4

Leave of Absence declined

To be on Headed Paper of the School

Date

Address

Dear (Parent/Carer),

Re: Application for Leave of Absence for: _____

Thank you for your application for leave for the following dates: _____
to _____

Unfortunately, on this occasion your request has been refused as (*insert reason*)

Parents/carers have a legal duty to ensure the regular and full time attendance at school of registered pupils (Education Act 1996). If you decide to take your child regardless of this decision the absence will be unauthorised. Any unauthorised absence has to be reported to the Local Authority and the Education Welfare Service may be asked to call at your home to discuss matters further.

The Local Authority and the School Policy is very clear that a penalty notice will be issued per parent per child for absence due to unauthorised leave.

Yours Sincerely,

Headteacher

Appendix 5

Persistent Lateness

To be on Headed Paper of the School

Date

Address

Dear (Parent/Carer),

As a result of your child's unauthorised absence, marked with the code 'U' on the registration certificate enclosed, we have started the process of a penalty notice, as outlined in the Local Authority and the School Attendance Policy.

This is a fine of at least £60 per parent per child. There is also a risk that [*insert child's name*] may be removed from the school roll and will have to reapply for a school place. It is very important that your child attends regularly on return so that they do not fall further behind with their work.

Yours Sincerely,

Headteacher

Appendix 6

Attendance and Punctuality Contract

We recognise the good work that our families do to get their children to school on time, every day. Children get certificates and rewards and parents are informed through general newsletters and personal letters in the post.

However, as a result of circumstances beyond their control, it would be impossible for some children to achieve 100% attendance throughout their school life.

In the main, these circumstances relate to acute, diagnosed medical conditions. This contract will support the child to get recognition of good attendance and prevent inappropriate investigation or communication. We ask parents to sign this agreement and adhere to it.

Name of child:

Medical condition:

Doctor/clinic involved:

As the parent/carer of: I will:

- Make every effort to make appointments out of school times and if not attend school before or after these appointments;
- Let school know of appointments and hospital stays well in advance;
- Provide medical documentation of these appointments, etc.;
- Sign the appropriate forms to allow school professionals to medicate in school time;
- Ensure that medical professionals contact school with information / communication, especially hospital school;
- Attend hospital school or ask school for a work pack to be sent home for an absence longer three days is anticipated;
- Negotiate with school a part time timetable should a full day of school be inappropriate;
- Continue to send my child to school on time, every day for the rest of their school time.

Signed..... Date.....

The school will:

- Complete registers with the appropriate codes:
 - **M** medical appointment
 - **I** illness
 - **B** educated off site (if at hospital school)
 - **C** other authorised circumstances
- Analyse data with this information in mind, when calculating percentage attendance and organising rewards, letters, etc.
- Inform the school nurse of this contract and offer further support for you and your child;
- Arrange work packs for children to complete whilst absent due to their medical condition.

Signed..... Date.....

The child will:

- Come to school every day, on time;
- Complete work set by school or at the hospital school;
- Be aware of their medical conditions and tell school adults their needs.

Signed..... Date.....

Appendix 7

Invite for Attendance Review meeting

To be on Headed Paper of the school

Date

Address

Dear (Parent/Carer),

I am writing to you to make you aware of your child, *[insert name]*, attendance percentage. In a recent review of registers, the overall rate of attendance has fallen below 95% and is falling close to 90%, it is at this point further investigation and monitoring begins.

This is due to:

- ☐ Persistent lateness
- ☐ Persistent absence
- ☐ Unauthorised absence

We recognise that there are very genuine reasons for these absences and we thank all parents who tell us why their children are away or late for school. However, even with this information, we have to enforce the school's policy which is available on our website.

The Governing Body and Local Authority oversee our Attendance Policy that aims to increase the percentage attendance, in particular for children with less than 90% attendance.

Therefore, I would like you to attend an attendance review meeting;

On: _____

At: _____

Please continue to make every effort to get your child to school on time, every day. If you are concerned about attendance or need any advice/support please contact me at school on the above number.

Yours Sincerely,

Headteacher

Appendix 8

Attendance RAG letter

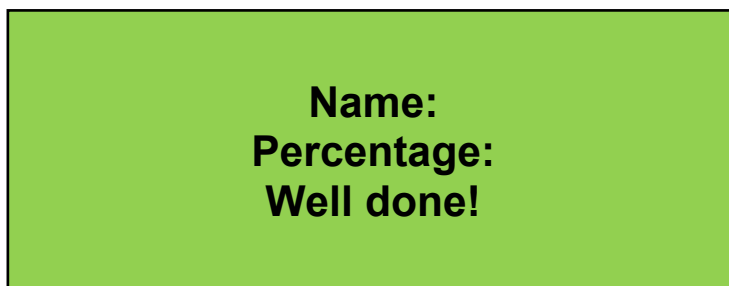
To be on Headed Paper of the school

Date

Dear Parents/ Carers,

Good attendance at school is essential for children to enjoy learning, experience success, develop confidence and enable them to become lifelong learners who are prepared for life in the modern world.

I am writing to let you know that your child has achieved over 95% attendance in term 5, which is at or above the minimum expectation.



Please also see enclosed your child's attendance summary for (enter term).

Thank you for your support and well done on achieving good attendance in (enter term)!

Yours sincerely,

Mrs K Lakin

Appendix 9

Attendance RAG letter

Date

Dear Parents/ Carers,

Good attendance at school is essential for children to enjoy learning, experience success, develop confidence and enable them to become lifelong learners who are prepared for life in the modern world.

I am writing to let you know that your child's attendance has fallen below the minimum expectation of 95% in term 5, this has fallen into the amber category which means school will continue to monitor your child's attendance.

Name:
Percentage:

We recognise that there are very genuine reasons for these absences and we thank all parents who tell us why their children are away or late for school. However, even with this information, we have to enforce the school's policy which is available on our website or from the school office.

Please see enclosed your child's attendance summary for (enter term).

We thank you for your support in this and hope to see an improvement in your child's attendance next term.

Yours sincerely,

Mrs K Lakin

Appendix 10

Attendance RAG letter

Date

Dear Parents/ Carers,

Good attendance at school is essential for children to enjoy learning, experience success, develop confidence and enable them to become lifelong learners who are prepared for life in the modern world.

I am writing to let you know that your child's attendance has fallen below 90% which means your child has fallen into the persistent absentee category.

Name:
Percentage:

We recognise that there may be genuine reasons for these absences and we thank all parents who tell us why their children are away or late for school. However, even with this information, we have to enforce the school's policy which is available on our website or from the school office.

The Governing Body and Local Authority oversee our Attendance Policy that aims to increase the percentage attendance, in particular for children with less than 90% attendance.

We will be closely monitoring your child's attendance over the next term, if we do not see any improvement, we will call an attendance panel meeting to discuss this with you.

Please continue to make every effort to get your child to school on time, every day. If you are concerned about attendance or need any advice/support please contact me at school on the above number.

Please see enclosed your child's attendance summary for the (enter term).

Yours sincerely,

Mrs K Lakin

Appendix 11

Attendance RAG letter

Date

Dear Parents/ Carers,

Good attendance at school is essential for children to enjoy learning, experience success, develop confidence and enable them to become lifelong learners who are prepared for life in the modern world.

I am writing to let you know that your child's attendance has fallen below 90% which means your child's attendance has fallen into the persistent absentee category.

Name:
Percentage:

We recognise that there may be genuine reasons for these absences and we thank all parents who tell us why their children are away or late for school. However, even with this information, we have to enforce the school's policy which is available on our website or from the school office.

The Governing Body and Local Authority oversee our Attendance Policy that aims to increase the percentage attendance, in particular for children with less than 90% attendance and 9 days persistently absent in twelve weeks.

Therefore, I would like you to attend an attendance review meeting;

On:

At:

Please continue to make every effort to get your child to school on time, every day. If you are concerned about attendance or need any advice/support please contact me at school on the above number.

Please see enclosed your child's attendance summary for (enter term).

Yours sincerely,

Mrs K Lakin

Appendix 12

Fixed Penalty Notice Letter

Date

Dear

FIXED PENALTY FORMAL WARNING

Name of child/ young person:

Date of Birth:

Pupil registered at:

This letter is a **Fixed Penalty Formal Warning** and is being sent to you because you have requested a period of absence from school for your child during term time.

The period you have requested from (enter date) to (enter date), is not deemed to be exceptional circumstances and will therefore be coded as unauthorised. If you choose to ignore this warning, a Fixed Penalty Notice will be issued for the above period of absence.

A Fixed Penalty Notice is a strategy used by schools to address the unacceptable levels of attendance of children at their school under the following legislation:

- **Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise**
- **Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act**
- **In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £80.00 or £160.00.**

The Local Authority Policy is very clear that a penalty notice will be issued per parent per child for absence due to unauthorised leave.

Should you wish to discuss this matter further, please contact the school on the above contact details.

Yours sincerely.

Mrs K Lakin