

# ATTENDANCE POLICY

*'...like a tree firmly planted by streams of water which yields its fruit...'*

Psalm 1v3



## Bollinbrook CE Primary School Attendance Policy

Recommended by	Cheshire East Council
Approved by	Governing Board
Approval Date	September 2018
Version Number	2
Review Date	September 2022
Legal Status	Statutory

### CHANGE RECORD FORM

Version	Date of change	Date of release	Changed by	Reason for change
2	August 2020	August 2020	L.Le Marinel	Annual review and Covid update
3	February 2021	February 2021	L.Le Marinel	Covid update
4	March 2022	March 2022	T Wallace	Covid information deleted. Attendance and Fixed Penalty Letters attached
5	September 2022	September 2022	L Le Marinel	Review
6	September 2023	September 2023	L Le Marinel	Review
7	September 2024	October 2024	L Le Marinel	Update to DfE statutory guidance (Aug 2024)
8	August 2025	September 2025	L.Le Marinel	Annual review





## Mission Statement

*... 'a tree firmly planted by streams of water which yields its fruit...' Psalm 1v3*

*At Bollinbrook CE Primary the Christian value of 'Love' is at the heart of who we are as a community. We teach our children to be rooted in Jesus Christ so they develop a love of learning that supports their academic, emotional and spiritual growth. If rooted in Christ, children can grow into who they were created to be. Based on Psalm 1v3, 'like a tree firmly planted by streams of water which yields its fruit...' We are helping our children grow spiritually, emotionally and academically laying firm roots that will provide strong foundations and bear fruit that will help them on the next stage of their educational journey.*

### Introduction

Regular and punctual school attendance is important. Good attendance allows pupils to take full advantage of the educational opportunities available to them by law. Bollinbrook CE Primary school fully recognises its responsibility to ensure pupils are in school on time, every day, and that missed learning opportunities are kept to an absolute minimum.

Children who are frequently absent from school develop large gaps in their learning which impacts on their progress and ability to meet age related learning expectations.

**A child whose attendance drops to 90% each year will, over their time at primary school, have missed two whole terms of learning.**

This policy applies to all children registered at our school and is made available to all parents/carers of pupils on our school website.

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.

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Senior Leadership Team and Governors at our school work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

### Aims and Objectives

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', through our whole-school culture and ethos that values good attendance,

**Through this Policy we aim to:**

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 97% attendance for all children (including children not yet of statutory school age), apart from those with chronic health issues.



- Create an ethos in which good attendance and punctuality are recognised as the norm in all year groups and seen to be valued by the school.
- Raise awareness to parents, carers and pupils of the importance of good attendance and punctuality at every stage of a child's education.
- Work in partnership with pupils, parents, staff and the Attendance and Children out of School team (ACOOS) so that all pupils realise their potential, unhindered by unnecessary absence.
- Set out a plan for monitoring attendance and adapting expectations where special circumstances apply, e.g chronic health conditions.
- Recognise the key role of all parties in promoting good attendance

**We maintain and promote good attendance and punctuality through:**

- Raising awareness of attendance and punctuality issues among all staff, parents and pupils
- Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Maintaining effective means of communication with parents, pupils, staff and governors on school attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Developing and implementing effective procedures to follow up non-attendance at school.

**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 Education (Penalty Notices) (England) (Amendment) Regulations 2013
- It also refers to:
- School census guidance
  - Keeping Children Safe in Education
  - Mental health issues affecting a pupil's attendance: guidance for schools

**Definitions of key terms**

**Authorised absence**

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



- Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised.

### **Unauthorised absence**

- An absence is classified as unauthorised when a child is away from school without the permission of the school.
- An absence is unauthorised if a child is away from school without good reason, even with the support of a parent, or where it is believed that the reason provided for absence is inaccurate. In this instance, validating proof may be requested by the school before the absence is authorised.

### **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 Governing Board**

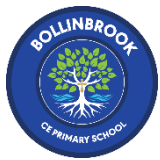
The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
  - o Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
  - o 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
- 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
- Holding the headteacher to account for the implementation of this policy

#### **Class Teacher**

Class teachers are responsible for:

- Keeping an overview of class and individual attendance, looking particularly for either poor overall attendance, anomalies in patterns of attendance and/or unusual explanations for attendance offered by children and their parents/carers.
- Informing the Senior Leadership Team where there are concerns and acting upon them.
- Providing background information to support referrals.
- Monitoring follow-up once actions have been taken to correct attendance concerns.
- Emphasising with their class the importance of good attendance and promptness.
- Following up absences where necessary.
- Discussing attendance with parents, most notably at parents' evenings.



## **The Headteacher**

The Headteacher is responsible for:

- The implementation of this policy at the school
- 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
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

The pastoral team are responsible for:

- Leading, championing and improving attendance across the school
- Overall monitoring of school attendance
- Having an oversight of data analysis and devising specific strategies to address areas of poor attendance
- Building relationships with parents/carers to discuss and tackle attendance issues
- Monitoring individual attendance where concerns have been raised.
- Working with the Attendance and Children out of School team (ACOOS).
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence and implementing support as appropriate.
- Sending out standard letters regarding attendance
- Regularly updating staff on attendance

## **Administration staff**

Staff in the School Office are responsible for:

- Collating and recording registration and attendance information.
- Taking and recording messages from parents regarding absence.
- Ensuring the Absence/Late data is uploaded into Arbor.
- Contacting parents of absent children where no contact has been made.
- Recording details of children who arrive late or go home.
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers and reporting concerns to the Pastoral Team.

## **Parents**

Parents/Carers are responsible for:

- Ensuring that their child attends school every day and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Ensuring that routine medical and dentist appointments are scheduled outside of school hours wherever possible.
- Contacting the school office on the first morning of absence and providing updates each day for the duration of their child's illness.
- Informing the school in advance of any medical appointments in school time.
- Making applications for authorised absence to the Headteacher where this is required. The application must be made in advance and the Headteacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave.





- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.

## **Procedures**

Our school will do the following to support good attendance:

- Maintain appropriate registration and transfer processes.
- Maintain appropriate attendance data, making use of analysis to implement targeted actions as needed for individuals/key pupil groups.
- Communicate clearly the attendance procedures and expectations to all staff, governors, parents and pupils.
- Have consistent and systematic daily records which give detail of any absence and lateness.
- Follow up absences and persistent lateness if parents/carers have not communicated with the school.
- Inform parents/carers what constitutes authorised and unauthorised absence.
- Discourage unnecessary absence through holidays taken during term time.
- Work with parents to improve individual pupil's attendance and punctuality, including referral to wider agencies if required
- Refer to the Attendance and Children out of School team (ACOOS) any child whose attendance causes concern and where parents/carers have not responded to school initiatives to improve.
- Report attendance statistics to Cheshire East LA and the DfE where requested, including referral for accrued unauthorised absences which reach the notification threshold.
- Ensure all staff are aware that they must raise any attendance or punctuality concerns to the Headteacher

## **The School Day**

### **Registration**

External school doors are opened at 8.45am and each designated entry point is supervised by a member of staff (usually the class teacher). These doors are shut at 8.55 and the playground gates are locked at 9am. Any children arriving after 8.55am will be required to come through the school office.

Each class teacher has the responsibility for keeping an accurate record of attendance. The attendance register must be completed by the class teacher by **9.00am** for the morning session and by **1.15pm** for the afternoon session.

Registers are completed using Arbor. Should Arbor be unavailable for any reason, a paper copy will be provided for staff to complete and return to the office as soon as possible after registration closes.

### **Lateness**

Any pupil who comes into the school office after 9am will be marked as late in the attendance record. 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 9.20am will be marked as having an unauthorised absence for the morning (Attendance code U).

Children who have attended a dentist or doctor's appointment and subsequently come to school later than 9am will have the absence recorded as a medical absence (Attendance code M).

Children who are persistently late miss a significant amount of learning and this can have a significant impact on a child's progress and attainment.



Where there have been persistent incidents of lateness, parents/carers will receive a letter advising them of the concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues.

### Absences

Parents/carers should contact the school each day that their child is absent. Notification of absence should be made by telephone on **01625 789 089** or by email to [admin@bollinbrook.cheshire.sch.uk](mailto:admin@bollinbrook.cheshire.sch.uk) before 9am.

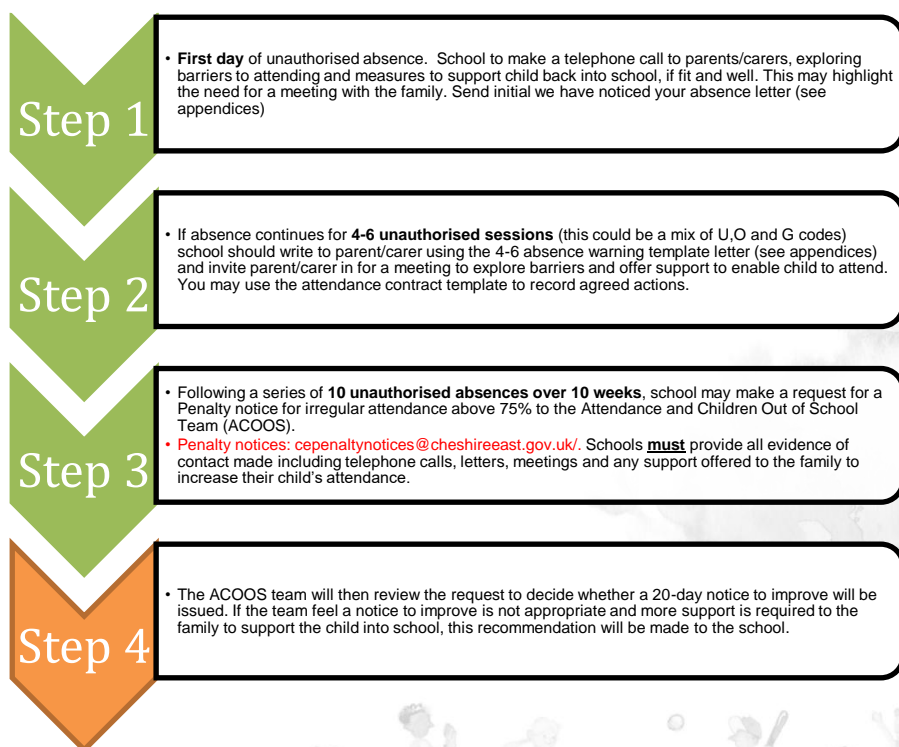
Class email accounts must not be used for this purpose - absences are to be notified to the school office - but can be copied in on notifications should parents wish. When parents/carers notify us of their child's absence, it is important that they provide us with details of the reason for their absence and an expected return to school date. Stating that your child is unwell is not sufficient.

All absences are recorded as either authorised or unauthorised absences. It is important that we receive accurate information from parents with reasons for the child's absence. This information is used to determine whether the absence is authorised or unauthorised. The Headteacher has the responsibility to determine whether absences are authorised or unauthorised.

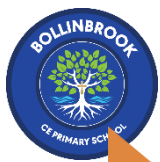
Where the school have concerns regarding safeguarding and attendance, these procedures will not always be followed and we will immediately refer to our safeguarding procedures.

### Absence procedures

The Local Authority have issued guidance to schools on how to proceed in the case of unauthorised absences. These are set out in the following steps:







## Step 5

• If panel agree that a 20-day notice to improve is appropriate, parents/carers are issued a letter to advise them of the 20-day notice to improve, the date it commences and expectations during this period. School will also be notified via email.

• During this time of notice to improve period, schools must continue to offer child and family support.  
• At the end of the notice to improve period school send a copy of the register certificate to Penalty notices: [cepenaltynotices@cheshireeast.gov.uk](mailto:cepenaltynotices@cheshireeast.gov.uk) If there are further unauthorised absences in the 20-day notice to improve, then the team will look at the case and agree whether a penalty notice will be issued.

• First time Penalty notice will be charged at £160 per parent per child. If paid within 28-days of the issue it is reduced to £80 per parent per child. Second offence is charged at £160 per parent per child if within 3 years of first notice. If the fine is not paid a request is sent to the ACOOS Team Manager, Head of Service and Legal team for authorisation for prosecution.

### School procedures

- A termly attendance letter will be sent to parents by the Headteacher where attendance is below 90%, or if a child has 5 or more late marks within a term. An attendance letter may also be sent if the senior leadership team have concerns around the nature of a child's attendance, for example if a child is regularly absent on Friday.
- Any child's attendance which is below 95% will be monitored closely by the school's Pastoral team and parents/ carers may be contacted if there are concerns around the nature of a child's attendance.
- Where attendance is not showing improvements after receiving a letter, the school will move to step 2, which is where parents will be contacted for an attendance discussion with the Pastoral Lead. Attendance will subsequently be closely monitored for that individual child.
- If attendance is still not showing improvements after an attendance discussion with the Pastoral Lead, a meeting will be organised with the Head Teacher where clear actions will be put in place to improve attendance.

N.B. In some particular circumstances, where the school have concerns regarding attendance, these procedures may not always be followed and parents may be contacted or invited in for a meeting earlier.

ACOOS/Attendance Liaison support might also be sought at any point deemed necessary by the school. Support from other agencies may be sought if the school deem it beneficial to the situation.

### First Day Contact

Where a child is absent from school and we have not received any verbal or written communication from the parent, the school will initiate a first day contact process. Administration staff check all of the registers from 9.00am to 9.30am on a daily basis to identify those pupils who are absent. If, on completing these checks, we are unaware of the reason for absence, we will contact the parent to seek this information.

- Phone call to parents/carers enquiring why a child is not in school.  
Letter sent to parents/carers after one week if still no reason for absence provided.  
Parents/Carers have one week to reply. If the school does not receive a reply, the absence will be marked on the register as unauthorised and another letter will be sent informing parents that the absence is unauthorised.



- Where we are concerned about a child in the event of an unexplained extended absence, this will be managed in line with our safeguarding policy and may include a staff visit to the home address and/or a referral to local safeguarding services.

### Illness

When children have an illness that means they will be away from school long-term, the school will do all it can to send material home so that they can keep up with their school work, if the child is well enough to do so. If the absence is likely to continue for an extended period or be a repetitive absence, the school will contact the Medical Needs Service to seek support for the child.

Where, over the course of an academic year, a child has had repeated periods of illness, the school will write to parents to request medical evidence for each subsequent period of illness related absence. This evidence could be a doctor's note, appointment card or copy of a prescription. We may seek written permission from the parent for the school to make their own enquiries.

### Parental Request for Absence from School for Holiday

Headteachers are only allowed to grant leave of absence for any reason if they are satisfied exceptional circumstances exist.

Parents/carers are asked to submit any request for leave during term time by writing in advance to the Headteacher, whose decision will be final. The school may request additional information/documentation from parents to support their request however, this does not automatically guarantee a request will be approved. Parents may also be asked to attend a meeting with the Headteacher to discuss their request.

If the school does not authorise a leave of absence but parents still take the child out of school, or the child is kept away for longer than was agreed, the absence will be unauthorised. The regulations do not allow schools to give retrospective approval. If parents/carers did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

Section 444 of the Education Act 1996 makes it a criminal offence for a parent to fail to secure their child's attendance at the school at which they are registered, where that absence is not authorised by the school. Fixed Penalty Notices are one of the sanctions available for this offence and offer a means of swift intervention, which can be used to combat non-attendance issues before they become entrenched.

### Sanctions

Our school 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 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.

Parents will be sent 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**

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).

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 such as a parenting order or prosecution will be considered.

### **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**





### **Monitoring Attendance**

Our administration staff have the responsibility for ensuring that all of the attendance data is accurately recorded on Arbor. Regular meetings are held with the Headteacher to discuss all attendance concerns and appropriate actions are taken following these meetings such as letters sent to parents or meetings arranged to discuss attendance concerns with parents.

Attendance data is collated on a half-termly basis. This data is used to monitor attendance against national figures, to identify potential whole school patterns around attendance, to identify individuals who have attendance issues and to inform strategic planning around attendance.

### **Attendance Awards**

As school attendance is often beyond the control of the child, therefore we do not offer standardised rewards for school attendance. This also helps to normalise the expectation of punctuality and attendance for all learners.

On a case-by-case basis we may, however, allocate merits in line with the school reward system and/or make use of individualised tracking and rewards where it will positively impact a child's school attendance to do so.

### **Contact details**

**Absence notifications:** School office 01625 789 089 [admin@bollinbrook.cheshire.sch.uk](mailto:admin@bollinbrook.cheshire.sch.uk)

**Attendance queries/ concerns:** Pastoral Lead Miss Nikki [pastoral@bollinbrook.cheshire.sch.uk](mailto:pastoral@bollinbrook.cheshire.sch.uk)

**Requests for authorised absence:** Collect form from the school office and return FAO the Headteacher (Miss Le Marinel)

### **External Links**

[www.cheshireeast.gov.uk/ews](http://www.cheshireeast.gov.uk/ews)

<https://www.gov.uk/school-attendance-absence>

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>





## Appendix 1: Template noticed your child's absence letter (remove)

[Add school letter header]

[Insert Date]

Dear [Parents name]

We noticed that your child [Child's name] has been off this week. They have been missed.

Cheshire East Council are working with schools to try and improve school attendance because we know that school attendance makes such a big difference to children's' futures. The Department for Education tell us 'school is important to your child's achievement, wellbeing, and wider development. Evidence shows that the students with the highest attendance throughout their time in school gain the best GCSE and A Level results.' (DFE 2023).

We also want to remind you that the Education Act 1996 section 444, requires you to make sure that your child attends school, on time, every time the school is open.

If there are any issues that may be impacting on your child's attendance, please contact [named person at school] to discuss further.

Further Information can be found on the websites below

### Attendance information

[School attendance and absence: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

[Attendance and children out of education \(cheshireeast.gov.uk\)](https://cheshireeast.gov.uk)

### Early help support

[Early Help Assessment \(cheshireeast.gov.uk\)](https://cheshireeast.gov.uk)

### Mental health support

[Emotionally Healthy Children and Young People \(cheshireeast.gov.uk\)](https://cheshireeast.gov.uk)

[Anna Freud on my mind](#)

Yours sincerely

Insert head teacher signature



Head teacher name and title Deborah Woodcock

Executive Director of Children's Services



## Appendix 2: Template Warning Letter

[Add school letter header]

[Insert Date]

Dear [Parents name]

It has been brought to my attention that your child has not been attending regularly at school. According to the Attendance Register, [Child's name] attendance is currently [insert %], this is below the schools expected attendance.

[Child's name] currently has [insert number] unauthorised sessions, if this reaches 10 unauthorised sessions within a 10-week period then school can apply to the Local Authority to issue you with a Penalty Notice warning period, which could result in each parent receiving a £160.00 fine, reducing to £80.00 if not paid within 28 days.

I must remind you that S.444, Education Act 1996 requires you to make sure that your child attends school, on time, every time the school is open. I am writing this letter to give you an opportunity to make sure that from now on and in future, your child attends school regularly.

If your child continues to not attend regularly, a referral will be made to the Local Authority to pursue further action. These interventions may include,

(A) Issuing you with a Fixed Penalty Notice under S.444A Education Act 1996 which will make you liable to a penalty of up to £160. **(As above)**

(B) Initiating legal proceedings in the Magistrates Court under S.444(1) Education Act 1996. If convicted under this section, you may be fined up to £1000.

(C) Initiating legal proceedings in the Magistrates Court under S.444(1A) Education Act 1996. If convicted of this offence you may be fined up to £2,500 or be sent to prison for up to 3 months or both.

To avoid Local Authority intervention, please ensure your child attends school regularly and on time.

If there are any issues that may be impacting on your child's attendance, please contact [named person at school] to discuss further.

Yours sincerely,





### Appendix 3

Dear PARENT SALUTATION,

**Re: CHILD NAME, FORM**

I note from our records that **Child** has been absent from **Dates**. I understand you sent an email/ phoned school absences to advise **Child** had **add Illness**, however we have reason to believe that you were on holiday from **Add Dates**. This absence will be considered unauthorised, unless medical evidence can be provided (in the form of medical appointment card, medical stating child's name, letter from GP/ Hospital) by **Add Date**. If this is not provided, then we will be informing the Local Authority who may issue a Penalty Notice. If a PN is issued, failure to pay the penalty fine within the required time may result in prosecution. I would like to remind you that under Section 444 of the education Act 1996 – Parents have a legal obligation to ensure their child attends school.

Please refer to chart below for details of the PN process including fines and timelines.

Penalties for unauthorised absence		
Timeline	One child	Two children
Paid within 28 days	£80 per parent	£80 per child = £160 per parent
After 28 days	£160 per parent	£160 per child = £320 per parent
After 28 days	The parents will receive a summons to appear before the Magistrates' Court on the grounds that they have failed to secure their child's regular attendance	The parents will receive a summons to appear before the Magistrates' Court on the grounds that they have failed to secure their children's regular attendance

Yours sincerely



## ATTENDANCE MONITORING LETTER 1

Pupil Name	
Class	
Year Group	
Current Attendance	%

Date

Dear Parents/Carers

Following our weekly attendance review meeting, in which all pupils with an attendance below 90% were discussed, your child attendance was identified as a cause for concern. For your information a registration certificate is enclosed with this letter which outlines your child's attendance for this academic year to date.

To support you to improve your child's attendance, we are setting a monitoring period of two weeks in which your child is required to attend school every day. If your child's attendance has not improved in these two weeks, I will be inviting you to come into school to discuss the reasons why.

Week 1	DATE	Week 2	DATE
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**Any unauthorised absence during this monitoring period will be reviewed and may result in both parents being issued with a Fixed Penalty Notice Warning which is issued by the Local Authority due to irregular school attendance. Such action would normally be taken when unauthorised absences have reached ten sessions or more.**

This now means that no further absence due to illness can be authorised unless medical evidence is provided. Medical evidence is accepted in the form of an appointment card, prescription, prescribed medication, or letter from a medical professional. Please supply this evidence to the school office (or via email to) as soon as possible following the absence. A copy of the medical evidence will be taken and retained on file. Following the date of this letter, any further absence due to illness will be recorded as 'unauthorised' until the appropriate evidence is provided.

I hope that your child's attendance will significantly improve over the remainder of the term and will be sustained for the rest of the academic year. If there are any issues which you feel we might be able to help with, or if the school health team could be of any assistance, please do not hesitate to contact school.

Yours sincerely

Miss Le Marinel  
Headteacher



## **ATTENDANCE MONITORING LETTER 2**

<b>Pupil Name</b>	
Class	
Year Group	
Current Attendance	%

Date

Dear Parent / Carer

Further to the attendance letter dated xxxx regarding your child's attendance I am still concerned that there have been further absences and that your child's attendance has not shown the improvement required.

Therefore, I request that you attend an attendance meeting in school to discuss this further. This meeting is to look at how we can address any barriers to your child's attendance and how we can work together to see an improvement.

As you know, it is the legal responsibility of parents to ensure that children attend school on a regular basis and should your child's attendance not improve, the Local Authority may decide to issue a Fixed Penalty Notice.

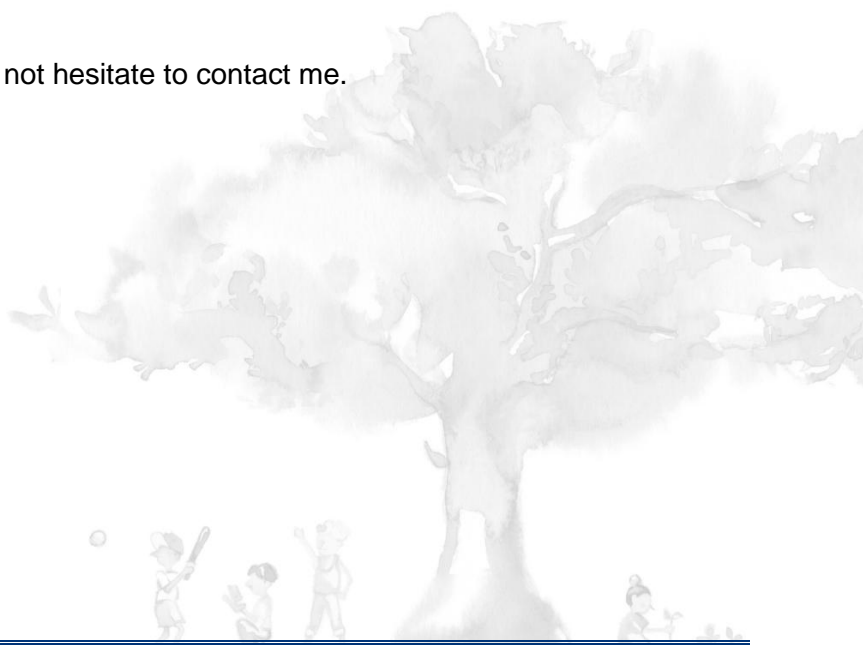
Please contact school to arrange a convenient date and time for the attendance meeting. A member of our pastoral team will attend.

If you have any further questions, please do not hesitate to contact me.

Yours sincerely

Miss Le Marinel

Headteacher







**PERSISTENT LATENESS LETTER**

<b>Pupil Name</b>	
Class	
Year Group	
Number of Lates	

Date

Dear Parents/Carers

Following our weekly attendance review meeting, in which all pupils with persistent lateness were discussed, your child was identified as a cause for concern. For your information a registration certificate is enclosed with this letter which outlines your child's late marks for this academic year.

Children arriving late in school disrupt their class when they enter and some children may feel embarrassed walking into a class in the middle of a lesson.

To support you to improve your child's timekeeping, we are setting a monitoring period of two weeks in which your child is required to be in school on time every day. If your child's timekeeping has not improved in these two weeks, I will be inviting you to come into school for a meeting to discuss the reasons why and how school can assist to improve this.

<b>Week 1</b>	DATE	<b>Week 2</b>	DATE
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This follow up meeting is to look at how we can address any barriers to your child being in school on time and how we can work together to see an improvement.

As you know, it is the legal responsibility of parents to ensure that children attend school on time on a regular basis and should your child's timekeeping not improve, the Local Authority may decide to issue a Fixed Penalty Notice.

Please contact school to arrange a convenient date and time for these meetings. A member of our pastoral team will attend.

If you have any further questions, please do not hesitate to contact me.

Yours sincerely

Miss Le Marinel

Headteacher



### Request for Leave of Absence During Term Time

Following a change to legislation which came into effect on 1<sup>st</sup> September 2013, parents no longer have a right to expect schools to grant term time leave other than in the most exceptional circumstances and, where leave is granted, schools will be expected to justify its granting to the Local Authority and OFSTED. In effect the 'default position' now, for all requests for leave, is to decline.

If leave of absence is declined and children are absent we will follow the processes set out in our Absence Policy. **If children are absent for 10 sessions or more a Fixed Penalty Notice may be issued from the Local Authority.**

Only in exceptional circumstances will leave of absence for more than ten days be granted in any academic school year.

*I would like to take my child/ren out of school for the following dates:*

*Dates.....No of school days .....*

*Name of Pupil .....Class .....*

*Name of Pupil .....Class .....*

*Reason why leave **must** be taken at this time.....*

.....

*Signed ..... Parent/ Guardian Date.....*

#### FOR OFFICE USE ONLY

Stage of education	compulsory school age / non-compulsory school age
Level of attendance	(attach Registration Certificate from Arbor)
Proximity to Assessments	More than 16 wks / 8-6 wks / 2-8 wks / less than 2 wks / Test or SATS period
Leave of absence authorised this academic year	
Special mitigating circumstances / aspects classed as part of curriculum	
Decision	Authorised / unauthorised