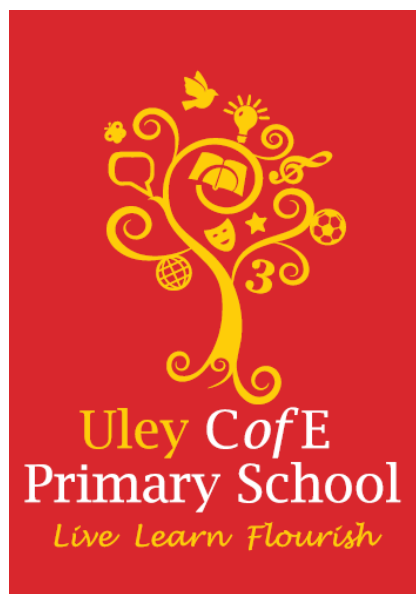


# ULEY COFE PRIMARY SCHOOL



## ATTENDANCE AND PUNCTUALITY POLICY

NOVEMBER 2024




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

‘Improving attendance is everyone’s business.’

## ***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. 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.

At Uley Primary School, we believe that improving attendance is everyone’s business and that providing a calm, orderly, safe and supportive environment where all pupils want to be and are keen and ready to learn is the foundation of securing good attendance. Working together to put the right support in place at the right time, in conjunction with all staff in school, parents/carers, pupils, Gloucestershire County Council and other local partners, we aim to remove any barriers to attendance by building strong and trusting relationships.

Our objectives are to promote good attendance, ensuring every pupil has access to the full-time education to which they are entitled. By acting early to address patterns of absence we aim to reduce absence, including persistent and severe absence.

## **Why is Good Attendance and Punctuality Important?**

Regular attendance is fundamental to the future success of children. We expect pupils to be in school for every session of the school day and for every day that the school is open.

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.
- To work together to remove any barriers to a child's attendance.
- Reduce the level of requests for leave of absence for their child during term time.

## **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 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) Regulations 2007, as amended](#)
- [The Anti-Social Behaviour Act 2003](#)
- [The Education \(Information about Individual Pupils\) \(England\) \(Amendment\) Regulations 2024](#)

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

## **What the Law says about School Attendance:**

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

In Education Law, (Section 576 of Education Act 1996), 'parent' means:

- all natural parents, whether they are married or not;
- any person who has parental responsibility for a child or young person; and,
- any person who has care of a child or young person (i.e. lives with and looks after the child).

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.

## **Roles and Responsibilities**

**Parents/Carers** 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
- Proactively engage with support offered informally or formally to help your child overcome any barriers to attendance

**Pupils** are expected to:

- Attend school every day on time

**The Governing Body** are expected to:

- Recognise the importance of school attendance and promote it across the school's ethos and policies
- Ensure school leaders fulfil expectations and statutory duties
- Regularly review attendance data, discussing and challenging trends, and helping school leaders focus efforts on the individual pupils or cohorts who need it most
- Ensure school staff receive adequate training on attendance
- Hold the Head Teacher to account for the implementation of this policy

**The Head Teacher** 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
- Requesting the issue of fixed-penalty notices, where necessary

**The Senior Attendance Champion** (*The Head Teacher*) is responsible for:

- Championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Establishing and maintain effective systems for tackling absence and make sure they are followed by all staff
- Having a strong grasp of absence data to focus the collective efforts of the school
- Regularly monitoring and evaluating progress, including the efficacy of the school's strategies and processes
- Communicating messages to pupils and parents
- Delivering targeted intervention and support to pupils and families
- Where there is a lack of engagement, holding more formal conversations with parents and raising the issue of the potential need for legal intervention.

**The School Attendance Officer** (*The Head Teacher*) is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the Senior Attendance Champion and the Head Teacher
- Working with school staff e.g., pastoral lead/family liaison officer/SENCo to tackle persistent absence
- Advising the Head Teacher (*or other member of staff authorised by the Head Teacher*) when to issue fixed-penalty notices

**The Class Teacher** is responsible for:

- Recording attendance on a daily basis, using the correct codes and submitting the information to the school office

**School administration/office staff** are responsible for:

- Taking calls from parents about absence on a day-to-day basis and recording it on the school system
- Transfer calls from parents to the appropriate member of staff to provide them with more detailed support on attendance
- Keeping accurate and up to date records of calls and communication with parents

## **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 an 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 disrupts lessons that have already started. This often leads to a child developing feelings of anxiety and 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 1.15pm. 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 look for a solution and any support needed. Parents can approach the school at any time if they are experiencing problems getting their child to school on time. See Lateness Letters 1, 2 and 3. Persistent lateness can lead to a request for the Local Authority to issue a penalty notice.

### **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.

Guidance on illnesses can be found:

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

#### **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.

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.

### **Time off School during Term Time**

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 Head Teacher the discretion to consider authorising a leave of absence in term time only in "exceptional circumstances".

Working together to improve school attendance September 2024 says:

*The DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.*

There is no formal definition offered for exceptional leave so Uley Primary School has defined it as:

- Rare
- Significant
- Unavoidable
- Short

You may consider that a holiday to be exceptional circumstances that 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.

Each application for term-time absence is considered individually, taking into account the specific facts, circumstances and relevant context behind the request.

Examples of any exceptional circumstances where leave **may** be granted during term time are as follows:

- If a parent is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- To attend a wedding or funeral of an immediate relative if the Head Teacher is satisfied that the circumstances are truly exceptional. Leave will only be granted for the day of the ceremony and will not include any travelling days or extended leave
- Out of school programmes such as music, arts or sport operating at a high standard of achievement including examinations. Documentary evidence of this event will be required.

#### **Examples of circumstances NOT considered as exceptional**

- Any holidays – including re-arranged or cheaper
- Shopping
- Looking after family
- Family outings including visiting relatives or not having seen a relative for a while (terminally ill may be exceptional circumstances)
- Birthday celebrations
- Getting up late or returning home late from a holiday and sleeping in
- Lack of transport – missing school for whole days, something could be arranged!
- Missed flights
- Leaving early to avoid traffic

Supporting documents to aid decision making must be submitted at the time of the request for absence.

Schools are not obliged to provide work for children to complete.

Any routine dental, eye or medical checks should be timetabled for school holidays or at the weekend. We know that sometimes children will need to attend a **hospital or other health-**

**related appointments** in school time and naturally we would authorise absence for such important cases.

Parents/Carers should bring the appointment letter into school before the day of the appointment. However, if the appointment time allows the child to come to school for registration and then leave, this will have a positive impact on their attendance figure. Likewise, if they are able to be back in school for afternoon registration after lunch.

### **Procedures following Unexplained Absence**

- 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 need to request involvement of outside agencies should there be concerns.
- 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 need to refer to outside agencies.

### **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
- Formalise support or use legal sanctions, in conjunction with Gloucestershire County Council, for example through using a parenting contract, engagement with social services, Education Supervision Order or consideration of attendance prosecution in the Magistrates Court

## Legal Sanctions

The school must consider requesting Gloucestershire County Council to issue a fine to parents for the unauthorised absence of their child from school, where the child is of compulsory school age and the national threshold has been met. Fixed penalty notices are issued in accordance with the Local Authority Penalty Notice Code of Conduct [Attendance - Schoolsnet \(gloucestershire.gov.uk\)](https://www.gloucestershire.gov.uk/schoolsnet)

If issued with a fine or penalty notice each parent must pay £80 (per child) if paid within 21 days rising to £160 thereafter. If not paid within 28 days the Local Authority can decide whether to prosecute or withdraw the notice – note there is no right of appeal in court by parents against a fixed penalty notice. The national framework for penalty notices sets out that a maximum of 2 penalty notices per child, per parent can be issued within a rolling 3-year period (the second one being payable at £160 with no option to reduce fine by making payment earlier). If the national threshold is met for a third (or subsequent) time within 3 years, the Local Authority will consider prosecution through the magistrates' court under Section 444(1) of the Education Act 1996.

In Education Law (Section 576 of the Education Act 1996) 'parent' means:

All natural parents, whether they are married or not

Any person who has parental responsibility for a child or pupil

Any person who has care of a child or pupil i.e. lives with and looks after the child

## 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 will:

- Regularly inform parents of their child's attendance levels through letters, reports.
- Monitor attendance and absence data as often as possible – daily, weekly, termly across the school and at an individual pupil level
- Identify whether 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.

- 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
- Provide regular attendance reports to other school staff 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

## **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.

## 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: [Home education - Gloucestershire County Council](#)

### 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. [Elective home education: guide for parents \(publishing.service.gov.uk\)](#)
- 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 Head Teacher 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 Head Teacher 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; Head Teachers may refuse to agree to such requests. There is no specific appeal against the decision of a Head Teacher not to agree to a flexi- schooling request.

## **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 of parent(s))

**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 Head Teacher. 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

Head Teacher

## **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



## Uley Primary School Request for Leave during Term Time

TO BE COMPLETED BY THE PARENT(S)/CARER(S)



A Request for Leave during Term Time form must be completed and returned to the School Office if you intend to take your child(ren) out of school during term time. This should be completed prior to any absence.

<b>Pupil</b>	
Name	
Date of Birth	
Year	
Class/Form	
First date of absence	
Last date of absence	

<b>Parents</b> – Parent means: all natural parents, whether they are married or not; any person who has parental responsibility for a child or young person; any person who has care of a child or young person i.e., lives with and looks after the child.			
Name		Name	
Address		Address	
Telephone number		Telephone number	
Email		Email	
Accompanying child during the leave of absence	Yes / No	Accompanying child during the leave of absence	Yes / No
Signature		Signature	
Printed name		Printed name	
Date		Date	

To establish if your reasons for the above absence are for exceptional circumstances, please give as much detail as possible (including your destination).

The decision will be based on the information you provide on this form (please continue with additional information on a separate sheet if required)

Our records will reflect that you will still proceed with this absence on an unauthorised basis, however, should you decide not to take your child out of school at this time, please let us know as soon as possible.

Reasons for request:

## Information for parents/carers

- *'Improving attendance is everyone's business'*, and it is important that we, as your child's school, work together in partnership with you, your family, your child, and the wider community.
- Any holiday-related absence taken that includes 10 sessions in 10 weeks, may result in a Penalty Notice.
- The penalty amount is increasing to £160 from September 2024 (reduced to £80 if paid within 21 days for the first offence). If a parent receives a second penalty notice within a rolling three-year period (following 1<sup>st</sup> September 2024) the fine is £160 and there is no option to pay the fine at a reduced rate.
- Parents with parental responsibility, and adults residing with the child, including for example, stepparents who have day-to-day responsibility for the child, may be fined, and this applies to each child who is absent.
- If a Penalty Notice is not paid within the time limits set out in the letter to the parent, the Local Authority may proceed the case to court.
- Nationally, Head Teachers are: not permitted to approve term-time holidays except in genuinely exceptional circumstances, and are to consider each application for a leave of absence individually before making our decision.
- The law clearly expects Head Teachers to enforce these penalties strictly.
- Parents/carers **do not** have the right to take children out of school for a holiday during term time. Any requests are considered on an individual basis following guidelines issued by the DfE and LA.
- Holiday absences will not be authorised if they are not considered to meet exceptional circumstances.
- If a pupil goes on holiday without permission, the absence will be classed as unauthorised. Absence will also be unauthorised if a child does not return to school on the agreed date. Unauthorised absence could result in referral to the LA to begin legal proceedings.



## Uley Primary School Request for Leave during Term Time

TO BE COMPLETED BY THE HEAD TEACHER



Pupil Name	
Date of Birth	
First date of absence	
Last date of absence	

<input style="width: 30px; height: 30px;" type="checkbox"/>	<p>Leave of absence <b>authorised</b> for the dates specified above.</p> <p>Please ensure your child returns to school promptly following the absence, as failure to do so may result in their removal from the school roll.</p>	Signature of Head Teacher:	Date:
<input style="width: 30px; height: 30px;" type="checkbox"/>	<p>Leave of absence <b>unauthorised</b> for the dates specified above.</p> <p>Should your child be absent on the dates specified above, these dates will be marked as unauthorised.</p> <p>This absence may result in a penalty notice being issued by the LA on behalf of the school.</p>	Signature of Head Teacher:	Date:
<input style="width: 30px; height: 30px;" type="checkbox"/>	Other:	Signature of Head Teacher:	Date:

**Parents** – Parent means: all natural parents, whether they are married or not; any person who has parental responsibility for a child or young person; any person who has care of a child or young person i.e., lives with and looks after the child.

Name		Name	
Address		Address	
Telephone number		Telephone number	
Email		Email	
Confirmation letter sent to parent	Yes / No	Confirmation letter sent to parent	Yes / No
Date sent		Date sent	



## Information for parents/carers

- *'Improving attendance is everyone's business'*, and it is important that we, as your child's school, work together in partnership with you, your family, your child, and the wider community.
- Any holiday-related absence taken that includes 10 sessions in 10 weeks, may result in a Penalty Notice.
- The penalty amount is increasing to £160 from September 2024 (reduced to £80 if paid within 21 days for the first offence). If a parent receives a second penalty notice within a rolling three-year period (following 1<sup>st</sup> September 2024), the fine is £160 and there is no option to pay the fine at a reduced rate.
- Parents with parental responsibility, and adults residing with the child, including for example, stepparents who have day-to-day responsibility for the child, may be fined, and this applies to each child who is absent.
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