



ST KEYNA PRIMARY SCHOOL

Attendance Policy

Rationale

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- 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, and 2016 amendments)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment
- It also refers to:
 - School census guidance
 - Keeping Children Safe in Education
 - Mental health issues affecting a pupil's attendance: guidance for schools

St Keyna Primary School expects the highest level of attendance. We believe this is vital because:

- a) It gives pupils access to the full range of a balanced curriculum, thus enabling them to reach their full potential.
- b) It is an opportunity for pupils to demonstrate responsibility and commitment to their own learning.
- c) It sets up good habits for life.
- d) It is a recognised fact that children who develop poor patterns of attendance and punctuality at primary school tend to continue this pattern throughout their school life and beyond.

The Headteacher, Inclusion Lead and the school secretary (Attendance Team) will be responsible for monitoring attendance at St Keyna Primary School and will disseminate information to the Governing Body

Targets for attendance will be set annually and comparisons will be made with national and local data. Attendance and punctuality will be monitored throughout the year. The target for is to reach the DoE schools attendance improvement expectation.

Guidelines

1. The Governing Body of St Keyna is responsible for making sure attendance registers are kept accurately.
2. Attendance, lateness and reasons for absence are recorded twice daily, at 8.55am and at 1pm.
3. The information is entered onto Bromcom using the National Absence and Attendance Codes. The schedule is as follows;

8:45 YR-6 teachers open doors and children come into school

9:00 Nursery teachers open doors and children come into school

Any child arriving after the register is 'closed' but before 9.15 should be marked as 'L' -the parent/carer of children who arrive after the gates have closed are recorded in the late book at the office. Office staff will update Bromcom from the late book and include information about the number of minutes late. All late arrivals after 9.15 should be recorded as 'U', unauthorised.

Responsibilities of Parents and Carers

1. We expect children to attend school every day, unless they are ill or there is an unavoidable circumstance, preventing their attendance.
2. To ensure their child arrives punctually in order to be registered on time
3. To inform the school of reasons for absence by telephone (by 9.15) on the first and then each and every day of absence.
4. Whenever possible, routine medical appointments should be taken outside of the school day. If this is not possible the child should attend school before the appointment and return to school after it. Documentary evidence of appointments is required.
5. Not to request holidays during term time unless there are very exceptional circumstances (see section 8). Final decision will be made by the Headteacher. Unauthorised term-time holidays, or reaching the threshold of 5 days of unauthorised absence within 10 school weeks will trigger a penalty notice fine.

Responsibilities of the School

1. To create a positive, stimulating, safe and welcoming environment which will actively encourage regular school attendance by all pupils regardless of gender, disability, sexual orientation, religion or race.
2. To promote the importance of good attendance, and its links with pupil attainment, to parents and carers through a variety of means e.g. newsletters, assemblies and parent/carer evenings.
3. To make reasonable adjustments to enable access to school buildings and grounds by pupils with disabilities and provide suitable signage, interior decoration and furniture appropriate to the child's needs.
4. To take seriously any problem in school or reported by the family which might lead to absenteeism.
5. To endeavour to increase awareness of a range of religious festivals such as Diwali and Eid so that pupils requesting time off for particular celebrations are not made to feel stigmatised.
6. Work closely with the Attendance Welfare Support Service with the Attendance Team liaising with our allocated AWSS officer for support and guidance as well as meeting to review attendance formally termly (3 times a year).

Guidelines

1. Where pupil **absence** is **unexplained**, a member of the school office staff will (at the earliest opportunity on that day and before 10am) contact the child's family for an explanation, first by telephone and, if this is unsuccessful, then a text which will be sent asking the family to contact the school immediately.
2. By 11 o'clock any unexplained absences are logged on CPOMS and the Headteacher or the Inclusion Lead are informed via a green slip left on their desk. If the school cannot reach any of the pupil's emergency contacts, the school may contact social care, the Attendance and Welfare Support Service or the police and follow their advice.

3. Where the family have not responded within 48 hours a health and wellbeing check will be made by 2 members of staff including a member of SLT.
4. The school will notify the relevant Social Worker immediately if there is an unexplained absence of a Looked After Pupil or a pupil who has a Social Worker.
5. The School Secretary or Administration Staff will check the registers **weekly** and follow up any unexplained absence so that it can be correctly coded.
6. If a pupil is **absent for more than five days** the HT (or IL in his absence) will be alerted. A member of the admin team will advise the parent/carers to make a medical appointment and obtain proof of attendance.

Absence Monitoring – fortnightly the school secretary will monitor persistent absence (<91%) and hold an attendance meeting with the Headteacher and the next steps, following this policy, will be implemented.

- From term 2 pupils with attendance below 95% but above 90% will be sent letter A or A2 if due to an unauthorised holiday (or B if lateness is also an issue) where appropriate.
- At subsequent review, where appropriate, pupils with less than 90% attendance will be issued warning letter C or C2 if lateness is also an issue.
- At subsequent review, if there is still an issue, then Letter D will be issued inviting the parent/carers to a meeting. Following the attendance meeting, a written outcome will be sent to parents (regardless of the parents attendance at the meeting) including a copy of the (agreed) action plan.
- If the absences are for medical reasons, including mental health and wellbeing, then the school will ask for medical evidence and may ask for further details - letter G. A medical action plan will be put in place if appropriate.
- Following a meeting there will be a 4-week review period. If there is an improvement then monitoring letter E will be sent. If there is no improvement then a 'Notice to Improve' letter will be sent giving them 15 days to significantly improve their child's attendance before a referral will be made to the AWSS to request that a fixed penalty notice be applied.

7. **LATENESS** (where not covered by the above procedures)

- Every Friday the office will provide the Headteacher with a report of lateness to review. More than three unacceptable late arrivals in a two-week period will result in a monitoring letter being issued **Letter H**.
- Continuation of the issue will mean that the parent/carers is invited in to discuss the matter **Letter J**.

8. **Approval for term time absence**

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings. The headteacher will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as unusual circumstances that are highly unlikely, in the headteacher's opinion:

- to be repeated in at least the next 2 years;
- or to apply to more than a very small minority of pupils in the school.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours. As a leave of absence will only be granted in exceptional circumstances, it is highly unlikely a leave of absence will be granted for the purposes of a family holiday unless the definition of 'exceptional circumstances' given above also applies.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances, current attendance and relevant background context behind the request. Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office and website (under the Parents tab). The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for authorised absence include (but are not limited to):

- Illness (including mental-health illness) for which NHS guidance advises time off school. *Please note that any absences for illness immediately before or after a period of unauthorised absence for other reasons, will not be authorised without evidence. For example, if a child is ill the day before, or after, a 4-day unauthorised holiday, the illness will not be authorised unless evidence is provided, such as medical evidence, or holiday dates.*
- Medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious
- body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's
- religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel
- caused by an emergency, a lack of access arrangements, or because the school premises are closed

Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice. St Keyna Primary School does not issue penalty notices itself. Rather, it shares information with the local authority so that they can issue a penalty notice.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

A penalty notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution. If repeated penalty notices are being issued and they are not working to change behaviour they are unlikely to be most appropriate tool. Therefore, only 2 penalty notices can be issued to the same parent in respect of the same child within a 3 year rolling period and any second notice within that period is charged at a higher rate:

If issued with a first penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a second penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support. Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school. They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

HOLIDAY REQUESTS Letter K will be sent in response to parent holiday request forms

Attendance register

The school uses Bromcom to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

Present.

- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.
- Being educated off site

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- # = planned whole school closure
- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school for exceptional circumstances
- S = Study leave
- C1 = Leave of absence for participating in a regulated performance or employment abroad
- C2 = Leave of absence for part-time pupils
- E = Suspended or permanently excluded but no alternative provision made
- J1 = Leave of absence for job or education interviews
- I = Illness
- M = Medical or dental appointments
- K = Attending provision arranged by the LA
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Traveller absence
- Q = Absent due to a lack of access arrangements or due to the pupil having to attend a school that does not qualify for travel arrangements and is more than walking distance from where they live.
- V = Educational visit or trip
- P = Participating in a supervised sporting activity, with supervision being physically provided by an appropriately trained and knowledgeable person.
- D = Dual registered – at another educational establishment.
- W = Attending work experience.
- Y1 = Absent due to their regular transport not being available.
- Y2 = Absent due to travel disruption.
- Y3 = Absent due to part of the school premises being closed.
- Y4 = Absent due to the school site being closed.
- Y5 = Absent due to being in criminal justice detention.
- Y6 = Absent due to public health guidance or law, despite the pupil being well enough to attend.

- Y7 = Absent due to any other unavoidable cause, the nature of which must be documented by the school.
- Z = Pupil not on admission register

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for three years.

Responsibilities of the Attendance and Welfare Support Service

1. The AWSS officer will liaise with the Attendance Team regarding concerns over pupil absences if the school requests support.
2. The AWSS officer will supply termly attendance reports for the school to analyse.

Rewards and Consequences

1. Pupils and their families who have barriers with their attendance will be offered appropriate pastoral support. Where necessary pupils and their parents or carers will be signposted to appropriate external agencies.
2. St Keyna Primary School will use a range of rewards to promote good attendance and individual measures to encourage good attendance.

If you require this policy in another format e.g. large print, Braille or audio tape or in a different home language please contact the school office.

LETTER A-BETWEEN 90% AND 94% ATTENDANCE

**Delete if not appropriate*

Dear

As you can see from the attached certificate’s attendance is (?)% *with (?) unauthorised absences*. * Whilst we understand that there may be very legitimate reasons for this absence, we are concerned because levels of attendance such as this may, if continued, lead to underachievement. We would like to work closely with you to ensure that this does not happen.

An attendance figure of below 90% means that, on average, one day of education has been missed every fortnight since the beginning of the school year. I am sure you will wish to support in improving this figure in order that he/she will be in a position to make maximum progress and achieve his/her full potential. Please consider the enclosed registration certificate *and provide an explanation for any unauthorised codes (codes N and O)** and let me know if there are any ongoing reasons which might prevent an improvement in attendance.

I shall monitor’s attendance closely over the coming weeks. If you wish to discuss this matter please contact me at the school and return the reply slip below to acknowledge receipt of this letter.

Yours sincerely

Richard Eaton

Acting Headteacher

Letter A2 Unauthorised holiday

Dear

As you can see from the attached certificate <name>'s attendance is <>%. We are concerned because levels of attendance such as this may lead to underachievement. This low attendance is predominantly due to an unauthorised holiday.

A child who has 10 days holiday each year of his/her school life will miss 24 weeks (120 days) of his/her school education. This is in addition to unavoidable absences – for instance, if your child is ill. As your child is only required to attend school for 190 days out of 365 it is imperative that holidays are taken in the remaining 175. Leave of absence for a family holiday in term time will not be authorised unless there are very exceptional circumstances. We would like to remind you that holidays taken in term time, during your child's time at St Keyna, without prior Headteacher authorisation will result in the school requesting that the Local Authority issue a fixed penalty notice. This is not something we wish to happen.

I am sure that you wish to support <name> in improving their attendance in order that she/he will be in a position to make maximum progress and achieve her/his full potential. Please consider the enclosed registration certificate and let me know if there are any ongoing reasons which might prevent an improvement in attendance.

I shall monitor <name>'s attendance closely over the coming weeks. If you wish to discuss this matter please contact me at the school and return the reply slip below to acknowledge receipt of this letter.

Yours sincerely,

Richard Eaton

Acting Headteacher



----- Please detach and return -----

To: Mr. Eaton

Re:

I acknowledge receipt of your letter dated <date> regarding attendance.

Signed:

LETTER B- BETWEEN 90% AND 94% ATTENDANCE & LATENESS

Dear

As you can see from the attached certificate’s attendance is%. since the start of the academic year. has also been late times totallingminutes of lost learning time. These figures are a concern because levels of attendance and punctuality such as these will, if continued, almost certainly lead to underachievement. We would like to work closely with you to ensure that this does not happen.

An attendance figure of below 90% means that, on average, one day of education has been missed every fortnight since the beginning of the school year. I am sure you will wish to support in improving this figure in order that he/she will be in a position to make maximum progress and achieve his/her full potential. Please consider the enclosed Registration Certificate and provide an explanation for any lateness (code L) and potentially unauthorised codes (codes N and O). Please let me know if there are any ongoing reasons which might prevent an improvement in attendance.

I shall monitor’s attendance and punctuality closely over the coming weeks. If you wish to discuss this matter please contact me at the school. Please return the reply slip below to acknowledge receipt of this letter.

Please note that failure to improve attendance may result in the issue of a fixed penalty notice.

Yours sincerely

Richard Eaton

Acting Headteacher

LETTER C- BELOW 90%

Dear

As you can see from the attached certificate's attendance is%. This figure is a concern because levels of attendance such as this will, if continued, almost certainly lead to underachievement. We would like to work closely with you to ensure that this does not happen.

An attendance figure of below 90% means that on average one day of education has been missed every fortnight since the beginning of the school year. I am sure that you will wish to support in improving this figure in order that he/she will be in a position to make maximum progress and achieve his/her full potential.

At this stage 's attendance is causing concern with regard to the effect on his/her progress. It is critical that we see an improvement over the remainder of the school year. Please consider the enclosed Registration Certificate and provide an explanation for any lateness (code L) and/or currently unauthorised absence (codes N and O). Do let me know as soon as possible if there are any ongoing reasons why his/her attendance cannot improve. If attendance continues to be below 90% **any further medical related absences will not be authorised unless supported by written documentation from a medical practitioner**. This is not a situation we would want but it does reflect the guidance from our Local Authority on this matter.

I shall monitor 's attendance closely over the coming weeks. If you wish to discuss any issues to do with attendance, please contact me at school. Please return the reply slip below.

Please note that failure to improve attendance may result in the issue of a fixed penalty notice.

Yours sincerely

Richard Eaton

Acting Headteacher



----- Please detach and return -----

To: Mr. Eaton

Re:

I acknowledge receipt of your letter dated regarding attendance.

Signed:

Date:

Parent/Carer

LETTER C2 - BELOW 90% and Lateness

Dear

As you can see from the attached certificate’s attendance is%. since the start of the academic year. has also been late times totallingminutes of lost learning time. These figures are a concern because levels of attendance and punctuality such as these will, if continued, almost certainly lead to underachievement. We would like to work closely with you to ensure that this does not happen.

An attendance figure of below 90% means that on average one day of education has been missed every fortnight since the beginning of the school year. I am sure that you will wish to support in improving this figure in order that he/she will be in a position to make maximum progress and achieve his/her full potential.

At this stage’s attendance is causing concern with regard to the effect on his/her progress. It is critical that we see an improvement over the remainder of the school year. Please consider the enclosed Registration Certificate and provide an explanation for any lateness (code L) and/or currently unauthorised absence (codes N and O). Do let me know as soon as possible if there are any ongoing reasons why his/her attendance cannot improve. If attendance continues to be below 90% **any further medical related absences will not be authorised unless supported by written documentation from a medical practitioner**. This is not a situation we would want but it does reflect the guidance from our Local Authority on this matter.

I shall monitor’s attendance and punctuality closely over the coming weeks. If you wish to discuss any issues to do with attendance, please contact me at school. Please return the reply slip below.

Please note that failure to improve attendance may result in the issue of a fixed penalty notice.

Yours sincerely

Richard Eaton

Acting Headteacher



Please detach and return -----

To Mr. Eaton

Re:

I acknowledge receipt of your letter dated regarding attendance.

Signed:

Date

Parent/Carer

LETTER D

Dear

As you can see from the attached Registration Certificate’s attendance is%. An attendance figure of below 90% means that on average one day of education has been missed every fortnight since the beginning of the school year. I am sure that you will wish to support in improving this figure in order that he/she will be in a position to make maximum progress and achieve his/her full potential. Please provide an explanation for any lateness (code L and U) and/or currently unauthorised absences (codes N and O).

Any further medical related absences in the next six months for will not be authorised unless supported by written documentation from a medical practitioner.

I have arranged an appointment for you to discuss’s attendance with me on You may bring any relevant documentation which you consider may support his/her absence.

Please note that failure to improve attendance may result in the issue of a fixed penalty notice.

Please return the reply slip below to acknowledge receipt of this letter.

Yours sincerely

Richard Eaton

Acting Headteacher



Please detach and return

To: Mr. Eaton

Re:

I acknowledge receipt of your letter dated regarding attendance and will attend the appointment you have sent me.

Signed:

Date:

LETTER E-improvement

Dear

I am pleased to note that following a period of X weeks review that _____'s attendance has improved and is now X%. Well done-keep up the good work!

I will continue to monitor _____'s attendance over the coming weeks and hope to see this improvement maintained.

Yours sincerely

Richard Eaton

Acting Headteacher

LETTER F- no improvement, AWSS referral

Dear _____

I am really disappointed to note that despite our meeting there has been little or no improvement in X's attendance. This leaves me with no option but to refer X to the Attendance and Welfare Support Service in the hope that they can support you to effect some change.

Yours sincerely

Richard Eaton

Acting Headteacher

LETTER G

Re: (Child's name) DoB: (dd.mm.yy)

Address:

St Keyna Primary School works with children and their families to promote high levels of school attendance and we are concerned that poor attendance will affect **X's** educational development.

(Child's name)'s parents have told us that the absences are for medical reasons and have given their permission for us to contact you (a copy of the consent form is enclosed).

During the last (no. of weeks) weeks, (Child's name) had attended on only (act att) out of a possible (poss att) half-day sessions, giving an attendance rate of (??)% - the equivalent to missing (?) days school each week.

I would be grateful if, from your knowledge of this young person, you would let me know of any medical reasons that would explain this level of absence.

If there are genuine medical reasons for (child's name)'s low attendance rate, we would want to be able to make adjustments to ensure that s/he receives as full an education as possible. However, if genuine reasons do not exist, it may be that legal action is necessary to ensure full school attendance. Any information you are able to provide will be used to determine the best way of supporting (child's name) in his/her education.

I will be unable to make any payment for your help in this matter and would ask that, if this will prevent you from providing any information, you let me know by annotating this letter and returning it in the envelope provided.

Yours sincerely

Richard Eaton

Acting Headteacher

LETTER H: LATENESS MONITORING

Parent/Carer of

My attention has been drawn to’s punctuality record. Over a period of weeks had been late onoccasions, amounting to a total of hours and minutes lost learning time.

Persistent lateness can be as damaging to a pupil’s school career as persistent absence. Pupils who arrive late disrupt not only their own education but also that of others.

May I politely remind you that a pupil’s punctuality is a legal requirement and the parents/carers of a pupil who presents as persistently late are guilty of an offence. The law treats persistent lateness in the same way as irregular attendance and parents can be prosecuted if late arrival is not resolved.

I will be monitoring’s punctuality over the next few weeks and expect to see an improvement.

Please note that failure to improve attendance may result in the issue of a fixed penalty notice

If you would like to discuss this matter please contact me on 0117 9863852

Yours sincerely

Richard Eaton

Acting Headteacher

LETTER J: CONTINUED LATENESS

Further to my previous letter dated _____ I am disappointed to note that since date X has been late on occasions, amounting to a total of _____ hours and _____ minutes lost. I would like to meet with you to discuss how we can work together to improve this situation and have made an appointment for you on _____ . Please return the slip below to confirm your attendance.

Please note that failure to improve attendance may result in the issue of a fixed penalty notice

Yours sincerely

Richard Eaton

Acting Headteacher



----- Please detach and return -----

To: Mr. Eaton

Re: lateness

I acknowledge receipt of your letter dated _____ regarding lateness.

I confirm that I will attend the appointment you have sent me, or arrange a more convenient date.

Signed: _____

Date: _____

Appendix K – Holiday request response

<date>

Dear

Re: <name> Date of Birth:

Thank you for submitting your request to take <name> on holiday from <date> – <date>.

I am **able/unable** to authorise your absence request. We **will /will not** refer this absence to Attendance & Welfare Support Service.

Please be aware that we cannot authorise an absence in term-time unless there are very exceptional circumstances. The threshold for unauthorised absence is 10 sessions (5 school days) within a rolling 10 school week period, which is when unauthorised absence is referred to Attendance and Welfare Service who may issue a fine for statutory school age children. Four school days are equal to 8 sessions and any further unauthorised attendance may incur a fine.

If you do have any queries, please do not hesitate to contact me.

Yours sincerely

Richard Eaton

Acting Headteacher

School Attendance

Notice to Improve

Address line 1

Address line 2

Post Code

DATE

Parent name

School attendance is hugely important. For your child to gain the full benefit from their education, for their learning, wellbeing, and wider development, they need to attend on time, every day possible.

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly or where a parent knows that the child is failing to attend school regularly and fails to ensure the child does so, the parent/carer may be guilty of an offence under s.444 Education Act 1996.

You, «FORENAME» «SURNAME» are a parent/carer of «Students_Name», (called in this notice “the pupil”) who is a registered pupil at «School_Name».

The school have offered support to you and your family to try and help improve «Students_Name»’s attendance, including:

1. Telephone calls. The school contacted you every day your child was absent to understand why your child was absent and to offer their support with any issues your child may be having.
2. An Attendance Overview Letter. The school wrote to you, letting you know about «Students_Name»’s attendance, the impact of their continued absence, and inviting you to contact the school to discuss the situation further.
3. An Attendance Support Meeting Invite. The school invited you to a meeting to discuss your child’s unauthorised absences and to offer support to ensure that their attendance improved. You were notified of the consequences should your child continue to have unauthorised absence and you did not effectively engage with the support offered.

Unfortunately, despite the support that was offered to your family, attendance remains a cause for concern. Between «WARNING_START_DATE» and «WARNING_END_DATE» the pupil failed to attend regularly at «School_Name», which resulted in 10 sessions (half days) or more of unauthorised absences being recorded. Please see the attached registration certificate for details.

You now have fifteen (15) school days (3 weeks) in which to improve your child’s attendance. During this time your child must show significant improvements in attendance (PLEASE SPECIFY WHAT THESE ARE IN THIS INDIVIDUAL CASE) and avoid having any unauthorised absences from school during this period. Should we not see sufficient improvement and further unauthorised absences take place during this period, a Penalty Notice may be issued. A penalty notice is charged at £160 if paid within 28 days. There is usually the opportunity to pay a reduced amount of £80 if paid within 21 days.

NB – A Penalty Notice may be issued as soon as an unauthorised absence is recorded, without further contact with you.

If you wish to discuss this notice, or discuss what further support is available, please contact our team as soon as possible:

Yours sincerely

Richard Eaton

Acting Headteacher

St Keyna Primary

Contact number

Yours sincerely

Julia Morris

Attendance and Welfare Support Service

01225 394241