

## SAXILBY CHURCH OF ENGLAND PRIMARY SCHOOL

### ATTENDANCE POLICY



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### **1. Purpose of the policy**

Saxilby Church of England Primary School is committed to providing a full and efficient education for all pupils. The school believes sincerely that all pupils benefit from the education it provides and therefore from regular school attendance. To this end the School will do as much as it can to ensure that all pupils achieve maximum possible attendance and that any problems affecting attendance will be dealt with as quickly as possible.

*Under Section 7 of the Education Act 1996, it is the legal responsibility of parents to see that their child/children receive(s) regular education suitable to their age, aptitude and abilities....*

**Article 28**-You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.

### **2. Implementation & evaluation**

This policy was reviewed & evaluated by the Senior Leadership Team. It was then shared with parent governors and school council before final ratification by the full Governing Body. The Senior Leadership Team will monitor the implementation of this policy and update policy and practice as necessary. An interim review date will set for no more than twelve months from the ratification date.

### **3. Aims**

It is recognised that:

- All pupils of statutory school age have an equal right to access an education in accordance with the National Curriculum regulations.
- No pupil should be deprived of their opportunity to receive an education that meets their needs and personal development.
- It is the responsibility of parents to ensure daily attendance at school as required by law.
- Many pupils and their parents may need to be supported at some stage in meeting their attendance obligations and responsibilities.
- Situations beyond the control of pupils and/or parents may impact on attendance. We will, with the agreement and support of parents, work in partnership with external agencies to resolve these.
- The vast majority of pupils want to attend school to learn, to socialise with their peer group and to prepare themselves fully to take their place in society as well-rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their communities.

### **4. Expectations:**

**We expect the following from all pupils:**

- Children attend school daily.
- That they will arrive on time and be appropriately prepared for the day.

**We expect the following from parents:**

- To ensure their children attend school daily and on time (i.e. between 8:50 and 9.00 am each morning)
- Parents inform the school before 9.00am to notify the school of any absence and to continue to notify school daily for extended periods of absence.

- To ensure that their children arrive in school well prepared for the school day and to check that they have done their homework.
- We have updated contact numbers of all parents/carers.
- To ensure children are signed in at the school office if arriving after close of registers
- To contact the school in confidence whenever any problem occurs that may affect their child's performance/attendance in school.
- Leave of absence forms are to be requested and completed at least two weeks before the absence. Please note leave of absence will only be granted under exceptional circumstances and is at the discretion of the Headteacher.
- Other planned absences/appointments must be notified before the absence is taken. Proof of appointments such as copies of appointment cards / letters may be requested.
- Parents may be invited to meetings to discuss attendance concerns (where necessary). Attend parents' consultation meetings to discuss progress or problems.
- To avoid taking leave of absence during term time. Term time absences, especially during SATs and assessment periods, may seriously affect the progress of your child.

**Parents and pupils can expect the following from school:**

- Regular, efficient and accurate recording of attendance.
- Early contact with parents when a pupil fails to attend school without providing good reason.
- Timely action on any problem notified to us.
- Recognition and reward for good attendance.
- A quality education

**5. School organisation**

In order for the attendance policy to be successful, every member of the staff must make attendance a high priority and should convey to pupils the importance and value of education. In addition there may be specific responsibilities allocated to individual staff such as the following:

**Governors:**

- Governor(s) may be given a specific role/interest in monitoring attendance and/or policies.
- Governors can play a valuable role through representation at school attendance panels, parents evenings etc.
- Request regular attendance progress reports for Governors' Meetings.

**Head Teacher to (in collaboration with Senior Staff and governors)**

- Oversee and demonstrate ownership of the whole policy.
- Regularly report progress on attendance to governors, pupils and parents.
- Set challenging but achievable targets to reduce levels of absence
- Monitor pupil attendance <90% on a weekly basis and all pupils attendance on termly basis
- Respond to concerns raised by staff
- Initiate phone calls to parents and arrange School Attendance Panel meetings
- Co-ordinate attendance reward systems
- Ensure staff are kept up to date with the latest DFE Attendance guidance as set out in the publication 'School Attendance'. [www.gov.uk/government/publications/school-attendance](http://www.gov.uk/government/publications/school-attendance)

**Class Teacher to:**

- To complete registers accurately (indicating all authorised/unauthorised absence) and on time. Registers are then to be returned to the school office by 9.15am.

- To challenge suspicious or inappropriate reasons for absence and inform the Headteacher (Safeguarding Person) immediately of any serious concerns.
- To welcome children back following an absence and ensure children are helped to catch up on missed work where appropriate
- To celebrate attendance with weekly class attendance tally. This then results in overall reward for the class with the best attendance during that week.
- To keep all evidence of absence on the register system and written evidence to be filed in the child's personal file.
- To inform the Headteacher of concerns in a timely manner.

### **Office Staff to:**

School administrative staff can play a vital role in supporting the school's attendance and absence management strategies.

- To input attendance data onto the school MIS using the correct codes as recommended by the DFE in their publication '**School Attendance**'.  
[www.gov.uk/government/publications/school-attendance](http://www.gov.uk/government/publications/school-attendance)
- Produce updates from weekly registers and weekly % information.
- To keep all evidence of absence on the register system and written evidence to be filed in the child's personal file.
- Maintain a late book. Late 'L' code to be used for arrivals between 9.00am and 9.15am. The 'L' code denotes a present mark. Late 'U' code to be used for arrivals after 9.15am where no other code is appropriate. The 'U' code denotes an unauthorised absence
- Follow up immediately any unexplained absence by contacting parents/ carers. Staff to ring or text or if the pupil has not arrived by 9.30am after the register has been returned to the office.
- To challenge suspicious or inappropriate reasons for absence and inform the Headteacher (Safeguarding Person) immediately of any serious concerns.
- Inform the Headteacher if there is no response to attempted contact
- Send letters out to request that reasons for absence are provided.
- Send out letters to parents / carers at the request of the Attendance Lead
- To meet half termly to monitor attendance percentages, lateness, overall percentage rates and any absence patterns.

### **Administration: 'School Attendance'**

[www.gov.uk/government/publications/school-attendance](http://www.gov.uk/government/publications/school-attendance)

Schools must ensure that the policy complies with the Race Relations Amendment Act (2000) and the Human Rights Act (1998). This means providing information that is accessible and understanding to parents, including translation and interpretation. This is particularly important for parents new to the country that may not be aware of the importance of school attendance and of the law relating to school attendance. Lack of knowledge or understanding may result in lower school attendance rates for some ethnic groups. Schools should analyse their data, and that provided by the Local Authority, to determine whether particular groups may be disadvantaged and require specifically targeted support.

### **Publication of Attendance Data in School Prospectuses and Annual Reports**

All children on a school roll, including those above and below statutory school age, may be included as statistics in the school prospectus.

The prospectus should make reference to the school's attendance policy and point the reader to the most recent performance data which could include attendance. This could be either contained within the document or reference made to the performance tables website.

### **Data Protection Act**

The Data Protection Act places obligations on all agencies that process, store and share information on any individual. It is important to have full regard for the requirements of the Act.

Each school has a Data Protection Notification which details the circumstances under which data is managed. Nothing in the legislation prevents a school sharing information with the police or social services where it is believed that a child or young person under the age of 18 is at risk of harm or is in need of safeguarding.

### **Symbols to be used in Registers (Categories)**

All schools are required to use a common set of codes to record pupil attendance and absence. The DFE believes that these codes are best used within electronic systems for recording attendance and absence of pupils. Such electronic systems are capable of producing the data necessary for absence returns to DFE without time consuming counting up of possible attendances and actual absences.

The use of fixed codes will also assist both LAs and DFE in monitoring not only whether pupils are absent with or without the permission of the school, but why pupils are absent from school.

- Guidance on Absence Codes can be found on the DFE website: DFE in their publication '**School Attendance**'. [www.gov.uk/government/publications/school-attendance](http://www.gov.uk/government/publications/school-attendance)

### **Authorised and Unauthorised Absence**

Absences which are classified as authorised may be authorised on the basis of evidence from several sources e.g. school, parents, prospective employer, and health services etc. In addition to identifying truancy, it is the purpose also to identify parentally condoned absence, which may adversely affect a child's education. A parent sending a note to school stating the child has been absent through illness may well be "authorising" the absence, but this may not make the absence valid within law unless authorised by the Head Teacher. Schools will need to continue to be vigilant regarding authorised absence patterns, in order that parentally condoned absence is dealt with effectively. Absence from school, for any reason, can have a negative impact on a child's educational progress. Absence due to prolonged illness / medical grounds <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions> may require referral to The Pilgrim Hospital School <http://www.pilgrim.lincs.sch.uk/> The responsibility for determining whether or not any absence is to be authorised rests ultimately with the Head Teacher

### **Unauthorised absence**

Includes any day when a child should be in attendance at school and they are absent without the authorisation of the school (unauthorised absence) and includes unauthorised holidays during term time and persistent late arrival at school beyond the registration period.

If a child is absent for more than 4.5 days in any 6 week period this falls into the persistent absence category. Fixed Penalty Notices will be issued for any unauthorised absence that exceeds the 4.5 day period.

Fixed Penalty Notices will be sent to any person over the age of 18 in the home, deemed to have day to day care of the student.

### **Persistent Absence**

The DFE's definition of Persistent Absence is:

*"any pupil who at any point in the year has accumulated absence of 10% or more of the available sessions **regardless of whether or not any of it is authorised**"*

The DFE use the school census data to identify individual schools that have high rates of persistent absence. The Education Welfare Service can provide casework and strategic support to schools to address Persistent Absence.

## **6. Absence during term time/ holiday requests**

### **Leave of absence during term time.**

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 have removed the reference to holidays during term time and that the leave of absence should only be granted due to exceptional circumstances relating to that application.

What amounts to "exceptional circumstances" is a matter for the discretion of the Headteacher and should be judged on a case by case basis but it is unlikely to amount to an exceptional circumstance if it is merely claimed that a holiday can only be afforded in term time or that a parent is unable to take leave during school holidays (this is a matter between the parent and their employer). 'Exceptional' in this context is being of unique and significant emotional or spiritual value to the child, which outweighs the loss of teaching time. This interpretation will have different parameters from one case to another, and whilst it will be important to look at the whole situation in making decisions about any individual request, the normality will be that requests will be refused.

The Headteacher will also consider asking for evidence of the circumstances that has arisen where appropriate.

**If Parents wish to make a holiday request then they must write a letter to the Headteacher, at least one month prior to the date of departure. A meeting will then be arranged, which you will need to attend. You will be informed of the final decision both verbally and in writing.**

**Only in exceptional circumstances, agreed by the Headteacher, will the absence be authorised. If the decision by the parents is to still intend to take their child/ren on holiday, a Fixed Penalty Notice Warning letter/ notice will be issued.**

**If a pupil is removed from school for an unauthorised holiday for more than 4.5 days, the School and the Local Authority will issue a Fixed Penalty Notice, under the Anti-Social Behaviour Act 2003, which carries a fine. Non-payment of this fine can result in prosecution on the grounds that the parent is failing to secure their child's school attendance.**

## **7. Responding to non attendance:**

**When a pupil does not attend the school the following procedures are in place:**

- If there are Child Protection concerns then the Lincolnshire Area Child Protection Procedures should be followed immediately.
- If a note or telephone call is not received from parents/guardian, the parents/guardian will be contacted on the day of the absence by text or phone call.
- Where there is no response a phone call will be made on following day, or a letter sent to attempt to identify a reason for the child being absent. Where there is no response, a letter will be sent after three days of unexplained absence, or there may be a home visit from a member of the school staff
- Should a child be absent with no explanation given for a period of 5 days a referral will be made to the Children Missing From Education Team. Should a child be absent for a total of four weeks without any explanation, and after due investigation, the school is entitled to remove this child from the register. Parents would then have to re-apply for a place in the school should they wish their child to return.
- School will send termly attendance letters, set targets and monitor attendance where attendance has been less than 90%.
- We aim to review each child's attendance every term. If a pupil's attendance is below 90%, a letter setting an attendance target for the following weeks will be sent home.
- If this target has not been met you will be asked to attend an initial School Attendance Panel meeting with the attendance officer and/or Head teacher. Targets for the next time period will be set.
- Should this target not be reached you will be invited to a 2nd School Attendance Panel meeting which will give you further opportunity to meet a new attendance target. An Educational Welfare Officer may become involved in the monitoring.
- If at the end of this monitoring period there are ongoing unauthorised absences these could result in a parenting contract being requested or legal options being considered such as, Education Supervision Orders, Fixed Penalty Notice Warning letter / penalty or a Formal Legal Warning Letter being issued in regards to prosecution.

<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>

### **Effect of Penalty Notice being issued**

- The penalty notice is presumed to be served on the parent / carer to whom it is sent on the second working day after it was posted.
- If a parent / carer pays the penalty notice within 21 days from the date it is served the sum due from the parent to discharge the penalty notice is £60.00
- The parent / carer can still pay the notice after 21 days but the payment increases to £120 and this must be paid before 28 days have passed from the date of service.
- If a parent / carer pays the amount due within the times set out above then no further action will be taken against that parent for the offence on the date(s) set out in the penalty notice.
- Once a penalty notice has been issued no prosecution for the offence detailed in the penalty notice can be brought against the parent until the payment period has passed and the fixed penalty has not been paid.
- All payments must be made to the Local Authority.



### **Procedure for Issuing Penalty Notices**

Penalty Notices will only be issued within the terms of the Code of Conduct. Lincolnshire County Council is responsible for the administration and issue of penalty notices in Lincolnshire. The Local Authority will ensure that penalty notices are properly issued and will only issue them for offences where the Local Authority is satisfied that the matter meets the threshold for a prosecution.

Further information including copies of the code of conduct can be found on Lincolnshire County Council's website, <http://www.lincolnshire.gov.uk/parents/schools/welfare>

When requesting a FPN it is important to include the details of those parents/carers who have day-to-day care of the child (meaning those who reside with the child. This may be different than those who have parental responsibility). Equally it is important that warning letters go separately to each parent, this is so that if the case does go to prosecution we can clearly evidence that both parents have been clearly informed. (templates of these letters are available from the Inclusion & Attendance Team).

### **Use of Fixed Penalty Notices**

- Regulations allow both the Local Authority and schools to issue fixed penalty notices. Payment is always made to Local Authority.
- Fixed penalties are only one of the tools available to the Local Authority in tackling school attendance and anti-social behaviour issues and where thought appropriate alternative approaches such as Education Supervision Orders and prosecution may be utilised at the discretion of the Local Authority.
- If a penalty notice is issued whether paid or not it may be used in evidence in subsequent criminal proceedings in relation to either non-school attendance or being in a public place during school hours whilst excluded from school.

### **Where a Penalty Notice may be Issued**

Fixed term penalties will only be issued in circumstance where the LA is satisfied that the criteria for prosecution would be met if the option of a fixed penalty notice is not taken up by the parent. The circumstances in which a notice may be issued are:

- Where a child is absent from school due to unauthorised absence of 15% or above over a six week period.
- Where a child is present in a public place during school hours without reasonable justification during the first five days of any exclusion

### **Procedure for Issuing Penalty Notices**

- Penalty Notices will only be issued within the terms of the Code of Conduct. The Local Authority Inclusion and Attendance Team are responsible for the administration and issue of penalty notices in Lincolnshire. The Local Authority will ensure that penalty notices are properly issued and will only issue them for offences where the Local Authority is satisfied that the matter meets the threshold for a prosecution.
- Requests for fixed penalty notices can be found on Lincolnshire County Council's website, <http://www.lincolnshire.gov.uk/parents/schools/welfare>.

- Once the application is completed it should be emailed with the correct supporting information to [fpn@lincolnshire.gov.uk](mailto:fpn@lincolnshire.gov.uk). The Inclusion & Attendance Team will acknowledge receipt of the application and notify school once the period of 28 days have passed and advise whether or not the fine has been paid.
- Requests for the issue of fixed penalty notices will be accepted from Schools in Lincolnshire and the Lincolnshire Police and from within the Local Authority and must be in writing.
- Where an application for a formal warning or fixed penalty notice is accepted the Local Authority will issue the warning or notice in writing to the parent(s) concerned and where there is more than one parent a separate written notification will be sent to each parent for each child that the notice relates to. The notice will be sent to the parent by first class post.

### **Appeal against the Penalty Notice**

There is no right of appeal against a penalty notice and a parent can either accept and pay the same or decline payment subject to them being aware that further action as set out below may be taken by the Local Authority if the penalty notice remains unpaid.

However, the Local Authority has the discretion to withdraw the notice if they are satisfied that:

- The fixed penalty notice has been sent to the wrong person
- It contains a material error (in these circumstances a fresh amended penalty notice could still be issued).
- If for any other reason the Local Authority are of the opinion that it should not have been issued.

### **Non Payment of the Penalty Notice**

- Non-payment of a fixed term penalty notice is not of itself an offence. The fixed penalty notice is issued as an alternative to bringing a prosecution in the magistrates' court for the offence set out in the notice. However, if the offer of dealing with the offence as a fixed penalty matter is not taken up by payment of the sum due within the 28 day period then consideration will be given to issuing criminal proceedings against the parent in the magistrates' court.
- If a fixed penalty notice has not been paid after 28 days from the day it is taken to be served then the Local Authority will contact the school or police officer who made the application for the penalty notice to be issued and discuss with them the available evidence to bring proceedings in the magistrates' court for the alleged offence under Section 444 of the Education Act 1996 or Section 103 of the Education and Inspection Act 2006.
- If it is the view of the Local Authority that prosecution is a viable option then a request will be made that the school or police officer concerned submits a report to the Inclusion and Attendance Team for a formal decision to be taken to proceed with the matter by issuing criminal proceedings before the magistrates' court.
- Prosecution of offences is a matter within the discretion of the local authority and a decision will be taken in line with the Local Authority prosecution policy for these matters and proceedings, where commenced, will be issued by the Local Authority
- If a prosecution is brought and the parent is found guilty or pleads guilty then a conviction for an offence under Section 444(1) of the Education Act 1996 or for an offence under Section 103 of the Education and inspection Act 2006 both carry a

fine of up to a maximum of £1000 and in addition the Local Authority will seek to recover costs in respect of bringing the proceedings. Further, a successful prosecution will result in a parent having a criminal record which could be disclosed should they apply for a position where a DBS check is required.

### **Reintegration following absence or reduced timetable:**

- The return to school for a pupil after long-term absence or reduced timetable requires special planning. For example, it may be appropriate to establish a Pastoral Support Programme as detailed in the DfE Social Inclusion: Pupil Support Guidance
- Designated staff should be responsible for deciding on the programme for return and for the management of that programme.
- All staff need to be aware that this is a difficult process that will require careful handling and that any problems should be notified to the responsible staff member as soon as possible.
- Programmes may need to be tailored to meet individual need and may involve phased, part-time re-entry with support in class as appropriate. Support from the Inclusion Manager / SENCO may be required.
- The Children and Families Act 2014 places a duty on maintained schools and academies to make arrangements to support pupils with medical conditions. Individual healthcare plans will normally specify the type and level of support required to meet the medical needs of such pupils. Where children and young people also have SEN, their provision should be planned and delivered in a co-ordinated way with the healthcare plan. Schools are required to have regard to statutory guidance 'Supporting pupils at school with medical conditions

The success of the Pastoral Support Programme will require the involvement of appropriate school staff, other agencies, the young person and parents. Programmes should be reviewed regularly and amended as necessary. Staff will be notified of the return of the long-term absentees.

### **Elective Home Education (EHE)**

- As soon as a school is informed that a child is to be withdrawn to electively home educated they need to e-mail the letter from the parents along with 2 year attendance record to the local authority
- Schools are reminded that a child should not be assumed to be electively home educated until a letter has been received from the parents informing them of this decision. This letter must be sent to the Inclusion and Attendance team via [EHE@lincolnshire.gov.uk](mailto:EHE@lincolnshire.gov.uk).
- There have been some recent cases of parents assuming that a tutor will be provided if they choose to electively home educate their children. Schools should ensure that parents/carers are fully aware of their responsibilities to home educate their child if they choose this route.

### **7. Admission Register – Deletions**

Schools cannot delete pupils from the register if the circumstances do not meet the criteria in The Education (pupil Registration) (England) Regulations 2006. All other deletions are

illegal and could result in court proceedings against the person responsible. Further details on each of these criteria can be found in the "Guidance on The Education (Pupil Registration) (England) Regulations 2006. Please refer to these prior to the deletion of a pupil from the admission register.

<http://www.legislation.gov.uk/ukxi/2006/1751/contents/made>

## **8. Liaising with external agencies**

Referral to other agencies is to be used where appropriate. Examples of agencies include;

- EHW
- Targeted Youth Support
- Young carers
- ESCO
- The Pilgrim Hospital School
- School Nurse / Local Health Services / CAMHS
- Educational Behavioural and Support Services.
- Educational Psychologists.
- Special Educational Needs Service.
- Social Care.
- Anti Social Behaviour team / Youth Offending / Local Police
- Housing

Each agency may have its own referral criteria but for those involved in the TAC process further information can be found on the website link below:

<http://microsites.lincolnshire.gov.uk/children/practitioners/team-around-the-child-tac/>

<http://microsites.lincolnshire.gov.uk/children/practitioners/team-around-the-child-tac/forms-and-documents/>

## **References**

Policy refers to;

**The Department for Education's statutory guidance publications for schools and local authorities.**

<https://www.gov.uk/government/collections/statutory-guidance-schools#behaviour-and-attendance>

<https://www.gov.uk/government/collections/departmental-advice-schools#behaviour-and-attendance>

**School Attendance** – Departmental advice for maintained schools, academies, independent schools and local authorities.

<https://www.gov.uk/government/publications/school-attendance>

**Parental responsibility measures for school attendance and behaviour** – Statutory guidance for maintained schools, academies, local authorities and the police.

<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>

## **LCC Fixed Penalty Notice Code of Conduct 2014**

<http://www.lincolnshire.gov.uk/parents/schools/welfare?tab=downloads>

**Lincolnshire County Council 'Every Day Matters' An Attendance Strategy**

<http://www.lincolnshire.gov.uk/parents/schools/welfare?tab=downloads>

**Supporting pupils at school with medical conditions Sept 2014**

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

**The statutory special educational needs and disability (SEND) system for children and young people aged 0 to 25 from 1 September 2014.**

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

**A guide for schools on the support system for children and young people with special educational needs and disabilities.**

<https://www.gov.uk/government/publications/send-guide-for-schools-and-alternative-provision-settings>

**Preventing and tackling bullying**

<https://www.gov.uk/government/publications/preventing-and-tackling-bullying>

## **Early Help Assessments and TAC procedures**

<http://microsites.lincolnshire.gov.uk/children/practitioners/team-around-the-child-tac/>

<http://microsites.lincolnshire.gov.uk/children/practitioners/team-around-the-child-tac/forms-and-documents/>

LCC School Administration Handbook - The purpose of the handbook is to assist schools in dealing with a variety of topics relating to pupil and school management issues.

## **Reference Points**

- The Education (School Attendance Targets)(England) Regulations 2006
- The Education (Pupil Registration) (England) Regulations 2006 as amended  
The Education Act 2002
- The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010

- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- Ensuring Regular School Attendance – Guidance on the Legal Measures Available to Secure Regular School Attendance (DfES)
- Code of Conduct and associated Guidance on the Use of The Education Related Provisions within the Anti- Social Behaviour Act 2003The Education Act 1996
- 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

## **APPENDIX 1 General whole school letter**

Dear Parent / Carer

### **SCHOOL ATTENDANCE**

I am writing to all parents and carers to remind you of the importance of regular school attendance which is a priority for your child and our school. There is a very strong link between regular school attendance and achievement and if your child is frequently absent from school the chances of them getting any qualifications at the end are much lower.

**Remember 90% attendance sounds good if it is in a test but 90% attendance throughout your child's school career means over one year's absence!**

To improve attendance we have to work together. If something is stopping your child coming to school, please come and talk to us about it.

From the beginning of this year we will look at the attendance of every pupil in our school. We aim to review each child's attendance every term.

Yours sincerely,

Headteacher

## APPENDIX 2

Insert name of School  
**SCHOOL ATTENDANCE PANEL RECORD & ACTION PLAN**

Name of pupil:		Date of Meeting :	
Date of Birth:		Venue:	
Class / Year:		Panel Members:	
Med Evidence Req'd	Yes / No	Attended by Parent:	Yes / No
EWO referral	Yes / No		
Current Attendance: <ul style="list-style-type: none"> <li>• Authorised</li> <li>• Unauthorised</li> </ul>	% % %	Lates: <ul style="list-style-type: none"> <li>• L =</li> <li>• U =</li> </ul>	Attended by pupil?



**Issues Discussed:** (What is going well, what we are concerned about, what needs to happen?)

Absences due to illness may require evidence from a medical practitioner in order to enable school to authorise the absence. (This may take the form of prescription labels, appointment letters / cards, letters from GP, Hospitals etc.)

**School Attendance Panel Action Plan.**

<b>Key Actions:</b>	<b>By Whom:</b>	<b>Timescale:</b>
Absences due to illness may require evidence from a medical practitioner	To be obtained by the parent	Immediately following any absences or in advance where possible.

**Overall target: to attend school every day and arrive to registration and lessons on time. Your child's attendance will be reviewed at the next Attendance Panel meeting on:     /     / 2017.**  
**You will be notified if further action is to be considered.**

Signed by:	
Pupil	
Parent	
Attendance Lead / Head of Year	
Education Welfare Officer	
Headteacher /Deputy Head	
Governor	

**Useful Contacts:**

**The Inclusion and Attendance Service**

County Offices Newland, Lincoln LN1 1YQ Telephone 01522 554682

**Legal Proceedings/Fixed Penalty Notices:**

[fpn@lincolnshire.gov.uk](mailto:fpn@lincolnshire.gov.uk)

[legalpanel@lincolnshire.gov.uk](mailto:legalpanel@lincolnshire.gov.uk)

**Child Missing Education:** [cme@lincolnshire.gov.uk](mailto:cme@lincolnshire.gov.uk)

**Elective Home Education:** [ehe@lincolnshire.gov.uk](mailto:ehe@lincolnshire.gov.uk)

**Children in Entertainment and Employment:** 01522 554990

[CEE@lincolnshire.gov.uk](mailto:CEE@lincolnshire.gov.uk)

**Ethnic Minority & Traveller Education Team:** 01427 787190

Website: [www.lincolnshire.gov.uk/emtet](http://www.lincolnshire.gov.uk/emtet)

**Safeguarding in School:**

[safeguardingschools@lincolnshire.gov.uk](mailto:safeguardingschools@lincolnshire.gov.uk)

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Signed \_\_\_\_\_ Chair of Governors

Date \_\_\_\_\_

Signed \_\_\_\_\_ Headteacher

Date \_\_\_\_\_

**Saxilby Church of England Primary School**

**Leave of Absence During Term Time – Request for consideration**

Dear Parents and Carers

Please read the form in full before deciding which section is appropriate for your request for leave of absence. In addition, you can find the school’s full attendance policy, dated May 2020, under School Information on the Saxilby website. This will give you more information regarding what constitutes authorised and unauthorised absences.

-----  
**Essential information for all requests:**

**Name:**                                      **Year Group:**                                      **Class:**

**Today’s Date:**

**Proposed Days of Absence: From:**                                      **Until:**

**Total Number of Days:**

**Please now select one option box below related to the reason for the request**

- • **Request for leave of absence due to a necessary appointment e.g. medical appointment**

Please complete the details below at least two weeks before the date of the absence and attach a copy of any relevant supporting details e.g. appointment letter. This will then be passed to the Headteacher for consideration.

**Details of appointment:**

**Period of time that child will be absent in the school day:**

From:                                      To:

I confirm that I have been unable to arrange this appointment outside of the school day. I have attached proof of the appointment.

Signed (Parent/Carer):                                      Date:

- • **Request for leave of absence for a holiday**

Holidays are not permitted in term time.

If you wish to take your child out of school for a holiday, please write a letter to the Headteacher, at least one month prior to the date of departure. A meeting will then be arranged, which you will need to attend. You will be informed of the final decision both verbally and in writing.

- • **Request for leave of absence other than a necessary appointment or a holiday**

Please detail the reason why you wish to take your child out of school. This will be passed to the Headteacher for

consideration.

**Details of reason for absence request:**

Signed (Parent/Carer):

Date:

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Appendix 4:  
**Useful Contacts/Guidance**

**The Inclusion and Attendance Service**

County Offices Newland, Lincoln LN1 1YQ Telephone 01522 554682

**Legal Proceedings/Fixed Penalty Notices:**

[fpn@lincolnshire.gov.uk](mailto:fpn@lincolnshire.gov.uk)

[legalpanel@lincolnshire.gov.uk](mailto:legalpanel@lincolnshire.gov.uk)

**Child Missing Education:** [cme@lincolnshire.gov.uk](mailto:cme@lincolnshire.gov.uk)

**Elective Home Education:** [ehe@lincolnshire.gov.uk](mailto:ehe@lincolnshire.gov.uk)

**Children in Entertainment and Employment:** 01522 554990

[CEE@lincolnshire.gov.uk](mailto:CEE@lincolnshire.gov.uk)

**Ethnic Minority & Traveller Education Team:** 01427 787190

Website: [www.lincolnshire.gov.uk/emtet](http://www.lincolnshire.gov.uk/emtet)

**Safeguarding in School:**

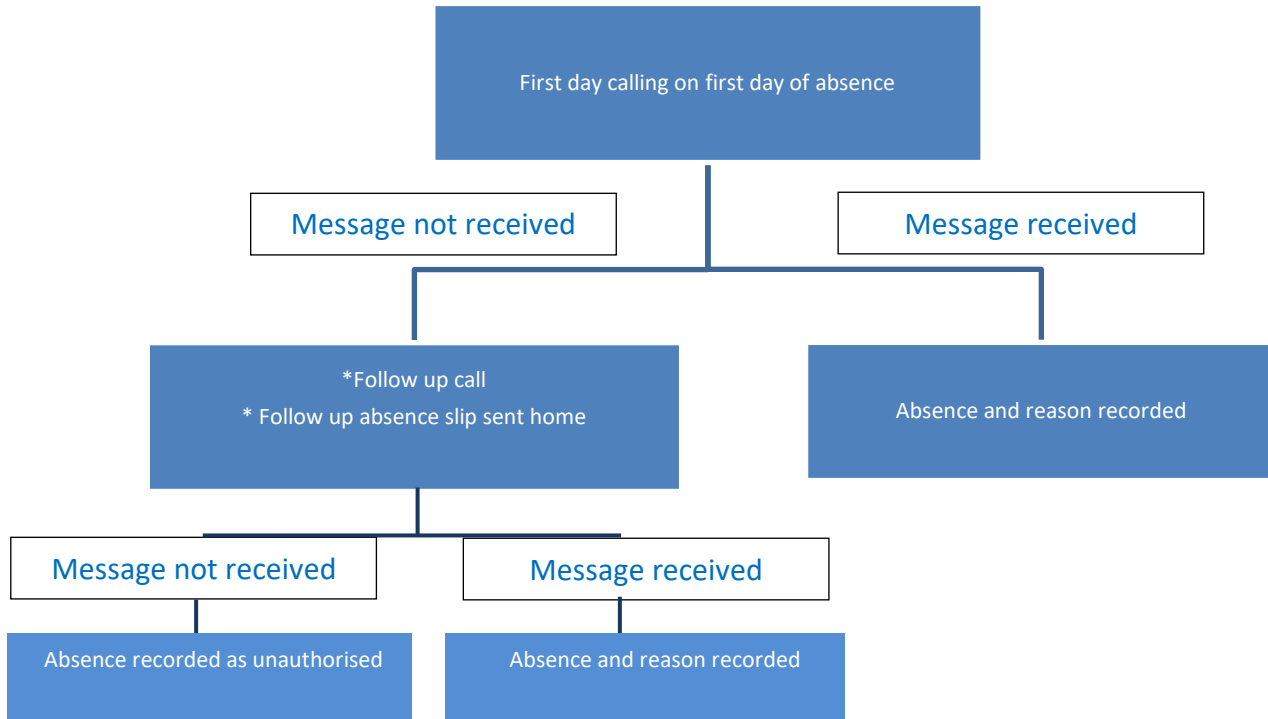
[safeguardingschools@lincolnshire.gov.uk](mailto:safeguardingschools@lincolnshire.gov.uk)

**DFE Guidance**

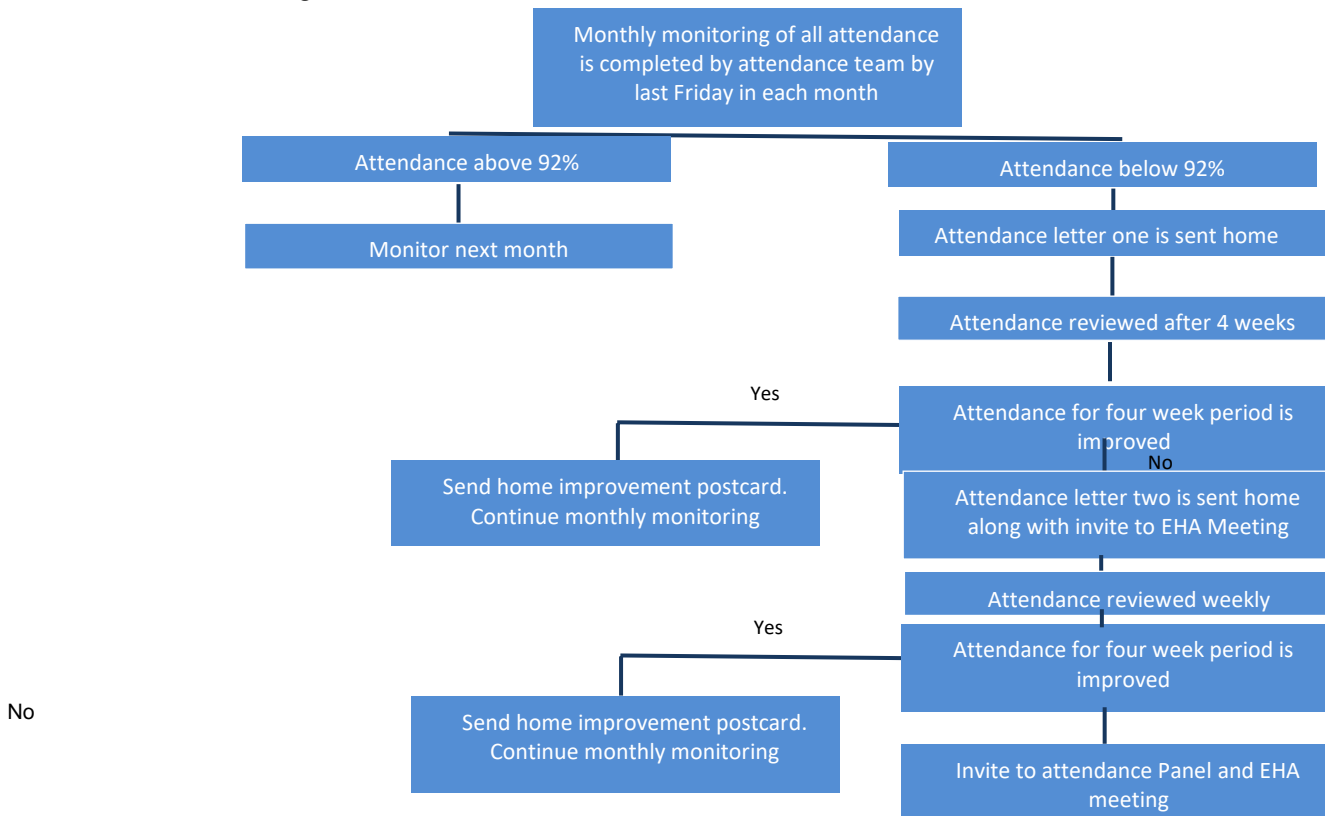
<https://www.gov.uk/government/publications/school-attendance>

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## Appendix 5 Attendance Flow Chart



## Attendance monitoring Flow Chart



Following an attendance panel and advice from the county council, if attendance does not improve fixed penalty notices may be issued in line with county policies. See <https://www.lincolnshire.gov.uk/parents/schools/at-school/school-attendance-and-penalty-notice/131943.article> for further details.

## Attendance Letter 1

Dear

### ATTENDANCE

We are concerned about «forename»'s attendance. It has fallen below 92% for the academic year so far and are heading towards the legal threshold of 90%. It is important that your child is in school every day to ensure they are not missing out on vital learning time. We urge you to send your child to school every day unless they are seriously ill and have seen a doctor or are absent for the recommended period of time following sickness or diarrhoea . We can assure you that we will contact home if your child is poorly during school hours.

We are keen to help our pupils have excellent attendance at school and to support parents in anyway we can to make sure this happens. We are also keen to ensure there is no further decline in attendance so that Lincolnshire County Council have no cause to issue Fixed Penalty Notices for poor attendance.

We will continue to monitor your child's progress and expect to see an improvement in this with a period of good health and good attendance at school.

If we have valid reasons for your child's absence and we can see it improving, we can make sure no further action is required. If you would like to discuss this further, please do not hesitate to contact Theresa Miller, our Family Support Worker, on 01522 702669 or myself on the same number.

Thank you for your support.

Yours sincerely

Catherine Stratton  
Headteacher



Letter 2

Dear «salutation»

Re: «forename» «surname»

Following our previous correspondence «forename»'s attendance at school has not improved.

Since the beginning of September «his\_her» attendance is now «percentage\_attendance»%.

We shall be formally monitoring this closely now on a weekly basis and if there is no improvement we will be referring the situation to an Attendance Panel. Failure to improve attendance after a panel meeting could also result in a Fixed Penalty Notice fine of up to £120.00.

We would like to invite you into school to complete an Early Help Assessment to see if there is anything we can support you with in order to improve «forename»'s attendance. Please contact the office to arrange an appointment so we can work together to improve this.

If you have any concerns regarding this and would like to arrange a meeting or you would like an Early Help Assessment Meeting, please contact Theresa Miller, our Family Support Worker, on 01522 702669 or myself on the same number.

Yours sincerely

Catherine Stratton  
Headteacher

Letter 3

Dear «salutation»

ATTENDANCE CONCERNS: «chosen\_forename» «chosen\_surname»

Following our previous correspondence on [date of first letter] and [date of second letter], I would like to invite you to a meeting to further discuss your child's attendance with me on the following date: [agreed date]

Please contact the school office if this is not convenient and we will rearrange the meeting.

Yours sincerely

Catherine Stratton  
Headteacher

Letter 4

Dear «salutation»

ATTENDANCE CONCERNS «chosen\_forename» «chosen\_surname»

We are very disappointed that you missed the attendance meeting on <> that you were advised of in our letter dated <>.

We will be tracking «chosen\_forename»'s attendance closely and failure to improve will result in further action. This may include a formal attendance panel with the possible consequence a fine of £120. Continued poor attendance could ultimately lead to a court appearance.

Please do not hesitate to contact me to rearrange your meeting and to discuss «chosen\_forename»'s attendance.

Yours sincerely

Catherine Stratton  
Headteacher

Letter 5

Dear «salutation»

UNEXPLAINED ABSENCES: «forename» «surname»

After reviewing attendance figures, I am concerned to find that «chosen\_forename» has «total\_unexplained\_sessions» absences. I have listed these sessions below:

«periods\_of\_absence»

Please complete the attached slip giving reasons for «chosen\_forename»'s absence and return it to me as soon as possible.

Failure to provide a valid reason for these absences will result in them being declared unauthorised.

Yours sincerely

Catherine Stratton  
Headteacher

