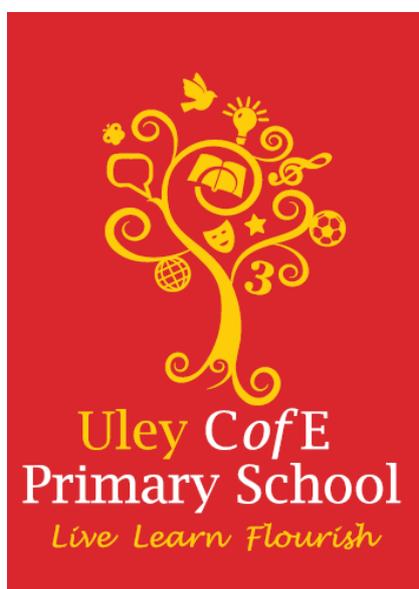


ULEY C OF E PRIMARY SCHOOL



ATTENDANCE AND PUNCTUALITY POLICY

They are like trees that grow beside a stream that bear fruit at the right time and whose leaves do not dry up. They succeed in all they do. Psalm 1:3

Ethos Statement

We believe that everyone should be given the opportunity and encouragement to be the best that they can be. To this end, we strive to create the right environment, deliver the right content, and embrace new ideas. We apply our school values of trust, friendship, compassion and wisdom to enable every individual to flourish within a moral framework built on Christian values. We believe that this can only be achieved by developing partnerships between pupils, staff, governors, parents and the wider community.

OUR SCHOOL VISION

Live – Learn – Flourish

-  Live: at home, in school, and in our local community
-  Learn: about self, others, and our ever-changing world
-  Flourish: be the best we can be in all that we do

OUR SCHOOL MISSION

-  We give all – pupils and staff – the opportunities and encouragement to be the best that they can be
-  We create an environment that has the right balance of challenge and support
-  We deliver a curriculum that is right for our school, inspiring and motivating all, and embracing new ideas
-  We apply our School Core Values of Trust, Friendship, Compassion and Wisdom in all that we do
-  We develop strong and effective partnerships between pupils, staff, governors, parents and the wider community
-  We strive to ensure that all flourish within a moral framework built on Christian values and the Diocesan vision “I have come that they may have LIFE, and have it to the full”. (John 10:10)

Attendance Matters

Did You Know?

A full year of a child's school education has a total of 190 days. This means that children are expected to be in school for 52% of a year. This also means that for 175 days or 48% of the year children are not in school.

Uley C. of E. Primary School is committed to providing a full and efficient education for all pupils for the total 190 school days. Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late. At Uley C. of E. Primary School we expect the best attendance possible (100%) for every child throughout their school life in order for them to have the best possible future life opportunities.

This policy has been written with guidance from the following documents:

- The DFE's Advice on School Attendance, July 2019.
- The DFE Statutory guidance for School attendance parental responsibility measures, January 2015
- Local authority guidance on Children Missing Education and missing Children, January 2017
- Local Authority guidance on Attendance January 2019

Why is Good Attendance and Punctuality Important?

All pupils of compulsory school age are, by law, entitled to a full-time education and attendance has a major impact on a child's future life opportunities. What is regular attendance at Uley? At Uley we aim for 100%. We expect pupils to attend every day that the school is open unless a reason acceptable to the school is given and we are able to authorise the absence. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children.

The purpose of this policy is to ensure that it is understood how important good attendance and punctuality is in enabling children to achieve their best and the procedures in place to support this.

We aim to:

- Achieve 100% school attendance data.
- Create a culture in which good attendance and punctuality is accepted as the norm.
- Demonstrate that good attendance and punctuality is valued by the school.

- Monitor and reduce authorised and unauthorised absence.
- Monitor and improve punctuality.
- Maintain and develop effective communication regarding attendance and punctuality between home and school.
- Work with families to improve attendance and punctuality.
- Reduce the level of requests for leave of absence for their child during term time.

What the Law says about School Attendance:

Full-time education is compulsory for all children aged between 5 and 18, either at school or otherwise, with a child beginning primary education during the school year he or she turns 5. Children are required to attend school for 190 days (380 sessions) in any single academic year (September-July).

Absence from school is a legal matter. By law, all children of compulsory school age who are registered pupils at a school must attend full-time and be punctual. Only schools can authorise pupil absence from school, if they are satisfied with the reason provided by the parent, in writing. The role of the local education department is to enforce the law on school attendance. Ultimately, the local authority can instigate legal action.

In this document the advice refers to:

The Education Act 1996;

The Education (Pupil Registration) (England) Regulations 2006 as amended;

The Education Act 2002;

The Education (School Day and School Year) (England) Regulations 1999;

The Changing of School Session Times (England) (Revocation) Regulations 2011;

Crime and Disorder Act 1998;

The Anti-social Behaviour Act 2003;

The Education Act 2005;

The Education and Inspections Act 2006;

The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007;

Magistrates' Courts (Parenting Orders) (Amendment) Rules 2007;

The Education (Penalty Notices) (England) Regulations 2007 as amended;

The Education and Skills Act 2008.

Registration Procedures

The school day starts at 8.50am for all children. We expect children to arrive in good time to start the day therefore staff are on the playground and school door opens at 8.40am. Registers open when teaching begins at 8.50am and close at 9.00am. The register will be marked with an 'L' if a child is not present when the register is taken. Arrival after the close of registration will be marked with as unauthorised absence code 'U'.

Lateness:

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons that have already started. Often this leads to the child feeling embarrassed or upset which in turn can lead to reluctance to coming to school. Being 10 minutes late every day throughout the academic year is the same as missing two weeks of school.

Arrival after registration without a reason acceptable to the school will be recorded with an unauthorised absence for the morning session and this will affect his/her attendance figure.

If children arrive late they need to sign in so we know they are on site and we are able to check their dinner arrangements. If attendance, including lateness, is a problem we will notify and work with the parents in the first instance. The registers are taken again at 1.00pm. It is recognised that there may be circumstances when a child may arrive late because of transport difficulties etc. In these instances school should be informed as soon as possible.

If your child has a persistent late record you will be asked to meet with the Head Teacher or the Family Liaison to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time. See Lateness Letters 1, 2 and 3.

Absence Procedures

If a child is unfit for school; parents should contact the school by 9.00am on the first day, in person, by email or by telephone and repeat this each consecutive day until they return. Absences will not be authorised without this procedure. It is school procedure to contact parents of children who are absent that have not notified school by 9.15am.

Understanding Types of Absence

Every half-day absence from school has to be classified by the school as either authorised or unauthorised. This is why information about the cause of any absence is always required.

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 guardian. For example, if a child has been unwell, the parent writes a note or telephones the school to explain the absence.

Unauthorised Absence

Unauthorised absences are those which the school does not consider reasonable and for which no leave has been given. This includes:

- Parents/carers keeping children off school unnecessarily.
- Absences which have not been properly explained.
- Children who arrive at school too late to get a mark.
- Shopping, looking after other children or birthdays.
- Day trips and holidays in term time which have not been agreed.

The school need not accept a parental explanation for a child's absence, whether written, telephoned or given in person, if they doubt the explanation. It is for the school to judge whether the explanation given is satisfactory justification for the absence. Any further investigation needs to be handled sensitively but if, after this, questions remain (or where no satisfactory explanation is forthcoming), the absence must be treated as unauthorised.

Where possible, parents will be informed when an absence is unauthorised. The children's attendance data is reported to parents throughout the year and in the children's end of year school report.

Time off School during Term Time

School Attendance - Departmental advice for maintained schools, academies, independent schools and local authorities, July 2019 says:

Can a parent take their child on holiday during term time?

Head teachers should only authorise leave of absence in exceptional circumstances. If a head teacher grants a leave request, it will be for the head teacher to determine the length of time that the child can be away from school. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm.

What does the Department for Education say?

Amendments to the 2006 regulations were made by the [Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#) and came into force on 1 September 2013.

*Amendments to the Education Regulations 2006 remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless **exceptional** circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted*

There is no formal definition offered for exceptional leave at present by the Department for Education. However, from discussion with the DfE and professional associations it is suggested that exceptional leave would be:

- Rare
- Significant
- Unavoidable
- Short

(NAHT, 2014)

There is an expectation that parents should not take pupils out of school during term time. Schools are required to ensure that children only miss school if it is absolutely unavoidable, because of the detrimental effect that this has on pupils' attainment and therefore their future life chances.

Parents should be aware that the law does not grant parents an automatic right to take their child out of school during term time. The Department for Education allows a Headteacher the discretion to consider authorising a leave of absence in term time only in “exceptional circumstances”.

You may consider that a holiday will be educational but your child will still miss out on the teaching and learning that their peers will receive whilst your child is away. If a child is withdrawn during term time, disruption to the learning process happens. There is sometimes a belief that this can be made up by the school providing ‘work’ for the child to complete during the absence. However this cannot replace the quality teaching time and experiences s/he has missed. It is not our policy to provide work for such absences and it is not possible for your child to revisit these experiences when they return. Children returning from a leave of absence during term time are also unprepared for the lessons which build on the teaching they have missed. Disruption to the continuity of teaching and learning is something we all have a responsibility to avoid.

If requesting a leave of absence you will need to complete a form setting out the reasons. If the holiday is not considered to be an exceptional circumstance it will not be agreed. If you nevertheless take your child out of school for the leave of absence this will be recorded as unauthorised leave. A formal written request must be made to the Head Teacher from a person with Parental Responsibility at **least two weeks** before the planned absence. Requests made at a shorter notice period may be refused.

In the case of an unauthorised leave of absence the headteacher may request that the Local Authority issue a Fixed Penalty Notice without further warning to the parent. Please note that such a penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 if paid within the first 21 days which increases to £120 if paid between 21 and 28 days. Thereafter, if the penalty remains unpaid this may lead to prosecution through the Magistrates’ Court.

Persistent Absence (PA)

The Department for Education defines a persistent absentee as a pupil who misses more than 10% of their schooling across the year for whatever reason. Absence at this level is doing considerable damage to any child’s educational prospects and we need parents’ fullest support and co-operation to tackle this.

We monitor all absence thoroughly, therefore any pupil whose attendance indicates they are likely to reach the PA threshold will be prioritised and parents will be informed of this promptly. PA pupils are tracked and monitored carefully. PA pupils and their parents may be subject to an action plan if the PA continues.

Due to the serious nature of persistent absence, school will always consider requesting support from the local authority attendance team in order to address the matter. School will also consider requesting that the local authority issue penalty notices as a means of improving attendance.

Pupils Recorded with 10 Days or more of Continuous Unauthorised Absence

The Education (Pupil Registration) (England) Regulations 2006 state that schools must:

"... make to the local education authority ... a return giving the full name and address of every registered pupil of compulsory school age who ...

... (b) has been absent from school, where the absence has not been treated as authorised in accordance with regulation 6(2) for a continuous period of not less than ten school days, and specifying the cause of absence if known to the proprietor ..."

What will we do with this information?

The Local Education Authority collates the returns and offers advice about strategies to deal with the absence (if required). Upon receipt of the returns, the Data Officer ensures there is a central record of all pupils in the county who have 10+ days of continuous unauthorised absence and an Inclusion Officer (IO) is informed. If it is indicated that further advice is required on managing the absence an IO will make contact with the school to discuss the case(s).

Penalty Notice or Prosecution for Non-Attendance

What is a fixed penalty notice?

Penalty notices are fines that can be issued to parents by the Local Authority for their child's irregular school attendance. They can be issued in cases of leave taken during term time, without school's permission, delays in returning to school from a period of authorised leave or for persistent lateness.

The notice will state the fine payable and the timescales for doing so. The charge is £120 per parent, per child and is payable within 28 days (The fine is payable at a reduced rate of £60, if paid within 21 days). All payments are made to the Local Authority.

Penalty notices provide an alternative to prosecution and enable parents to discharge potential liability for conviction for an offence by paying the penalty.

When can a penalty notice be issued?

Parents of a registered pupil whose child fails to attend school regularly are committing an offence under section 444(1) Education Act 1996

Penalty Notices can be issued where with the governing body approval; the school attendance policy contains reference to the school's use of PN's with regards to unauthorised absences, unauthorised holidays and persistent lateness.

Penalty notices can be issued in cases of leave taken during term time without school permission or delayed return from a period of authorised leave without prior school permission.

Q. Why are Penalty Notices used?

Missing school can impact on children's academic attainment, disrupt school routines and affect the continuity of their learning. Missing school can seriously affect a child's longer-term life opportunities and their ability to reach their full potential.

If your child fails to attend school regularly and punctually, and the absence is recorded by the school as unauthorised, you are guilty of a criminal offence under Section 444 of the Education Act.

Q. What is a Penalty Notice?

A Penalty Notice is a fixed fine which may be issued as an alternative to prosecution. It does not require a court appearance (if paid) and does not result in a criminal record. Payment of a Penalty Notice means you avoid the potential danger of prosecution and subsequent conviction.

Q. When might a Penalty Notice be issued?

A Penalty Notice may be issued if your child is absent from school, without authorisation from the Headteacher, for the purposes of a holiday. There is no requirement on a school to issue a warning notice that a Penalty Notice may be issued for unauthorised holidays.

A Penalty Notice may be issued if your child is persistently late for school after the register has closed and without authorisation from the head teacher. A warning letter would be sent by the school in these cases and it is expected that the school will have worked with you and your child in order to understand and support the reasons for the persistent lateness.

Updated November 2018

Q. How is a Penalty Notice issued?

You will receive the Penalty Notice by post to your home address. These are issued by the Local Authority at the request of the school. Fines are issued to each parent (as defined in Education Law) for each child.

Q. What is the cost of the fine?

The penalty notice allows you 21 days to pay a £60 fine. If you pay after the 21-day period but within 28 days, the fine increases to £120. If the fine remains unpaid at this stage, the LA will usually initiate legal proceedings against you.

Q. How can a Penalty Notice be paid?

Your Penalty Notice will include clear instructions on how to pay. There are two main ways - by cheque or using your bank card to make an online payment. We cannot accept payment in part or by instalment for a Penalty Notice or after the 28 day deadline.

Q. What happens if I do not pay?

You will have up to 28 days from receipt to pay the Penalty Notice in full. If you fail to do so, the LA will usually initiate legal proceedings against you for failing to secure regular attendance for a child registered at a school.

If you are convicted of this offence there are a number of possible sentences, including a fine of up to £1,000.

Q. Is there an appeal process?

No. Once a Penalty Notice has been correctly issued, we cannot withdraw it unless it has been issued in error. It must be paid.

Q. What happens if the Penalty Notice is paid but my child still misses school?

Parents/carers are not liable for prosecution for their child's school attendance for the period in question once the Penalty Notice is paid. However, prosecution may be considered for further periods of absence not covered by the Notice. Prosecution will be considered if two Penalty Notices have been served in any single twelve month period.

Q. Who can I contact about a Penalty Notice that has been issued?

In the first instance you should contact the Attendance Officer at the school your child attends as the school will have requested that a Penalty Notice be issued.

Q. Where can I find more information?

For more information about the issuing of Penalty Notices you can contact the Local Authority's Education Inclusion Service at:

Gloucestershire County Council
Education Inclusion Service
3rd Floor, Block 4
Shire Hall
Westgate Street
Gloucester GL1 2TP

Phone: 01452 427274

Email: Attendance@gloucestershire.gov.uk

Website:

www.gloucestershire.gov.uk/education-and-learning

Children Missing Education

Children Missing Education (CME) refers to 'any child of compulsory school age who is not registered at any formally approved education activity eg school, alternative provision, elective home education, and has been out of education provision for a substantial period of time (usually agreed as 4 weeks)'. 'Suitable and efficient' education refers to an education that achieves what it sets out to achieve and is suitable to a child's age, ability and aptitude, and any special educational needs that child may have.

Identifying CME

A child is classed as CME if they are

- of compulsory school age and
- not on a school roll and
- not receiving a suitable education otherwise than being at school, for example, at home, privately or in alternative provision.

This might be:

- A child who has left a custodial establishment or private schooling or has arrived into Gloucestershire and whose parent has been unable to secure a school place
- A child who is deemed not to be receiving a suitable education whilst receiving Elective Home Education
- CME also includes those children who are missing (family whereabouts unknown), and are usually children who are registered on a school roll / alternative provision

This might be:

A child who is not at their last known address and either

- has not taken up an allocated school place as expected, or
- has 10 or more days of continuous absence from school without explanation, or
- left school suddenly and the destination is unknown

The school follows the Local Authority and/or Missing Children Protocol, Gloucestershire Safeguarding Children's Executive

Anyone concerned that a child is missing education (CME) can make a referral to the Access to Education Team at Gloucestershire County Council.

<https://www.gloucestershire.gov.uk/schoolsnet/your-pupils/children-missing-education/>

Children Missing from Education

Children and young people who run away and go missing from home Gloucestershire Safeguarding Children's Board (GSCB) has issued a protocol on partnership working when children and young people run away and go missing from home or care. The protocol is available at: www.GSCB.org.uk.

<https://www.gscb.org.uk/media/1519774/missing-children-protocol-revised-april-2018.pdf>

Flexi-Schooling

What are parents' duties regarding education?

- The responsibility to ensure that a child receives full-time education whilst he or she is of statutory school age lies with the parent.
- The 1996 Education Act states that the parent/carer of every child of compulsory school age shall cause him or her to receive efficient full-time education suitable to his or her age, ability and aptitude, and to any special educational needs he or she may have, either by regular attendance at school or otherwise.
- Some parents/carers may decide to provide a suitable education by educating their children at home, rather than seeking to enroll their child at a school. This is known as Home Schooling or Elective Home Education and is where the parent/carer takes full responsibility for the education of the child.

Guidance for parents and carers may be found at:

<https://www.gloucestershire.gov.uk/educationand-learning/home-education/>

What is flexi-schooling?

- Flexi-schooling is not the same as Elective Home Education. Parents/carers who request flexible attendance are asking for a pattern of provision which will involve *both* attendance at school as well as times when the child will receive educational

provision at home. Flexi-schooling is also different to children below compulsory school age attending part time as per Section 2.16 of the Admissions Code 2014.

- In April 2019 the DfE issued updated guidance for Elective Home Education, alongside separate guidance for parents. The April 2019 guidance contains the following paragraphs in relation to flexi-schooling:

‘Although most children educated at home have all the provision made at home, or alternatively partly at home and partly in other ways such as attendance at privately-run part-time tuition settings, it is not essential that this be so. Some children who are educated at home most of the time are also registered at school and attend school for part of the week – perhaps one day a week. The purpose of this is usually to ensure the provision in specific subjects is satisfactory, although it can also help in other ways such as socialisation. If a child is of compulsory school age he or she must, overall, be receiving full - time education even if components of it are part-time’.
(para10.7, DfE Guidance for LAs in relation to EHE)

‘Schools are not obliged to accept such arrangements if requested by parents. If they do, then time spent by children being educated at home should be authorised as absence in the usual way and marked in attendance registers accordingly.’

How should a request for flexi-schooling be made?

- If a parent/carer is interested in making such a request, the Headteacher of the child’s actual or prospective school should be contacted so that the proposal may be considered. Children who attend part-time under a flexi-schooling arrangement are subject to the same school admission processes as other children and are counted in the same way as a child who attends full-time for the purposes of the infant class size regulations.
- Ultimately it will be the decision of the Headteacher as to whether he or she is willing to enter into a flexi-school agreement with the parent/carer.
- Whilst there is an absolute right both to school placement and to Elective Home Education, there is not the same right to flexi-schooling; Headteachers may refuse to agree to such requests. There is no specific appeal against the decision of a Headteacher not to agree to a flexi- schooling request.

School Closures

The academic year is 190 days. Schools also have to have an additional 5 days that they can use for staff training; often called INSET (In Service Training) Days. These days are not part of the 190 days which is every child’s entitlement.

The Head Teacher will make every effort to ensure that the school remains open for 190 days. However, in some circumstances, the school may have to close. The Head Teacher must always consider the health, safety and welfare of every person who uses the school site, pupils, staff, parents, volunteers and visitors. If at any point, to use the school building

would be detrimental to a person or persons' health, safety and welfare, then the Head Teacher must close part or all of the school. Such events may be:

- Not enough staff to safely supervise the pupils and ensure the safe running of the school
- Lack of fresh running water and/or toilet facilities
- Lack of appropriate lighting and/or heating
- Damage to the structure of the building e.g. fire, water or weather damage.
- Instruction to close due to a local emergency incident
- Emergency at the school (See Emergency Plan)
- Severe weather - In the event that severe weather is forecast, or is developing, the Head Teacher, will consider either closing the school in advance of the school day, closing the school early, or opening the school later than usual. The action taken will always result from consideration of pupils, parents and staff facing 'significant risk of serious injury' in school or whilst travelling to or from school

Once a decision is made, the Head Teacher will endeavour to inform parents of that decision and the details of any arrangements that have been put in place.

Parents should always assume that the school will remain open during term time unless they hear otherwise.

If the Head Teacher decides to close the school, then the register is closed for the day and coded as an enforced school closure. This does not affect a child's attendance record.

Promoting Regular Attendance and Punctuality

- Discussing attendance at parent/teacher consultation meetings.
- Individual attendance and punctuality information detailed in end of year report.
- Reporting progress about attendance and reiterating expectations in Head Teacher's start of term letters.
- By publishing and displaying attendance statistics in the school newsletter.
- By celebrating good and improved attendance.
- Attendance and punctuality posters.

Monitoring Attendance and Punctuality

The school has a duty to monitor the attendance and punctuality of all children.

- Every term the Headteacher will look at the attendance and punctuality of all children in the school and report this to Governors.
- If we are concerned about attendance or punctuality we will talk with the family and work together to improve attendance. If there is no improvement in the child's attendance or punctuality, the school will escalate to a more formal process. See Attendance and Lateness Letters 1, 2 and 3 below.
- We speak to the families classified as persistent absentees and work together to improve attendance. If there is no improvement in the child's attendance or punctuality, the school will escalate to a more formal process.
- We analyse registration data termly to identify any other factors that may be preventing the achievement of good attendance across the whole school.
- We regularly review the Attendance and Punctuality policy and procedures.

Summary

Roles and responsibilities for attendance matters in this school:

Parents:

- Ensure children attend regularly and punctually – 8.40am
- Inform the school office by 9.00am if their child is unable to attend school or a reason that the child may be late.
- Contact the school before 9.00am on the first day of the child's illness and repeat this each consecutive day until they return.
- Encourage a positive attitude towards school and their child by showing an interest in the life of the school.
- Make every effort NOT to fix dental or similar appointments for school hours
- Avoid any leave in term time, but apply in advance using form if the reason for leave is unavoidable/exceptional
- Attendance at meetings in school
- Participation in support and interventions offered by school or other agencies
- Parents/carers notify the school immediately of any change of address or contact details, especially mobile telephone.
- Parents/carers notify the school of any family circumstances that might have an adverse effect on the child.

Pupils:

- Acknowledge behaviour needed out of school, e.g. early bedtime, helping by getting ready for school, turning off electronic devices when asked to
- Attend school/registration punctually
- Speak to parents/teacher if issues arise that may have an effect on school attendance

Head Teacher:

- Take the lead in ensuring attendance has a high profile within the school
- Ensure staff are fully aware of the importance of attendance and raise any concerns
- Regularly identify and monitor pupil, class and whole school attendance and punctuality levels, particularly that of vulnerable groups
- Regularly communicate pupil attendance and punctuality levels to parents, staff and governors
- Work with children and parents to remove barriers to regular and punctual attendance
- Ensure adequate, protected time is allocated to discharge these responsibilities
- Take overall responsibility for ensuring the school conforms to all statutory requirements in respect of attendance
- Consider each request for leave against the school's criteria, decide whether some or all of the leave will be authorised and notify parents of this decision
- Where there is ambiguity regarding an absence, make the decision whether or not to authorise an absence or to request further evidence to support the decision making process

- Send out attendance information to parents at the start of each short term – after October half term, after Christmas holiday, after the February half term, after the Easter holiday and at the end of the year.

Office Staff:

- First day response: Contact parents if a reason for absence has not been provided and log this information accordingly
- Input and update the attendance registers
- To raise any concerns to the school staff/Designated Safeguarding Leads and Head Teacher

All School Staff:

- Provide a welcoming atmosphere for children and provide a safe learning environment
- Ensure an appropriate and responsive curriculum
- Complete registers accurately and punctually morning and afternoon.
- Follow up any unexplained non-attendance.
- Provide a sympathetic response to any pupils' concerns
- To be aware of factors that can contribute to non-attendance
- To see pupils' attendance as the responsibility of all school staff
- Participate in training regarding school systems and procedures

Governors

- Ensure compliance with The Education (Pupil Registration) (England) Regulations 2006, as amended
- Adopt the whole-school policy and review regularly
- Monitor the consistent implementation of the attendance policy
- Set aspirational targets for improving the school's attendance figures
- Authorise the head teacher (or other designated person) to consider and make decisions regarding leave of absence requests.
- Work with the Head Teacher in establishing criteria against which leave requests will be considered. This is important to ensure the process is equitable and consistent.
- Support and challenge the Head Teacher with decisions of penalty notices

Lateness Letter Stage 1

Date

Dear

RE: Lateness

During a recent register check I noticed that your child is frequently late for school, please see enclosed report.

I will therefore, be monitoring your child's punctuality over the next 15 school days. If there is no improvement during this time I will be requesting a meeting with you to discuss the matter further.

I appreciate that there are some situations where lateness may be unavoidable, however, when your child is late he/she misses important instructions at the beginning of the session. Not only is their education disadvantaged by this, but other pupils are affected by the disruption a pupil arriving late causes.

I look forward to noting an improvement in your child's punctuality over the course of the next two weeks.

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

Yours sincerely,

Head Teacher

Lateness Letter Stage 2

Date:

Dear

RE: Lateness

Further to my previous letter on <insert date of Letter 1> there has been little or no improvement in your child's punctuality. Please find enclosed your child's attendance record.

I would be grateful if you could arrange an appointment to discuss your child's punctuality with me where we should be able to identify and plan ways together of making improvements to your child's punctuality at school.

I look forward to meeting with you.

.

Yours sincerely

Head Teacher

Lateness Letter Stage 3

Date

Name

Address

Dear (Name)

Re: The Education (Penalty Notices) (England) Regulations 2007
Warning of penalty notice for persistent lateness after the register has closed

Under the Education Act 1996, parents have a duty to make sure their children regularly attend school. If parents fail to do this, they can be prosecuted.

Working within an agreed Code of Conduct the Local Authority can issue a penalty notice to parents if a child has missed a number of sessions without permission from the school.

(Name) has been marked absent from school for () sessions in the previous () weeks without prior authorisation or an acceptable reason being given to the headteacher. Please note there are normally two sessions in each school day. Arriving after the registers have closed for the morning or afternoon session will result in an unauthorised absence mark for the entire session.

This absence has therefore been recorded as unauthorised in the school register.

I need to inform you that the level of (Name's) unauthorised absence places you at risk of a penalty notice and/or court action by the Local Authority.

Providing there are no further unauthorised absences within the next fifteen school days, which will start two days after the date of this letter (to allow for postage) a penalty notice will not be issued on this occasion.

I must also draw your attention to the fact that should (Name) have more unauthorised absences related to lateness within the next twelve months following this warning letter, you may receive a penalty notice without further warning.

Yours sincerely
Headteacher

Attendance Letter Stage 1

Dear <Parents Name>

RE: Attendance of < Pupil's Name>

From our regular monitoring of the attendance registers I notice that your child's attendance is reported as ----%. Please find attached a copy of your child's current attendance record. As I am sure you are aware, it is important that < pupil's name > maintains regular school attendance, as any absence may interrupt his/her academic progress and may have an effect on maintaining friendships. Regular attendance is a legal requirement.

If you require any advice or support to ensure that your child attends school regularly then please do not hesitate to make an appointment to speak to myself.

I look forward to noting an improvement in your child's attendance over the course of the next 15 school days.

Yours sincerely,

Head Teacher

Attendance Letter Stage 2

Date:

Dear <Parents Name>

RE: Attendance of < Pupil's Name>

Further to my previous letter on <insert date of Letter 1> I am concerned at the continuing number of absences that <child's name> has had from school. Please find enclosed your child's attendance record. Unfortunately there has been no improvement in your child's attendance at school since this letter and your child's attendance is currently <....%>. This is significantly below the national average of attendance at 95% for a primary school pupil.

I would be grateful if you could arrange an appointment to discuss your child's attendance at school with me where we should be able to identify and plan ways together of making improvements to your child's attendance at school.

I am keen to address these attendance concerns with you promptly to minimise the loss of learning for your child in school. I look forward to meeting with you to begin this improvement to your child's attendance at school.

Yours sincerely,

Head Teacher

Attendance Letter Stage 3

Date:

Dear <Parents Name>

RE: Attendance of < Pupil's Name>

Further to our meeting on..... I am still concerned at the continuing number of absences that <child's name> has had from school. Please find enclosed your child's attendance record. Unfortunately there has been little or no improvement in your child's attendance at school since this letter and your child's attendance is currently <....%>. This is significantly below the national average of attendance at 96% for a primary school pupil.

I would be grateful if you could arrange an appointment to arrange an 'Attendance Improvement Meeting' at which we will discuss your child's school attendance and a positive forward in order to avoid legal proceedings

I am obliged to formally notify you that unauthorised absence places you at risk of a penalty notice and/or court action by the Local Authority.

"If a child of compulsory school age who is registered at a school fails to attend regularly at the school then the parent is guilty of an offence under Section 444(1) of the Education Act 1996. There is a risk that if your child's attendance remains at the current level a referral may be made to the local authority, who will start a legal process. I enclose a leaflet which gives more detail about school attendance."

I am keen to address these attendance concerns with you promptly to minimise the loss of learning for your child in school. I look forward to meeting with you to improvement to your child's attendance at school.

Yours sincerely,

Head Teacher