



ATTENDANCE POLICY

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Authorised by	Headteacher and Governors

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1. Aims

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.

2. 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](#)

3. Roles and responsibilities

3.1 The Governing Body

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:
 - 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

Attendance is the responsibility of all members of the Governing Body. The Headteacher's Report contains the latest attendance information and the real-time demographic available from Insight Tracker is shared and discussed at each Full Governing Body.

3.2 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
- Issuing fixed-penalty notices, where necessary, and/or authorising office staff to be able to do so
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan 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 through all available channels

3.3 The designated senior leader responsible for attendance

The designated senior leader (also known as the 'senior attendance champion') is 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
- Having a strong grasp of absence data and oversight of absence data analysis
- 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 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

The designated senior leader responsible for attendance is Graham Shore, Headteacher and can be contacted via phone 01249 812424/enquiries@holyltrinitycalne.wilts.sch.uk Kate Horner, SEN and Family Support Manager will support the Headteacher in managing attendance and liaising with parents.

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement

- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher/office staff (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officer is Kate Horner and can be contacted via khorne@holotrinitycalne.wilts.sch.uk

3.5 Class Teachers

Class Teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office every day.

3.6 School office staff

School office staff will:

- Take calls, emails, etc from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the SEN and Family Support Manager where appropriate, in order to provide them with more detailed support on attendance

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
- Call the school to report their child's absence before 9am 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 one emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Seek support, where necessary, for maintaining good attendance, by contacting Kate Horner who can be contacted via khorne@holotrinitycalne.wilts.sch.uk or 01249 812424.

3.8 Pupils

Pupils are expected to:

- Attend school every day, on time

4. Recording attendance

4.1 Attendance register

We 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
- 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 3:30pm.

Pupils must arrive in school by 9am on each school day.

The register for the first session will be taken at 9am and will be kept open until 9:30am. The register for the second session will be taken at 1:15pm and will be kept open until 1:30pm.

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 9am or as soon as practically possible, by calling the school office, who can be contacted via 01249 812424 or enquiries@holytrinitycalne.wilts.sch.uk

Parents can send a notification through an absence form on the school website – holytrinitycalne.co.uk or email enquiries@holytrinitycalne.wilts.sch.uk

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 five 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.

Parents can send a notification through an absence form on the school website – holytrinitycalne.co.uk or email enquiries@holytrinitycalne.wilts.sch.uk. Alternatively, parents can complete an absence request form from the dispenser in the reception foyer.

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.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code
- Mrs Kate Horner, SEN and Family Support Manager will follow up repeated instances of lateness and punctuality by phoning the child's parent.

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 will contact 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. If absence continues, the school will consider involving an education welfare officer
- Where relevant, report the unexplained absence to the pupil's youth offending team officer
- 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 if they are below 95%.

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
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances as defined by the headteacher on a case-by-case basis

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

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

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 two weeks** before the absence, and in accordance with any leave of absence request form, accessible via the school website and the dispenser in the reception foyer. 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
- Attending work experience
- 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 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 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

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.

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. Supporting pupils who are absent or returning to school

6.1 Pupils absent due to complex barriers to attendance

- Kate Horner, SEN and Family Support Manager, will work with families to support and encourage school attendance
- We may seek additional support for families through outside agencies such as the Family Hub for parents/carers who are experiencing challenges at home
- We regularly signpost parents/carers to courses which may support school attendance

6.2 Pupils absent due to mental or physical ill health or SEND

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

6.3 Pupils returning to school after a lengthy or unavoidable period of absence

Any pupil returning to school after an unavoidable lengthy period of absence will have a tailored provision which best fits their needs.

7. Attendance monitoring

7.1 Monitoring attendance

The school will monitor attendance and absence six times a year at an individual pupil, year group and cohort level. Attendance in the first week of September is closely monitored by the SLT and SEN and Family Support Manager as evidence shows that poor attendance during this key week can be indicative of persistent absence.

Any pupils attendance falling below 88%-92% will be monitored more closely; we believe this is the key to improving whole school attendance. Kate Horner, SEN and Family Support Manager, may contact families where attendance is within this percentage bracket to see if any further support is needed.

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. Specific pupil information will be shared with the DfE on request.

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.

7.2 Analysing attendance

The school 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

7.3 Using data to improve attendance

- 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 teams to facilitate discussions with families (during Parents' Evenings) and liaise with the SEN and Family Support Manager.
- The Headteacher/SENDCO will meet with the SEN and Family Support Manager daily to closely monitor patterns and trends using the School's Attendance Strategy document.
- 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

7.4 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 school's strategy for improving attendance.

The school will:

1. Use attendance data to find patterns and trends of persistent and severe absence
2. Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education

3. 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:
 4. Discuss attendance and engagement at school
 5. Listen, and understand barriers to attendance
 6. Explain the help that is available
 7. Explain the potential consequences for the child and parent of, and sanctions for, persistent and severe absence
 8. Review any existing actions or interventions
9. Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
10. 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

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by Graham Shore (Headteacher) and Kate Horner (SEN and Family Support Manager). At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- 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

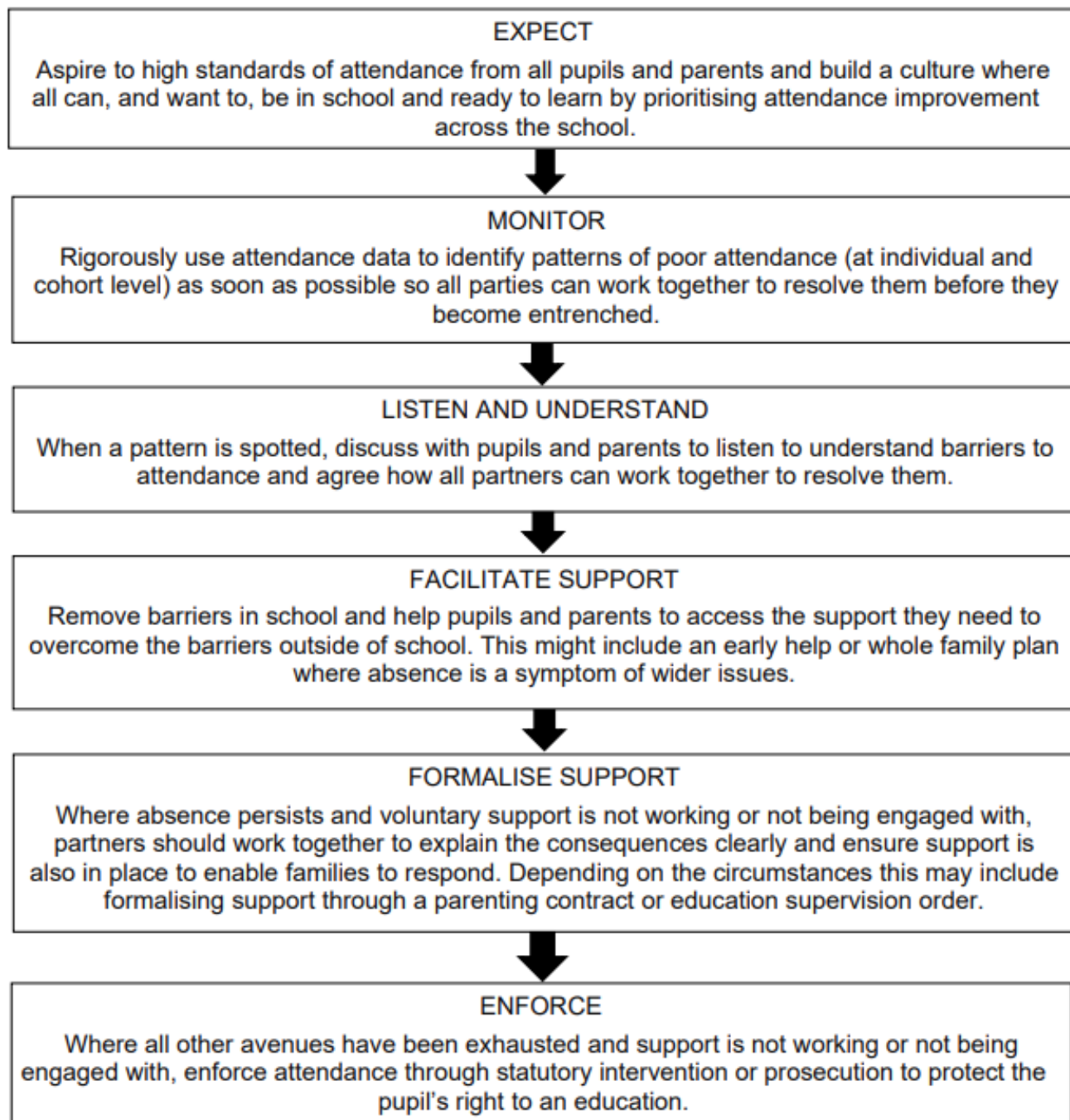
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or 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: <ul style="list-style-type: none"> • 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 B

Working together to improve attendance

13. Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively with, not against families. All partners should work together to:



Appendix C

Holy Trinity Church of England Academy Absence Table

Percentage attendance	Description of Attendance	Actual attendance	Whole days absent per year	Learning hours lost per year
100%	Outstanding	190 days	0	0 hours
99%	Very good -best chance of success	188 days	2	10 hours
98%		186 days	4	20 hours
97%		184 days	6	30 hours
96%	Good -although room for improvement	182.5 days	7.5	37.5 hours
95%		180.5 days	9.5	47.5 hours
90%	Poor -there is less chance of success and it makes it harder for your child to achieve	171 days	19	95 hours
89%		169 days	21	105 hours
88%		167 days	25	115 hours
87%		165 days	27	125 hours
86%	Very poor -attendance is a serious concern and there will be a huge effect on your child's education and learning	161.5 days	28.5	135 hours
85%		161.5 days	28.5	142.5 hours
80%		152 days	38	190 hours
75%		143 days	47	235 hours

Appendix D Holiday Request Form

Parents do not have a legal right to take children out of school.

Schools may only agree to an absence request under exceptional circumstances and it is the role of the Headteacher, acting on behalf of the Governors, to advise the Local Authority of any requests that do not satisfy this.

Circumstances which are notified to the school or Local Authority **after** a decision has been made by the Headteacher will not be considered. Therefore, please be certain to provide details of the special circumstances relating to your application below and attach any supporting evidence.

Additional information regarding Penalty Notice guidance from the Local Authority can be found on the school website.

Name of Child(ren)	
Date of Birth(s)	
Year Group(s)	
Date of First Day of Absence	
Date of Return	
Number of Days requested	

Special Circumstances (reason) for absence to be taken during term time:

.....

.....

.....

.....

Signed: _____

Date: _____

Parent/Carer: _____

For school use:

Attendance%:

Total sessions pupil absent this academic year:

Total unauthorised absence this year:

Request authorised: Yes/No

Appendix E

Sample Letter - Absence Request

Absence Request

Dear *****

I write with regard to your recent email regarding absence for ***** during *****.

As you know, we follow the County policy with regard to absences and I'm afraid that the necessary criteria for authorising absence are not met in this case. I therefore regret that absence from school on ***** (* school days) will have to be recorded as unauthorised.

I realise, of course, that the absence has proceeded regardless, but would advise that any further unauthorised absence, which causes the total to amount to 10 sessions (5 full days) within a six month period, will be notified to the Education Welfare Service and the Local Authority may issue a Penalty Notice* to each parent for each child.

Yours sincerely

HOW MUCH WILL THE PENALTY NOTICE BE?

FIRST OFFENCE PENALTY NOTICE

£160 per parent per child

Reduced to £80 if paid within 21 days

SECOND OFFENCE PENALTY NOTICE (within 3 years)

£160 per parent per child paid within 28 days

THIRD OFFENCE AND FURTHER OFFENCES (within 3 years)

The third or subsequent time an offence is committed for unauthorised absence Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court.

Appendix F

Sample Letter - Recent Authorised Absence - Impact on Attendance

Date

Dear (name of parent(s))

Re: Child's name and DOB

This letter is for your information so you do not need to take any action.

I would like to thank you for following the school procedure regarding your child's attendance. We understand that (name of child) has authorised absence recently and you called the school each day to keep us informed. I would like to let you know how this has affected (name of child's) attendance which is currently at (%). Please find enclosed a copy of (name of child) Registration Certificate.

Regular attendance is extremely important, as missing school can impact on learning. Also, I am sure you are aware, it is a legal requirement.

If (name of child) has a medical condition which could impact on attendance, please ensure the school is fully aware.

Please continue to work with the school. You are more than welcome to contact us to discuss any queries or concerns you may have.

Yours sincerely

Appendix G

Sample Letter – Below 95% Attendance

Date

Dear (name of parent(s))

Re: Child's name and DOB

I am writing to advise you that (name of child)'s attendance has fallen to 95% or below, thus I am becoming concerned that (name of child) is missing a significant part of their learning. I have enclosed a copy of (name of child)'s Registration Certificate which show an analysis of attendance, punctuality and whether the absence is authorised or unauthorised.

Regular attendance is extremely important, as missing school can impact on learning. Also, I am sure you are aware, it is a legal requirement.

I will continue to monitor (name of child)'s attendance and look forward to seeing an improvement. Should it fall further, I shall be inviting you to attend a School Attendance Meeting and the school will be requesting medical evidence for any further absences.

If there are any particular circumstances which the school may not be aware of which is to have an influence on (name of child)'s attending school regularly, please do not hesitate to contact me.

Please continue to work with the school. You are more than welcome to contact me to discuss any queries or concerns you may have.

Yours sincerely

Appendix H

Sample Letter - Low Attendance Meeting Invitation

Date

Dear (name of parent(s))

Re: Child's name and DOB

I am writing to inform you that (name of child)'s attendance remains a cause for concern. I am aware that continued poor attendance is impacting on (name of child)'s progress and I would like to meet with you to discuss this matter further and implement a plan to improve (name of child)'s attendance.

A School Attendance Meeting is to be held on **(day) (date)** at **(time)** to which you are invited to attend. If the date or time is not convenient, please contact me to enable the meeting to be rescheduled. Please be aware this meeting will go ahead in your absence and you shall receive a copy of the minutes.

Medical evidence is now required for any further absences to be authorised with immediate effect. This may be in the form of an appointment card obtained from your GP, a signed compliment slip stating the date and time of the visit, or alternatively, you can sign a consent form to enable the school to contact your GP directly.

Should (name of child)'s attendance remain irregular, a referral may be made to the Education Welfare Officer. This may result in a Fixed Penalty Notice or Prosecution through the Magistrates Court under Section 444 of the Education Act 1996.

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

Yours sincerely

Appendix I

Sample Letter – Poor Punctuality

Poor punctuality

I'm writing to you because [name] has been late to school [number] times in [timeframe].

[He/she] arrived at school after the register had closed on the following dates:

> [date]

> [date]

> [date]

[He/she] also arrived at school late (but before the register had closed) on the following dates:

> [date]

> [date]

> [date]

The school day begins promptly at 9am with the doors being open to pupils from 8.45am. Registration closes at 9.30am. Afternoon registration takes place at 1.15pm.

Arriving promptly makes sure that your child doesn't miss work, and that disruption to the teacher and other pupils is minimised. Persistent lateness can lead to a significant loss in learning time.

Please note that unauthorised absences and persistent lateness can result in a penalty notice being issued if your child has more than 10 sessions (5 full days) within a six month period. You can find more information about penalty notices in our school attendance policy. Copies of the policy are on the school website, or available from the school office.

We're committed to working with families to make sure every pupil gets the support they need. We would therefore like to arrange a meeting to discuss how we can work with you to help improve [name's] punctuality.

Please contact the school office on 01249 812424 to arrange a meeting.

Yours sincerely,

Graham Shore

Headteacher

Appendix J

Sample Letter – Approving Religious Observance

Your request for absence for religious observance

Thank you for your request to take [name(s)] out of school on [date] because of [religious occasion].

In this case, I'm prepared to agree to your request and it will be considered an authorised absence.

Each request for an absence is considered on its merits at the time. We recognise that a family's religious beliefs and traditions are intrinsic to their sense of identity. However, please note that my decision in this instance does not set a precedent, and does not necessarily mean I'll agree to a similar request, from you or other parents, in the future.

Yours sincerely,

Graham Shore

Headteacher

Appendix K

Sample Letter – Approving Holiday Request

Your request for a holiday absence

Thank you for your request to take [name(s)] out of school between [date] and [date].

Having considered the exceptional circumstances set out in your application, I'm able to agree to your request.

I haven't come to this decision lightly. Our school is dedicated to the education of all our pupils, and believes regular attendance throughout the year is essential to every child's success and fulfilment.

Each request for a holiday absence is considered on its merits at the time. Please note that my decision in this instance does not set a precedent and does not mean I'll be able to agree to a similar request, from you or other parents, in the future.

Yours sincerely,

Graham Shore

Headteacher