Goldwyn School

Attendance and Absence Policy (Students)

Review Body:	Charlotte Lewis/Learning & Inclusion
Review Period:	Every 2 Years
Last Reviewed:	November 2019
Review Date:	November 2021
Date Approved:	19 November 2019

Mission Statement
Goldwyn School endeavours to create a learning environment, where all staff, work together to encourage the students to reach their full potential.

We celebrate success of the individual student and encourage individual talents and skills. We aim to maximise their access to and engagement with social and educational settings, which we feel, are most appropriate to their present and future needs and aspirations. Goldwyn School works towards providing environments where students experience:

- A sense of personal security
- Respect and being valued
- Supportive relationships
- Sharing their lives with positive adult role models
- Clear, humane and flexible boundary setting
- Successful achievement boosting their self - esteem
- Opportunities to obtain academic and/or vocational qualifications
- Chances to develop and exercise personal responsibility

We work to reverse patterns of failure and ultimately encourage students to be the best that they can be!

Goldwyn School is committed to the continuous raising of achievement of all our students. Regular attendance is critical if our students are to be successful and benefit from the opportunities presented to them.

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance for all our students and we use a variety of weekly, termly and annual awards to promote good attendance and punctuality.

The Governors, Principal and Staff in partnership with parents have a duty to promote full attendance at Goldwyn School.

Whole School Policy for School Attendance - Aims

1. To improve the overall percentage of students at school.
2. To make attendance and punctuality a priority for all those associated with the school including students, parents/carers, teachers and governors.
3. To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
4. To provide support, advice and guidance to parents/carers and students.
5. To maintain a systematic approach to gathering and analysing attendance data.
6. To further develop positive and consistent communication between home and school.
7. To implement a system of rewards and sanctions.
8. To promote effective partnerships with other services and agencies.
9. To recognise the needs of the individual student when planning reintegration following significant periods of absence.

1. To Improve the Overall Percentage Attendance of Students at School

- Apply Whole School Attendance Policy consistently. (see Penalty Notices no.6)
- Establish and maintain a high profile for attendance and punctuality.
- Relate attendance issues directly to the school's values, ethos and curriculum.
- Monitor progress in attendance measurable outcomes.
- To liaise closely with Inclusion & Attendance Service following absences via twice monthly visits

- To consider the use of Kent Local Education Authority Penalty notices in cases of 10 sessions of absence in a current term. Penalty Notices may be considered appropriate in the following circumstances:
  - Truancy including truancy sweeps
  - Parentally condoned absences
  - Excessive holidays in term times
  - Excessive delayed return from extended holidays

- To liaise with the Inclusion & Attendance Service re issuing of Penalty notices, issuing formal warnings as appropriate under LA guidelines

2. To Make Attendance and Punctuality a Priority for All Those Associated with the School Including Students, Parents/Carers, Teachers and Governors

- Use staff handbook, prospectus and DfE literature.
- Produce termly/annual reports to parents/carers/governors.
- Make attendance an issue at induction meetings for all new parents/carers/students.
- Promote good attendance through school newsletters.
- Provide INSET training for appointed/promoted staff.
- Display materials at focal points – units etc.
- Discuss attendance issues in staff meetings and student reviews, etc.
- Introduce award systems, such as certificates, raffle tickets, badges, trophies, end of year prizes, etc.
- Inform parents via letter of the LA's Penalty Notice procedure
- Inform parents of the need to supply a letter informing the school of reason for absence.

3. To Develop a Framework Which Defines Agreed Roles and Responsibilities and Promotes Consistency in Carrying Out Designated Tasks

- Maintain unambiguous procedures for statutory registration.
- Use of LCU managers who have appropriate time set aside to follow up attendance concerns with phone calls, emails and texts to parents
- Appointment of Attendance Manager with appropriate time to follow up attendance concerns with letter to parentscarers.
- Use of SIMS to monitor attendance daily including follow up.
- Make phone contact, using designated school staff, on first day of absence.
- Appointment of school FLOs (Family Liaison Officer) LCU managers who will follow up absences and undertake home visits.
- Ensure clearly defined late registration procedures.
- Respond swiftly to lateness (in respect of taxis, students and parents).
- Define clearly the roles and responsibilities within the school staffing structure.
- Timetable staff to meet with Inclusion & Attendance Service, making best use of Attendance and Behaviour Officers' time (advertise the times to parents).
- Have clear procedures prior to referral to Inclusion & Attendance Service.
- Review attendance regularly.
- Be familiar with the Inclusion and Attendance Services' referral and recording system including the issuing of Penalty Notices

4. To Provide Support, Advice and Guidance to Parents and Students

Highlight attendance in:

- PHSE
- Assemblies
- 'Bully line'
- Staff available to talk to students
- School counsellor

- ‘Mentors’ system
- Making use of available resources
- Homework clubs
- Breakfast clubs
- Public support offered by school.
- Set aside time for parents to speak to staff.
- Seek improved communication with parents e.g. when parents ring in.
- Provide accurate and up-to-date contact information for parents.
- Involve parents from earliest stage.
- Inform parents, through Newsletters, Prospectus, etc. that ‘Truancy Sweeps’ and Penalty Notices can be implemented at any time.
- Provide all students with ‘passes’ for authorised absence (e.g. Work Experience, Interviews, Holiday, etc.).

5. To maintain a systematic approach to gathering and analysing attendance data.

Consider the advantages of computerised registration.

Standardise recording of:

- authorised/unauthorised absence
- educational activity presence
- Be consistent in the collection and provision of information.

Decide what information, if any, is provided for:

- governors
- pastoral staff
- other school staff
- parents
- students (individual or groups)
- Inclusion & Attendance Service.
- Identify developing patterns of irregular attendance and lateness.

6. To Further Develop Positive and Consistent Communication between Home and School

- Initiate first day absence contact.
- Make full use of computer generated letters.
- Promote expectation of absence letters/phone calls from parents.
- Explore the wide range of opportunities for parental partnerships (see Aim 2).
- Provide information in a user-friendly way.
- Ensure home visits from the School’s FLO
- Encourage all parents into school.
- To inform parents of the intention to issue Penalty Notices in cases deemed appropriate.

7. To Implement a System of Rewards and Sanctions

- Identify finance for a system of rewards.
- Actively promote attendance and associated reward and effective sanctions.
- Ensure fair and consistent implementation.
- Involve students in system evaluation.
- Make use of imaginative and immediate sanctions.
- Take action which accords with objectives agreed between school and others, eg. Inclusion & Attendance Service, parent, Behaviour Support Service.

8. To promote effective partnerships with other services and agencies.

- Designated key staff for liaison with Inclusion & Attendance Service, Early Help and other agencies.

- Give priority to timetabled meetings with Inclusion & Attendance Service.
- Carry out initial enquiries/intervention prior to referral.
- Gather and record relevant information to assist Inclusion & Attendance Service.
- Hold termly attendance review with key school staff and Inclusion & Attendance Service.
- Arrange multi-agency liaison meetings as appropriate.
- Establish and maintain list of named contacts within the local community e.g. community police contact officer.
- Encourage active involvement of other services and agencies in the life of the school.
- Develop understanding of agency constraints and operating environments.

9. To Recognise the Needs of the Individual Student When Planning Reintegration Following Significant Periods of Absence

- Be sensitive to the individual needs and circumstances of returning students.
- Involve/inform all staff in/of reintegration process.
- Provide opportunities for counselling and feedback.
- Consider peer support and mentoring.
- Involve parents as far as possible.
- Agree timescale for review of reintegration plan.
- Include Inclusion & Attendance Service, parents and student in reintegration plan.

Parental Responsibility

Parents / Carers have a legal duty to ensure that their children attend school regularly, are ready for their home to school transport and arrive on time. Regular attendance is essential to the all-round development of the Child and they should be allowed to take full advantage of educational opportunities available to them in order to make good progress in their learning. Poor attendance undermines their educational attainment and progress and, sometimes, puts students at risk by encouraging anti-social behaviour.

It is the parents'/carers' responsibility to contact the school on the first day their child is absent. This is a safeguarding issue requirement so that all parties know that your child is safe and their whereabouts is known. Parents should regularly update the school and inform the school when their child is returning.

The Role of the School Staff

At Goldwyn School there is a whole school responsibility and approach for improving school attendance, with specific staff taking individual responsibility.

Each Head of School and Centre Manager has overall responsibility for monitoring attendance issues of the students at their site.

The Principal/Vice Principal has overall responsibility for monitoring attendance issues.

Students are expected to arrive by 8.15am and be registered by the Pastoral Manger during breakfast club.

Students move to their LCUs (Learning Community Units) at 8.30. Any students that arrive after that time will be met by the Transport Manager who will inform the pastoral manager who will inform the LCU and register them.

Drivers will inform Pastoral Manager/Head of Centre/Centre Manager if a student is absent. The LCU manager will contact home to enquire reason for absence and record on contact log on Goldwyn Information Management system (Crosby).

The Pastoral Manager completes a register at the beginning of each morning and once during the afternoon session. Marking the attendance registers twice daily is a legal requirement. (The Education (Pupil Registration) (England) Regulations 2006). Teachers complete a class register during every lesson (on the 'Crosby' system). The class teacher or Unit Leader notifies Mark Sibley of students whose attendance is causing concern.

It is the responsibility of Sheron Coleman (Attendance Officer) to ensure:

- Attendance records are up to date.
- If no reason for absence has been provided, parents are contacted on the first day of absence by phone call.
- Where there has been no communication, letters are sent to parents requesting reasons for absence.
- The appropriate attendance code is entered into the register (see National Attendance Codes).
- Parents are informed termly of the child's attendance figure.

Timeline of the Staged Approach for Managing Poor Attendance

- 95 - 100% attendance – the unit leader to investigate and notify Pastoral Manager of concerns. Unit Leaders to contact parent if appropriate.
- 90 - 95% attendance - school intervention letters/meeting with parents
- Where the level of absence has not improved and there are unauthorised absences, the school will make a referral to the KCC Inclusion and Attendance Service using the Digital Front Door. If it is not clear a referral to the Service is appropriate, the school will consult with the Local Authority School Liaison Officer for advice.
- For the cases that require intensive family support, the school may make an Early Help Notification.

Children Missing Education

No student should be removed from the school roll without instruction from SEN.

Please see the circumstances below:-

Where a child is missing from education, Local Authority guidance will be followed, by completing a Child Missing Education referral for the following circumstances:-

- If the whereabouts of the child is unknown and the school has failed to locate him/her.
- The family has notified the school that they are leaving the area but no Common Transfer Form (pupil file) has been requested by another school.

Lateness

At Goldwyn School attendance records are kept both manually and computerised. The Head of School/Centre Manager is responsible for attendance issues and collates and analyses data regarding attendance and checks progress against measurable outcomes, and in accordance with the DfE requirements submits details of the level of absence within the school annually. At morning 'Check' the Pastoral Development Leaders report the status of the unit regarding which students may be late because of transport difficulties, and those for whom absence is authorised and unauthorised.

If a student is absent without explanation when the register is called, Key Workers will contact parents/carers as soon as possible, (and before 10.30am) and report their findings to the Senior Management Team. In the case of post registration truancy, parents/carers will be informed by SMT or Key Worker. (see Absconding in the Social Emotional Behaviour Support Policy)

Registers are taken in the units prior to the afternoon sessions taking place. Following this the registers are returned to the Senior Management Office for collating by the Pastoral Manager teacher. Students are registered on the 'Crosby' system by the LCU manager. This generates subject registers for teachers to fill in every lesson. Details from the school attendance register are entered onto SIMS every Week. Keyworkers will alert SMT to 3 consecutive days of absence (without parental contact) resulting in a letter to parents/ carers.

Students are expected to arrive promptly for their lessons. An attendance register is kept by each subject teacher. Should a student be absent from a lesson without permission, or leave the classroom without prior arrangement or permission, he/she will be expected to make up time with that member of staff, during break or after school. The teacher will complete either an Information Sheet or a 'Pink'. If a student fails to attend a lesson he will receive no points for that period of time.

Goldwyn school has links with colleges to promote a flexible approach to meeting individual educational needs and some students are educated elsewhere whilst remaining on the school roll.

Penalty Notice Proceedings for Lateness
Key Stage 3, Key Stage 4 and some Key Stage 5 students are transported to their individual sites by Goldwyn School transport. This ensures children arrive on time and safely to school.

At Key Stage 5 and occasionally for some YR11 students (with appropriate risk assessment in place) public transport is used. For these students the following guidance may be used.

Penalty Notices are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct effective from January 2016, as revised in April 2017, when:

- 10 incidents of late arrival after the registers have closed during any possible 100 school sessions leads to a Penalty Notice Warning Letter.
- The Penalty Notice Warning Letter sets out 15 school days during which no unauthorised absence is to be recorded
- If unauthorised absence is recorded during the 15 day period, a Penalty Notice(s) will be issued (one per parent per child)
- Where a Penalty Notice is not paid within 28 days of issue the Local Authority will instigate court proceedings

Authorising Absence
Only the Head of Centre/Centre Manager can authorise absence using a consistent approach. The Head of Centre/Centre Manager is not obliged to accept a parent's explanation. A letter or telephone message from a parent does not in itself authorise an absence. If absences are not authorised, parents will be notified.

If no explanation is received, absences will not be authorised.

Absence (for example leave for holidays) during term time can only be approved in "exceptional circumstances". The following reasons are examples of absence that will not be authorised:

- Persistent nonspecific illness e.g. poorly/unwell
- Absence of siblings if one child is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates
- Medical/dental appointments of more than half a day without very good reasons
- Child's/family birthday

- Shopping trip
- Family Holidays (with some rare exceptions)

Persistent unauthorised absence (10% or more of the school year) may result in an AS1 referral to the Local Authority School Liaison Officer for consideration of prosecution. The school will follow procedures prior to referral and parents will be notified in writing.

When a referral is made, the child's Registration Certificate, copies of all letters sent to parents and minutes of any meetings **need to** be attached to the completed AS1 referral form with any other relevant information.

Local Authority Action may include:-

- Attendance Improvement Meeting
- Home visits
- Liaison with other agencies
- Fast Track to Prosecution

Penalty Notices Proceedings for Poor Attendance

Penalty Notices are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct effective from January 2016 and revised in April 2017.

- A Penalty Notice can only be issued in cases of absence for 10 or more half day sessions (5 school days) without authorisation during any 100 possible school sessions or period of 50 days of schooling – these do not need to be consecutive.
- A Penalty Notice can also be issued where an excluded child is found in a public place during school hours.
- After the appropriate request for a Penalty Notice is received, the KCC Inclusion and Attendance Service will issue a warning letter setting out 15 school days during which no unauthorised absence is to be recorded
- If unauthorised absence is recorded during the 15 day period a Penalty Notice will be issued (one per parent per child)

Exceptional circumstances could include:

- Service personnel returning from a tour of duty abroad where it is evidenced the parent will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent's or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a wedding or funeral of a person close to the family.
- Any strong personal reasons why a family might need to take a child away from school for a short break.

Any examples provided are illustrative rather than exhaustive. It is acceptable to take a pupil's previous record of attendance into account when the school is making decisions. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. And by 'unavoidable' it implies that an event could not reasonably be scheduled at another time. It is important to note that Head of School/Centre Managers can agree the absence of a child in exceptional circumstances and this discretion can be used also to determine the length of the authorised absence.

Where Penalty Notices are imposed, the regulations state that the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Penalty Notices are issued to each parent of each child. Failure to pay the penalty in full by the end of the 28 day period will result in prosecution by the Local Authority.

Section 444 of the Education Act 1996 says that parents are **guilty** of an offence of failing to secure regular attendance at school unless they can prove that the child was absent:

- with leave (the school has given permission)
- due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent)
- religious observance
- failure by the Local Authority to provide transport

In law, these are the only acceptable reasons for a child being absent from school.

The Head of Centre/ Centre Manager may authorise absence in "exceptional circumstances" but this must be requested in advance and agreement to each request is at the discretion of the Principal, acting on behalf of the Governing Body (Education (Pupil Registration) (England) Regulations 2006). Each case will be judged on its merits and the Principal's decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively.

If the absence is not authorised and the holiday is taken anyway, the case may be referred to the Inclusion and Attendance Service who may issue a Penalty Notice to each parent for each child taken out of school.

Failure to pay the penalty in full by the end of the 28 day period will result in prosecution by the Local Authority.

Appendix 1 Absent – Authorised or Unauthorised.

Appendix 2 Late letter (Code L)

Appendix 3 Late letter (Code U)

Appendix 4 Absence Letter

Appendix 5 School Attendance Meeting Letter

Appendix 6 School Letter Warning re: Penalty Notice Referral

Appendix 7 Unauthorised absence confirmation of PN request

Appendix 8a Response to Leave Request (Not Authorising)

Appendix 8b Response to Leave Request submitted retrospectively (Not Authorising)

Appendix 9 Unauthorised leave confirmation of PN request

Appendix 10 School letter where they believe a holiday was taken

Appendix 11 Traveller Attendance letter

Appendix 12 Traveller Absence due to travelling

Appendix 13 1st School Letter where no reason for absence has been given

Appendix 14 School Referral Pathway

Appendix 1 - Absent – Authorised or Unauthorised.

For each student the attendance register is marked either:

Present – an oblique stroke records presence, with a stroke in the reverse direction for the afternoon session / \
or
Engaged in an approved educational activity away from school site. The following activities show when the approved educational activity category can be used:

- Field trips and educational visits, in this country and overseas;
- Participation in or attendance at approved sporting activities;
- Interviews with prospective employers or for a place at a further or higher education establishment (Year 11 only)
- Link courses, whereby students attend an FE college for part of the time;
- Franchised students receiving part of their tuition off-site at another location while remaining under overall supervision of the home school (i.e. a flexible arrangement short of formal dual registration). This can include special tuition for dyslexic children and sick children being taught at home but remaining on roll.

Absent: Authorised or Unauthorised. Authorised absence is recorded as O with a supplementary code inside to record the reason. Unauthorised absence is recorded O with no additional code inside. If a student is absent the register must show whether or not the absence was authorised or unauthorised.

Authorised absence is absence with permission from a teacher or authorised representative of the school. Parents/carers may not authorise absence, only the school can do this. The following table shows types of absence that the school may treat as authorised:

Illness, medical and Dental appointments	• Missing registration for a medical or dental appointment is authorised absence. Students should be encouraged to make appointments out of school hours. Sight of an appointment card is advisable if a student is an irregular attender. • If a student is present for registration but has a medical appointment later, or returns home because of illness, no absence need be recorded for that session. • Goldwyn School keeps a record of students leaving or returning to site in case of an emergency. • If the authenticity is illness but is in doubt, schools and EWOs can consult the School Health Service, or the student's GP. • A student receiving medical treatment on site should be marked 'present'
Days of religious observance	• Absence to take part in any day set aside exclusively for religious observance by the religious body to which the parents belong, including religious festivals. • Parents should be encouraged to give advanced notice.
Interviews with prospective employers, or for a place at another school (including entrance examinations)	• Goldwyn staff will normally ask for advance notice and proof of the appointment, e.g. a letter of invitation. • If the interview takes place during Year 11 and the school is satisfied it is linked to future education or employment prospects, absence can be recorded as 'approved educational activity'.
Study Leave	• Study leave should be used sparingly and only for Year 11 students during mock and public examinations. • Study leave should not normally exceed 15 school days during Year 11.

	• If possible the period of study leave should be less than the examination period. Regard should also be paid to the individual student's ability to manage study leave and benefit from it. • Unsupervised study leave is not an 'approved educational activity' –it is authorised absence.
Dual Registration involving Student Referral Units or Special Schools	• The law allows for dual registration of students at both a special school and another local school. This helps, for example, to ease a phased return to mainstream education. • Where a student is dually registered at institution X and Y, institution X marks the student authorised absent, while they are attending institution Y and vice-versa. Both institutions share responsibility for the child. • Failure to attend either institution at the proper time without good reason is unauthorised attendance.
Family holidays during term time.	• Parents should not normally take students on holidays in term time. • Goldwyn School will not authorise time taken off during term time for holidays. • If a school does not agree absence and the student goes on holiday, absence is unauthorised. • Schools may delete from roll a pupil who fails to return within 10 school days of the agreed return date unless there is a good reason for the continued absence, such as illness.
Exclusion	• A student excluded for a fixed period remains on roll and the absence should be treated as authorised as it results from a decision taken by the school. Similarly, the absence of a permanently excluded student is treated as authorised while any review or appeal is in progress. • If a permanent exclusion is confirmed, the student's name should be removed from the school roll on the day either: after the appeal committee's confirmation of permanent exclusion; or on expiry of the time allowed for appeals to be made; or, if before that, the student takes up a place elsewhere. Meanwhile absence should be recorded as authorised. • Teachers are responsible for setting work for an excluded student who remains on the school roll.
Gypsy, Roma and Traveller child when the family is travelling	• A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. • To help ensure continuity of learning for Traveller children, dual registration is allowed. This means that a school cannot remove a Traveller child from the school roll while they are travelling. • While the Traveller is away, the base school holds the place open and records absence as authorised. • Distance learning packs for Traveller children are not an alternative to attendance at school.
Family bereavement/s, or child caring for a sick or disabled family member (young carers)	• Goldwyn School will respond sensitively to requests to attend funerals or associated events and have discretion to authorise such absences. • Similarly, the school may authorise limited duration absence for young carers until other arrangements can be made
Special occasions	• Goldwyn School will consider each request individually. Only exceptional occasions warrant leave of absence. For example, attending the wedding of a family member would be acceptable, but a day's absence for a birthday or a shopping trip in school hours would

	not. • Schools should consider: the nature of the event; its frequency (is it one-off, or likely to become a regular occurrence?); whether the parent gave advance notice; the student's overall attendance pattern.
Public performance/s	• The Local Authority must licence a student to take part in a public performance. • Agreed participation should be treated as authorised absence.
Birth of a child	• Support should be directed to keeping the student in school wherever possible, and to her return to full-time education as soon as possible after the birth. • A student who becomes pregnant should be allowed no more than 18 weeks' authorised absence to cover the time immediately before and after the birth of the child. After that time, any absence should be treated as unauthorised.
Lateness	• Goldwyn School will actively discourage late arrival and be alert to patterns of late arrival which could provide grounds for prosecution. • Goldwyn School will have a policy on how long registers should be kept open. Thirty minutes from the beginning of registration would be reasonable, but schools can set shorter periods. • In circumstances such as bad weather or public transport difficulties, schools may keep the register open for a longer period.

Appendix 2

«addressee»
«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

I am writing to express my concern over the number of occasions that «forename» has been arriving late at school. Below for your information is a summary of attendance indicating the days «forename» was late (Code L):

«dates_of_lates_before»

Total lates before registration closed: «total_lates_before» half day sessions

At our school the register is taken at **??** am and at **??** pm.

A pupil's lateness will seriously disrupt their learning and can be embarrassing for your child.

I am sure you share my concern and would wish to work with the school to improve punctuality. If we can help in any way, perhaps via our School Nurse or Family Liaison Officer, please do not hesitate to contact us.

Yours sincerely

Principal

Appendix 3

«addressee»
«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

I am writing to express my concern over the number of occasions that «forename» has arrived after the register has been closed. Below for your information is a summary of attendance indicating the days «forename» was late (Code U):

«dates_of_lates_after»

Total lates after registration closed: «total_lates_after» half day sessions

At our school the register is taken at **??** am and is closed at **??** am for the morning session and taken again at **??** pm and closed at **??** pm for the afternoon session. Students arriving after the register has closed will be marked 'U' which records the absence as unauthorised for that session.

Arriving after the register has closed is seriously disrupting your child's learning and is impacting on their overall attendance.

Persistent late arrival may lead to a referral for a Penalty Notice or a referral to the Local Authority School Liaison Officer for further action and possible prosecution.

If «forename» continues to arrive late after the register has closed we will contact you to arrange a meeting at the school.

Yours sincerely

Head Teacher

Appendix 4

«addressee»
«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

I am writing to express my concern over the number of occasions that «forename» has been absent from school. I attach for your information a summary of attendance indicating the days «forename» was absent.

A pupil's absence can seriously disrupt their learning, not only do they miss out on teaching while they are away but they are less prepared for future lessons when they return.

I am sure you share my concern and would wish to work with the school to improve «forename»'s attendance. If we can help in any way, perhaps via our School Nurse or Family Liaison Officer, please do not hesitate to contact us.

Yours sincerely

Head Teacher

Appendix 5

«addressee»
«address_block»

«date_of_printing»

Dear «salutation»

Re: «forename» «surname»

Despite previous warnings, I note with concern that your child's attendance at school has made no significant improvement. «forename»'s attendance at school is currently «percentage_attendance»% which means «he_she» has missed «total_authorised_absences» half day sessions for authorised absence and «total_unauthorised_absences» half day sessions for unauthorised absence. This will have an impact on your child's education which we cannot ignore.

As there has been no improvement in «forename»'s attendance, I must advise you that further absences from school as a result of illness may require medical evidence (e.g. copy of a prescription, Doctors/Dentist appointment card). If medical evidence is not provided when required, further absences will be marked as unauthorised.

I am inviting you to attend a School Attendance Meeting. The time and date have been set for ?? at ?? It is important that you and «forename» attend this meeting for us to explore the issues around poor attendance. The meeting will be attended by:

??

If this appointment is inconvenient, I would be grateful if you could contact me so that an alternative time can be arranged.

If you do not attend this meeting and «forename»'s absence continues to deteriorate, a referral may be made to the Local Authority School Liaison Officer for further action and possible prosecution.

Thank you for your co-operation.

Yours sincerely

Head Teacher
The School

Appendix 6

«addressee»
«address_block»

«date_of_printing»

Dear **«salutation»**

Re **«forename» «surname»**

At our school we consider attendance of utmost importance and I am therefore bringing this information to your attention.

Our monitoring process has shown that «forename» has been absent from school for a total of «total_unauthorised_absences» unauthorised half day sessions. I refer you to legislation regarding Penalty Notices.

'As from 2005, Kent Local Authority (LA) introduced Penalty Notices for unauthorised absence from school of at least 10 sessions (5 days) during any 100 possible school sessions.' A separate Penalty Notice can be issued to each parent and for each child.

On receipt of the Notice, the penalty will be £120, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the LA.

Please note this is a warning letter that a Penalty Notice could be requested if a total of 10 unauthorised sessions (5 days) are reached.

Should you wish to discuss this matter further please do not hesitate to contact me.

If further unauthorised absence occurs you will be contacted and invited in for a meeting at the school.

Yours sincerely

Head Teacher

Appendix 7

«addressee»
«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

With reference to our letter dated **??**, «forename» has now reached a total of «total_unauthorised_absences» half day sessions of unauthorised absence. As a result we will now be requesting a Penalty Notice from the Local Authority.

A separate Penalty Notice can be issued to each parent and for each child.

Yours sincerely

Head Teacher

Appendix 8a

«addressee»
«address_block»

«date_of_printing»

Dear «salutation»

Request for leave during Term-Time
For the attention of the parents of «forename» «surname»

I have received your request to take «forename» out of school for a family holiday between ??date and ??date, a total of ??Number of school sessions.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

The School's Attendance Policy confirms that:

- agreement to each request is at my discretion, acting on behalf of the Governing Body
- each case will be judged on its merits
- my decision is final
- leave cannot be authorised retrospectively

I have considered your request but I am writing to confirm that on this occasion the leave will not be authorised. If you decide to take «forename» out of school I will be making a request for a Penalty Notice to be issued.

Penalty Notices are issued to each parent of each child and the amount of the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.

Yours sincerely

Head Teacher

Appendix 8b

«addressee»
«address_block»

«date_of_printing»

Dear «salutation»

Request for leave during Term-Time
For the attention of the parents of «forename» «surname»

You failed to apply in advance for permission for «forename» to be absent from school.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

The School's Attendance Policy confirms that:

- agreement to each request is at my discretion, acting on behalf of the Governing Body
- each case will be judged on its merits
- my decision is final
- leave cannot be authorised retrospectively

As stated above, I am unable to authorise leave retrospectively and I will be making a request for a Penalty Notice to be issued.

Penalty Notices are issued to each parent of each child and the amount of the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.

Yours sincerely

Principal

Appendix 9

«addressee»
«address_block»

«date_of_printing»

Dear «salutation»

Name: «forename» «surname» DOB: «date_of_birth»

With reference to our letter dated **??date,** the leave of absence taken between **??date** and **??date** has now been recorded as Unauthorised Absence and as a result a Penalty Notice has been requested.

A separate Penalty Notice can be issued to each parent and for each child.

Yours sincerely

Principal

Appendix 10

«addressee»
«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

You failed to apply in advance for permission for «forename» to be absent from school.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence, except in exceptional circumstances. ***(State why you are treating this absence as a family holiday and/or why there are no exceptional circumstances)***

Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

I am unable to authorise leave retrospectively therefore this absence will be recorded as unauthorised absence, where a child has 10 unauthorised sessions within 100 school session a Penalty Notice may be issued.

The Penalty Notice gives you the opportunity to pay a penalty instead of being prosecuted for failing to secure your child's regular attendance at school. The amount of the penalty is £120 per parent, per child, but if payment is made by you within 21 days of receipt of this Notice it will be £60 per parent, per child. If you pay this penalty within the time limits, no further action will be taken against you in connection with the offence, i.e. your liability for the offence will be discharged.

Yours sincerely

Head Teacher

Appendix 11

«addressee»
«address_block»

«date_of_printing»

Dear «salutation»

Traveller Absence
«forename» «surname»

I am writing to say how concerned I am over the number of times «forename» has been absent from school. This academic year «forename» has missed «total_authorised_absences» authorised half day sessions and «total_unauthorised_absences» unauthorised half day sessions achieving an overall attendance rate of «percentage_attendance»%.

Traveller children have to attend school for 380 sessions (190 days) each year, which is the same for all children and you are at risk of being referred to the Local Authority School Liaison Officer if «forename»'s attendance falls below 90%. I am unable to authorise any absence during term time unless there are exceptional circumstances or if you will be travelling for occupational purposes and agree this with the school in advance.

If you would like to speak to me about «forename»'s attendance, please telephone the school to make an appointment.

Yours sincerely

Head Teacher

Appendix 12

«addressee»
«address_block»

«date_of_printing»

Dear «salutation»

Traveller Absence
«forename» «surname»

Thank you for contacting me to say that «forename» will be absent from school from **??Date** as you will be travelling due to your work.

The law allows me to authorise «forename»'s absence if your trade or business means that you have to travel from place to place. However, you have not let me know when «forename» is likely to return to school. Unless you contact me during the next 10 school days to confirm a date, I will refer «forename» to the Local Authority as a Child Missing Education.

After 20 days absence, there may be grounds to take «forename»'s name off the school roll and you will have to re-apply for a school place when you return.

Yours sincerely

Head Teacher

Appendix 13

Name and address of parent/carer

Dear

Student: (Name)

I am writing to inform you that (name) absence (date) has been recorded as unauthorised. I enclose a copy of (name) attendance certificate for you to see. However, if you are able to provide a reason for this absence then please do so by completing and returning the reply slip below and I will amend (name) attendance register accordingly. If I do not hear from you the attendance mark for this absence will remain unauthorised.

Thank you for your co-operation in this matter.

Yours sincerely

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Please return this form to …….

(Student) - Absence was recorded on:	
	Reason for Absence

Parent Signature: _____

Date: _____

Appendix 14

Kent School Referral Pathway – Pupil Attendance

