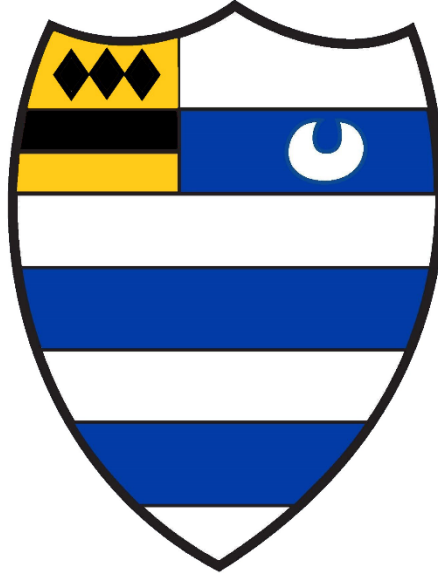


Stanford Junior and Infant School



Attendance & Punctuality Policy

*“Living Together,
Learning Together”*

Prepared by Senior Leadership Team:

Adopted by Governors:

Last Review:

Approved by Policy Committee:

Date of next Review:

September 2022

September 2022

September 2024

September 2024

September 2025 or earlier if required

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1. Overview

If learners are to get the greatest benefit from their education in school, it is important that they have good attendance and arrive punctually. As learners grow and prepare for their next stages of education and employment they need to see good attendance and punctuality as important qualities that are valued by others and employers. We will do all that we can to encourage good attendance and punctuality. Where learners are not conforming to our high expectations for attendance and punctuality we will put into place effective strategies to bring about improvement.

2. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting 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 ensure pupils have the support in place to attend school
- We will also promote and support punctuality in attending lessons
- Fostering the support of parents in ensuring that their children attend school well and that they arrive on time.
- Keeping good records of attendance through the school registers and taking prompt action to follow up absences.
- Tracking pupil absences.
- Working effectively with the LA and other agencies to follow up attendance issues promptly and efficiently.
- Monitoring closely pupils with attendance and punctuality issues and to work with parents and where appropriate other agencies to bring about improvement.

3. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting 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 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

4. Roles and responsibilities

4.2 4.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders
- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- 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
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy
- 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'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
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Link governor for attendance

4.3 The headteacher

The headteacher is responsible for:

- 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 authorising school administrative assistants to be able to do so
- 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

4.4 The Senior Attendance Champion

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school
- Offering a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Regularly monitoring and evaluating progress in attendance
- Devising specific strategies to address areas of poor attendance identified through data

- 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
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The Senior Attendance Champion responsible for attendance is Clair Smith, Deputy Head Teacher and can be contacted 01472 318003, office@stanfordschool.co.uk

4.5 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 the Headteacher and reporting concerns about attendance to the senior attendance champion
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officers are Lesley Toyne and Michelle Moore who work in conjunction with the Local Authority Education Welfare Officer and can be contacted via 01472 318003 or office@stanfordschool.co.uk.

4.6 Class teachers

Class teachers are responsible for recording attendance on a daily basis using Arbor online registers linked with the schools MIS system. They must mark the child present or leave blank if absent and submit to the school office by 9.15 for morning register and by 13.15 for afternoon register. The office staff will update the register using the correct codes, mark any lates and absences. It is the responsibility of all staff to implement the Attendance and Punctuality Policy consistently and to create a climate for learning that promotes positive attendance. Staff should also:

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

4.7 School admin staff

School admin staff will:

- Take calls/messages from parents/carers about absence on a day-to-day basis and record it on the school system
- Recording attendance on a daily basis, using the correct codes
- To follow up unreported absences and follow school policy as soon as possible
- To report to the headteacher and liaise with the Education Welfare Office when required
- To provide monthly and termly reports to the headteacher and governing body
- Record vulnerable pupils absence on CPOMS and notify SLT as soon as possible

If absence is frequent or continuous, except where a child is clearly unwell, staff will discuss with parents/carers the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note

or explanation from a pupil's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the school.

4.8 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- 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
- Should inform school on the first day of their child's absence and each subsequent day of absence by telephone or email by 9.30am. When contacting the school, press option 1 to record your child as absent. Failure to do so results in a telephone call or text message from the office, and may result in the absence being unauthorised, if we cannot contact the parent. The parent should also state how long they anticipate their child will be absent.

The Education Welfare Service also monitor absences on a regular basis and will address any irregularities with pupils' attendance. If there is no improvement in the child's attendance, the fast track system may be implemented. This begins with parents attending a School Attendance Panel meeting. Targets will be set for the following month and if these are not achieved parents will be requested to attend a Local Authority Panel meeting. If their attendance still does not improve this could result in a court appearance and a fine.

4.9 Pupils

Pupils are expected to:

- Attend school every day on time

5. Recording attendance

5.1 Attendance register

We will keep an 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 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:

- For pupils of compulsory school age, whether the absence is authorised or not

- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstance

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8.55 on each school day.

The register for the first session will be taken by 8.55am and will be kept open until 9.20am.

The register for the second session will be taken by 13.05pm and will be kept open until 13.30pm.

5.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.30am or as soon as practically possible by calling or emailing the school office staff (see also section 7). We also have a specific voicemail where absence messages can be left. Telephone 01472 318003, email office@stanfordschool.co.uk

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

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide 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/carers will be notified of this in advance.

5.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

Please contact the school office, face-to-face, telephone or email, please provide evidence of appointments this can be a letter, email or text.

However, we encourage parents/carers 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/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 6 to find out which term-time absences the school can authorise.

5.4 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

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

The school day begins at 8:50am and all pupils are expected to be in school at this time as morning registration takes place then.

- All lateness (after 8:50am) is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary.
- Arrival after the close of registration will be marked as unauthorised absence and coded U in line with Department of Education guidance. This mark shows them to be on site, but is legally recorded as an absence.

- If a pupil is late due to a medical appointment, they will receive an authorised absence, coded M. Please be advised that, where possible, doctors and dentists appointments are to be made outside of school hours or during school holidays.

Lateness is recorded on the child's permanent record which follows throughout their school life and is monitored by the Senior Attendance Champion, Admin Officer and the Learning Mentor. If a child is regularly late the Learning Mentor will contact the parent to discuss this and offer support. School works closely with the Education Welfare Officer (EWO) through regular meetings on subjects such as letters of concern, home visits and more formal attendance procedures.

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. On-going and repeated lateness is considered as unauthorised absence and may be subject to legal action.

5.5 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/carer 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 make a home visit or involve the education welfare officer
- Follow up on their absence with their parent/carer to ascertain the reason, phone, text, email or home visit
- Ensure proper safeguarding action is taken where necessary
- 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
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

5.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels if below 90% or on the pupils annual report. Parents and view a child's absence on the Arbor Parent Portal.

6. Authorised and unauthorised absence

6.2 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be '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.

The fundamental principles for defining 'exceptional circumstances' are: "rare, significant, or unavoidable"; which means the event could not reasonably be scheduled at another time.

There is no legal entitlement for time off in school term time to go on holiday and in the vast majority of cases a holiday will not be authorised. Parents/carers wishing to apply for leave of absence need to be made in writing by the parents in advance, as the Department for Education (DfE) has told schools that they cannot authorise any absences after they have been taken. This letter should detail the reason why the request is being made.

Permission will only be authorised in exceptional circumstances, at the discretion of the Headteacher. Penalty notices may be issued to each child and each parent by the Local Authority when leave is not authorised.

Taking holidays in term time will affect a child's schooling as much as any other absence and we expect parents to help us by not taking children out during school time.

The school considers each application for term-time absence individually, taking into account the specific facts,

circumstances and relevant 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 in writing to the headteacher. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments with proof of appointment
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils 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

6.3 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. If improvements are not made this may lead to prosecution.

When can I be given a penalty notice (fine) if my child misses school?

All schools must consider giving a penalty notice to a parent when a child has missed 10 or more sessions (5 days) for unauthorised reasons within a 10 school week period, and support to help your child be in school is not appropriate. If support would help improve attendance, that should be provided by the school or local council rather than a penalty notice. You cannot be given a penalty notice for absence that is authorised by the school (such as illness).

A penalty notice will usually only be issued in cases of holidays taken in school time, or for other reasons where the school or council is trying to help attendance to improve and you are not engaging in that support or it is not working and they believe that a penalty notice would improve attendance.

Your school or council can still decide to issue a penalty notice or proceed to prosecution for less amounts of absence than 10 sessions (5 days) if support is not appropriate and they think it would improve attendance. For example, if parents are often taking shorter holidays in school time to deliberately avoid a fine.

When may I be given a 'notice to improve' instead of a penalty notice?

In some cases, your school or local council may choose to give you a 'notice to improve' instead of a penalty notice once the national threshold of 10 sessions (5 days) of unauthorised absence is met. This is a formal written warning that, unless attendance significantly improves, you will be issued with a penalty notice. This is to give you another chance to work with the school to improve your child's attendance. A 'notice to improve' will not be given if you take a holiday in term time without permission.

How much could I be fined if my child misses school? How many penalty notices can I get?

From the 2024-25 school year, the fine for school absence penalty notices across the country will be £80 if paid within 21 days, or £160 if paid within 28 days. If you do not pay the fine you may be prosecuted in court.

If a parent receives a second penalty notice for the same child within any three-year period, the charge will be a flat rate of £160; there will be no reduction if paid within 21 days. Penalty notices for absence before the 2024-25 school year do not count.

A parent cannot receive more than two penalty notices for the same child within any three-year period. This is because it is clear that previous penalty notices have not worked. Once this limit has been reached, another action like a parenting order or prosecution will be considered. Penalty notices for absence before the 2024-25 school year do not count in this limit.

7. Elective Home Education

Where a parent/carer has expressed their intention to remove a child from school with a view to educating at home, our school will inform the Local Authority and other key professionals so we can work together before a final decision has been made, to ensure the parents/carers have considered what is in the best interests of each child. This is particularly important where a child has special educational needs or a disability, and/or has a social worker, and/or is otherwise vulnerable. Where a child has an Education, Health and Care plan local authorities will need to review the plan, working closely with parents and carers.

8. Strategies for promoting attendance

School's strategies for rewarding and improving attendance are:

- Celebrating good attendance in assemblies or on displays
- Termly and yearly excellent attendance certificates
- Children whose attendance is high will be recognised at the end of each term
- Where a child is absent from school due to mental illness, complex barriers or SEND, a meeting may be arranged to explore avenues of further support. Our Learning Mentor may become involved at an early stage to support pupils with attendance barriers
- Pupil absence will be tracked and where a learner is developing a pattern of 'occasional' absences or 'lates' the parent may be contacted or written to, to discuss any patterns
- Where attendance is causing concern parents will be notified by letters and meetings will be arranged to support improved attendance
- The school will use welfare and attendance officers on a regular basis to follow up absences or lates that are suspicious or causing concern.
- Where necessary the school will work closely with the LA to take action against those unlawfully keeping learners from school
- Children's percentage attendance will be monitored half termly, termly and yearly at a school, both in cohort and pupil level and parents will be kept informed of the statistic through the information system 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

9. Attendance monitoring

The Headteacher is responsible for monitoring the effectiveness of this policy on a regular basis and for reviewing the policy annually in partnership with staff and the Governing Body. Consistency of use will, therefore, be monitored throughout the year.

9.2 Monitoring attendance

The school will:

- Monitor attendance and absence data termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Pupil-level absence 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 compare attendance data to the national average, and share this with the governing board

9.3 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families

- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

9.4 Using data to improve attendance

The school will:

- Provide regular attendance reports to the head teacher, governors and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

9.5 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.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Liaise and work in conjunction with the education welfare officer, who will provide letters and meet with parents, complete home visits

10. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually. At every review, the policy will be approved by the policy committee.

11. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

S. Winder

Chair of Governors:

Date: 12/09/2024

Leona Roberts

Headteacher:

Date: 12/09/2024

Review Date	Amendments	Approved Date
September 2022	Policy Written	September 2022
October 2023	Policy Review – Highlighted Amendment	October 2023
September 2024	Policy Review	September 2024

12. Appendices

12.2 Appendix 1: attendance codes

Important Changes to Attendance Codes - Attendance codes are changing from the 19 August 2024 so this will come into effect for the new academic year 2024/2025.

This is a list of attendance codes that come into effect in the next academic year for all schools:

Code	MIS Description	DfE Description / Explanation
/	Present (AM)	Present for school morning session
\	Present (PM)	Present for school afternoon session
B	Attending any other Approved Education Activity	Attending any other approved educational activity. Not to be used for Virtual learning
C	Other authorised circumstances	Leave absence for exceptional circumstance
C1	Leave of absence – regulated performance	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
C2	Leave of absence – Temporary part-time timetable	Leave of absence for a compulsory school age pupil subject to a part-time timetable
D	Dual registered	Dual registered to another school
E	Suspended or excluded without alternative provision	Suspended or permanently excluded and no alternative provision
G	Family holiday (not agreed)	Unauthorised absence as pupil on a family holiday, not agreed, or is taking days more than an agreed family holiday
I	Illness	Illness (not medical or dental appointment)
J1	Leave of absence – Interview for employment or transfer to another educational institution	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
K	Alternative provision provided by LA	Attending education provision arranged by the local authority
L	Late (before registers closed)	Late arrival before the register closed
M	Medical or dental appointment	Leave of absence for the purpose of attending a medical or dental appointment
N	No reason yet provided for absence	Reason absence not yet established
O	Absence in other or unknown circumstance	Absence in other or unknown circumstance
P	Participating in sports activity	Participating in sports activity
Q	Unable to attend – lack of access arrangements	Unable to attend the school because of lack of access arrangements
R	Religious observance	Religious observance
S	Study leave for public examination	Study leave for public examination

T	Traveling with parent for occupational purposes	Traveling with parent for occupational purposes
U	Late (after registers closed)	Late (after registers closed)
V	Attending an educational visit or trip	Attending an educational visit or trip
W	Attending work experience	Attending work experience
X	Not required to attend-non-compulsory school age pupil	Not required to attend-non-compulsory school age pupil
Y1	Unable to attend – Transport not available	Unable to attend due to transport normally provided not being provided
Y2	Unable to attend – widespread travel emergency	Unable to attend due to widespread disruption to travel
Y3	Unable to attend – unavoidable partial closure	Unable to attend due to part of the school premises being closed.
Y4	Unable to attend – unavoidable full closure	Unable to attend due to the whole schools’ site being unexpectedly closed
Y5	Unable to attend – criminal justice detention	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend – Public Health Guidance / Law	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend – Unavoidable other than Y1-Y6	Unable to attend because of any other unavoidable cause.
Z	Pupil not on roll	Prospective pupil not on admission requester
#	Planned whole school closure	Planned whole school closure

This is a list of codes where a reason will be required with the attendance code:

Code	MIS Description	DfE Description / Explanation
B	Educated off-site (not Dual-Reg)	Attending any other approved educational facility.
K	Alternative provision provided by the LA	Attending education provision arranged by the local authority
Y7	Unable to attend – Unavoidable other than Y1-Y6	Unable to attend because of any other unavoidable cause.

Retired Codes no longer in use after 19th August 2024:

Code	MIS Description	DfE Description / Explanation
H	Family Holiday (agreed)	Authorised absence due to agreed family holiday.
J	Interview	Unable to attend due to exceptional circumstances – not counted in possible attendance
Y	Unable to attend due to an exceptional circumstance	Unable to attend due to exceptional circumstances – not counted in possible attendance

12.3 Parent Letters

Annex A: Example letters and emails

General messages about the importance of attendance

Dear Parent/Carer of {Pupil Name}

We need your help, please.

{Pupil Name} has been absent for {#} days of school, which is equal to {#} lessons missed so far this school year.

We know that sometimes our pupils cannot come to school because they are really unwell - and that's the right thing to do for them and other students. Medical advice is clear however that children with mild illness will often be well enough to attend - for example if they have a cough, or cold, without a temperature. The NHS guidance [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk) is designed to support parents in their decision making about mild illness.

We also know that pupils fall behind their friends and classmates when they miss school. At _____ school we want the amount of missed education to be reduced as much as possible. We believe that our community is stronger together, with all of our pupils in school, on time, every day. We are building life skills, life-long friendships and preparing your child for future success.

We also know that you can have a significant effect on {Pupil Name} absences this academic year and we would really appreciate your help and support ensuring that {Pupil Name} comes to school every day so that they can get the best possible outcomes. We want to work with you to achieve this – please call or come in and meet {Pupil Name}'s class teacher or tutor if there is anything we can do to support you or your child. We appreciate that every family's situation is unique.

We will be in touch again to request a meeting with you if we have ongoing concerns about your child's attendance.

Kind regards

Attendance Guide for Parents/Carers

Newsletter content to showcase attendance expectations

What YOU must do:

Try to telephone the school before 8.30am each day of your child's absence.

Tell the school in advance, of any medical appointments and bring in appointment cards/letters.

If you are not sure whether your child is well enough to attend school, send them in anyway as they often perk up on arrival.

Have a backup plan for if your child misses transport, call on a family member, neighbour or friend.

If you and your child are experiencing difficulties with school attendance then talk to us as a first step so we can help!

What WE will do:

Check your child's attendance every day.

Phone home to discuss your child's attendance with you.

Invite you into school for attendance meetings if we are concerned.

If we cannot establish a reason for absence, then we may make a welfare home visit.

Absence due to exam worries

Dear Parent/Carer of {Pupil Name}

{Pupil Name} was absent for {#} lessons due to exam worries so far this school year.

We know that parents worry about their children's mental health. Parents and carers must remember that mild anxiety, whilst sometimes a difficult emotion, is normal. In many instances, attendance at school may serve to help with the underlying issue more than being away from school, which might exacerbate it. Rather than keeping {Pupil Name} away from school during this time we would much rather you encourage your child to attend school and you let us know about your worries so that we can work together on supporting your child.

It is important to us that all children feel safe and supported when attending school and we are keen to work with you to ensure that {Pupil Name} feels this way when attending school.

We would love to meet with you to discuss avenues for support. Please contact [insert staff member name and contact information] to make an appointment or arrange a phone call.

Kind regards

Absence due to lateness

Dear Parent/Carer of {Pupil Name}

We have noticed that {Pupil Name} is often absent in the mornings.

We know that mornings can be difficult for some pupils, and we are keen to help to improve {Pupil Name}'s attendance.

We would love to talk to you to discuss avenues for support to help {Pupil Name} attend school well. Please contact [insert staff member name and contact information] to make an appointment or arrange a phone call.

Kind regards

Letter for Sickness Absence

Good morning

_____ has been marked absent on the register, please could you call the school immediately to update us with a valid reason why they are not in school.

You can update us by calling the office and leaving a message on the dedicated voicemail line or by email at office@stanfordschool.co.uk

As per the Attendance Policy (see link), you must let us know by 9.30am each day if the pupil is absent, failure to let us know may result in the pupil receiving an unauthorised mark in the register.

<http://www.stanfordschool.org/documents/policies/Attendance%20Policy.pdf>

If the school cannot reach any of the pupil's emergency contacts, the school may make a home visit or involve the education welfare officer.

Yours Sincerely

Stanford School

Unauthorised Holiday Letter (Not Informed)

Good morning

Regarding your child's (Name) absence.

We have reason to believe the information given for your child's absence is not authentic and we must query this with you.

We have been informed that you may be away on an unauthorised term time holiday.

Reason for Query

Unless you can provide evidence otherwise, this absence will be recorded as an unauthorised term time holiday and may be subject to a fine by the Local Authority as per the School Policy and DFE Guidelines.

Yours Sincerely

Stanford School

Approval of Authorised Leave Application Letter

Date:

Dear xxx,

Thank you for your letter regarding permission to take xx out of school for the purposes of from xx to xx.

I have considered your application for leave for xx days and this absence will be authorised for the following reasons:

Whilst I have authorised this leave for a period of xx days please note that any absence beyond the xx days will be considered unauthorised and you may be subject to a Penalty Notice issued by the Local Authority on your return, incurring a fine of up to £180 per child. I have included a leaflet about this which has been issued by the Local Authority in response to parents who take their children out of school during term time.

I hope you enjoy your leave and look forward to seeing xx back in school on xx.

Yours sincerely,

xxx Head teacher

Refusal of Leave of Absence Application Letter

Re: Childs Name

Dates:

Dear Mr and Mrs

I am unable to grant your request for your child/ren named above to be absent from school due to leave during term time.

I assure you that I have made this decision with the best interests of your children in mind. I will not authorise this absence.

The importance of school attendance is such that leave of this kind will only be granted where the circumstances are exceptional. This is in accordance with our attendance policy and statutory guidance from the DFE – Working together to improve school attendance.

[Link to Attendance Policy.](#)

If you now take your children out of school it will be recorded as unauthorised absence. Please understand this may lead to the issuing of a penalty notice and legal action being taken.

[Link to Penalty Notice Summary](#)

In addition, if a pupil takes unauthorised leave in term time without the Head Teacher's authorisation, and does not return to school within 20 school days the pupil may be deleted from the school register on the 21st day. This means your children would not have a place at this School and will be referred to the Local Authority as a Child Missing in Education. This may result in your child being removed from the school roll.

It is essential for your children to be in school regularly to benefit fully from their educational opportunities. Good attendance will ensure that children can reach their full potential. To achieve this, children need to attend school every day.

If you wish to discuss this further please contact the school office to arrange an appointment.

Yours sincerely,

Mrs L Hackfath

Head Teacher

PN Letter to Parents following Unauthorised Leave

Date:

Dear xxx,

I write regarding your child's recent unauthorised absence from xx to xx. As you are aware, leave in term time is not permitted without the permission of the Head teacher as taking children out of school during term time disrupts their school routine and learning.

Despite being informed of the school's policy and consequences for doing so you chose to continue to take xx on leave during term time without authorisation. As such you are now being referred for a Penalty Notice under Sec. 444a. of the Education Act (1996) for failing to ensure the regular attendance of your child(ren).

The Penalty Notice is being requested in line with the Code of Conduct administered by (name of Council). If accepted, the notice will be sent to you in due course at which time details regarding the payment will be explained.

We thank you for your support in ensuring that your child is not absent from school during term time in future.

Yours sincerely,

xxx Head teacher

Persistent Absenteeism

Date:

Dear Parent / Carer,

The Registers at xx 'school' show that your child has missed more than a day of school each week on average, without good reason, over the last half term. You, as parent, are legally responsible under Section 444(1) of the Education Act 1996, for ensuring that your child attends school regularly. As such you are now being referred for a Penalty Notice under Sec. 444 of the Education Act (1996) for failing to ensure the regular attendance of your child(ren).

The Penalty Notice is being requested in line with the Code of Conduct administered by the Local Authority. If accepted, a warning letter will be sent, whereby a 15-day monitoring period would be set in order to give you an opportunity to improve your child's attendance and avoid a subsequent fine. Should your child have 5 or more sessions of unauthorised absence during the 15-day monitoring period, a Penalty Notice will be issued. Once issued, a PN incurs a fine of £80.00 rising to £160.00 per child if not paid within 21 days.

Please take steps to make sure your child gets to school on time every day, and to obtain a Medical Certificate if he/she is too ill to attend. Any other reason for absence should be discussed with the school and it is the School's decision whether to authorise any absence that is not covered by medical evidence.

We thank you for your support in ensuring that your child is not absent from school during term time.

Yours sincerely,

xxx Head teacher