



## Lower Halstow & Newington CEP Schools Federation.

### Attendance Policy

Approved	Team	Review Date
Oct 16	Governors	Autumn 17
Oct 17	L&D	Autumn 18
Sept 18	L&D	Autumn 19
17.07.19	FGB	Autumn 20
Autumn 20	SLT	Autumn 21
Autumn 21	SLT	Autumn 22
Autumn 22	SLT	Autumn 24
Feb 23	SLT	Spring 25

Policy switched to biannual review with updates included whenever national & local policy changes

- Section 1 Introduction and Background**
- Section 2 Parental Responsibility**
- Section 3 Promoting Regular Attendance**
- Section 4 Lateness**
- Section 5 Understanding Types of Absence**
- Section 6 Leave of Absences in Term Time**
- Section 7 Persistent Absenteeism**
- Section 8 Absence Procedures**
- Section 9 The School Liaison Officer**
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- Section 11 Responsibility & Implementation of the Policy**
- Section 12 Summary**
- Section 13 Improving Attendance**
- Section 14 Attendance Monitoring Groups**
- Section 15 Rewarding Attendance**
- Section 16 Flowchart for Unauthorised Absences**

## **1. Introduction and Background**

Lower Halstow & Newington CEP Schools Federation is committed to the continuous raising of achievement of all our pupils. Regular attendance and positive behaviour are critical if our pupils are to be successful and benefit from the opportunities presented to them.

This policy is written with the above statement in mind and this policy underpins our school ethos to:

- promote children's welfare and safeguarding;
- ensure every pupil has access to the full time education to which they are entitled;
- ensure that pupils succeed whilst at school; and
- ensure that pupils have access to the widest possible range of opportunities when they leave school.

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

The Governors, Senior Leadership Team and staff, in partnership with parents, have a duty to promote full attendance at Lower Halstow & Newington CEP Schools Federation.

## **2. Parental Responsibility**

Parents have a legal duty to ensure that their child(ren) attend school regularly 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. Poor attendance undermines their education and sometimes, puts pupils at risk, encouraging anti-social behaviour.

It is the parents' responsibility to contact the school on the first day their child is absent by telephone or text message before 9.30am and subsequent days after whilst the child is unable to attend. This is a safeguarding issue requirement so that all parties know that your child is safe. Parents should regularly update the school and inform on when their child is returning.

Pupils are expected to arrive by 8.45am at Lower Halstow & Newington CEP Schools Federation. All pupils that arrive late must report, with their parent to the school office.

**Ensuring a child's regular attendance at school is a parental responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.**

## **3. Promoting Regular Attendance**

### **School Responsibilities**

At Lower Halstow & Newington CEP Schools Federation there is a whole school, staff responsibility and approach for monitoring & improving school attendance, with specific staff taking individual responsibility.

The Heads of School have overall responsibility for monitoring attendance issues.

Class teachers complete 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 mark pupils present, absent or late. Class teachers and teaching assistants are expected to routinely welcome children back to school and check how they are following an absence:

- It's lovely to see you back at school, are you feeling better? What was wrong with you?

This demonstrates care and that the pupil has been missed but equally shows we follow up all absences as attendance is high on our agenda.

It is the responsibility of Family Liaison Officer/Attendance Officer and school office to ensure:

- Attendance and lateness 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 or text message.
- A SchoolPing will be sent if the child's illness lasts for longer than 2 days, we ask that medical evidence is provided upon their return.
- The appropriate attendance code is entered into the register (National Attendance Codes)
- Parents are informed if their child's attendance has dropped in to a new monitoring group and the attendance percentage including any lateness record.
- We encourage all pupils to remain at school until the close of day unless agreed otherwise.

#### **Timeline of School Action for Poor Attendance**

- 96 - 100% attendance - class teacher to informally investigate and notify the Family Liaison Officer/Attendance Officer and school office of concerns and to contact parent if appropriate.
- Below 90% - 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.
- Below 90% - Where the absences have not been authorised consult with the Local Authority School Liaison Officer and a referral to PRU, Inclusion and Attendance Service may be considered or for intensive family support an Early Help Notification could be raised.
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#### **To help us all to focus on attendance we will:**

- Give parents/carers details on attendance in our newsletters.
- Report to parents/carers annually on their child's attendance with the annual school report.
- Contact parents/carers should their child's attendance fall below the school's 90% target for attendance or if they move in to a lower monitoring group.
- Celebrate good attendance by displaying individual and class achievements.
- Reward good or improving attendance through class competitions, certificates and events.
- Conduct home visits.

#### **4. Lateness**

Poor punctuality is not acceptable. If a child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence. Good time keeping is a vital life skill which will help our children as they progress through their school life and out into the wider world.

#### **How we manage lateness:**

The school day starts at 8.45am at both schools and we expect all children to be in school whilst registers are being marked during this time. Pupils arriving after these times must enter school by the main entrance and report to reception where their name will be recorded and signed in by the school. Your child will receive a late mark, (Code 'L').

After 30 mins the registers will be closed - 9.15am at both schools. In accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence, (Code 'U').

If your child has a persistent late record you will be asked to meet with the Head of School and Family Liaison Officer/Attendance Officer to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

**Penalty Notice Proceedings for Lateness – Penalty Notices are issued in accordance with Kent County Council’s Education Penalty Notices Code of Conduct effective from April 2017.**

- 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 (Monitoring) 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

**We will encourage good punctuality by being good role models to our children and celebrate good class punctuality.**

**5. Understanding Types of Absence**

Only the Executive Headteacher or Head of School can authorise absence using a consistent approach. The Executive Headteacher or Head of School 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 no explanation is received, absences will not be authorised.

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)

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.

## **6. Leave of Absences in Term Time**

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)

### **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**. By ‘unavoidable’ it implies that an event could not reasonably be scheduled at another time. It is important to note that Headteachers 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.

If a Penalty Notice is imposed for a leave of absence, 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 and relevant carer 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.

The Executive Headteacher or Head of School may authorise absence in “exceptional circumstances” but this must be requested in advance and agreement to each request is at the discretion of the Executive Headteacher or Head of School, acting on behalf of the Governing Body (Education (Pupil Registration) (England) Regulations 2006). Each case will be judged on its merits and the Executive Headteacher or

Head of School'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/carer 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.

## **7. Persistent Absenteeism**

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. **Absence at this level is doing considerable damage to any child's education and we need parent's fullest support and co-operation to tackle this.** We monitor all absence and the reasons given thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and we will inform the parents/carers immediately. PA pupils are tracked and monitored carefully, we also combine this with academic tracking where absence affects attainment.

If a child's attendance drops to 96%, their attendance will be monitored on a weekly basis and a Medical Evidence letter may be sent from the Head of School. This letter will state that medical evidence will be required for all periods of absence.

If medical evidence is not provided, a penalty warning letter may be actioned. A penalty fine will follow if the parent(s) continues to not provide medical evidence. Once a child's attendance drops to 90% or below, the parent(s) will be invited to a meeting with the FLO/Attendance Officer and Head of School to discuss the matter and find a way to resolve the issue. Failure to attend the meeting or continued absence, will result in a referral to the School Liaison Officer or a Penalty Notice raised.

## **8. Absence Procedures**

**If your child is absent the parent/carer must follow the following procedures:**

- Contact us as soon as possible on the first day of absence before 9.30, a message may be left on the answerphone.
- Or they can call into school and report to reception.

**If your child is absent we will:**

- Telephone or text you on the first day of absence if we have not heard from you.
- Request medical evidence if the absence lasts longer than two days.
- Request medical evidence for every absence if the attendance drops over a period of time.
- Invite you in to discuss the situation with the FLO/Attendance Officer and Head of School, if absences persist or non-engagement.
- Refer the matter to the School Liaison Officer if all other strategies have been used and court proceedings is the next step.

## **9. The School Liaison Officer**

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties are not resolved in this way, the school may refer the child to the School Liaison Officer.

He/she will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed and unauthorised absences persist, these Officers can use sanctions such as Penalty Notices or prosecutions in the Magistrates Court. Full details of the options open to enforce attendance at school are available from the Local Authority.

Alternatively, parents or children may wish to contact the SLO themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is available from the school office or by contacting the Local Education Authority.

## **10. Children Missing and Unseen**

No child should be removed from the school roll without consultation between the Executive Headteacher or Head of School and the Inclusion and Attendance Service when appropriate. 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 have 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.

The schools have robust systems in place to ensure that:

- Absence is followed up quickly.
- Mitigating action is taken for vulnerable pupils who are persistently absent (PA), excluded or not in full-time education.
- Children who go missing (CME) receive well-coordinated responses that reduce the harm or risk of harm to them.
- There are clear procedures for children coming off role, especially in regard to home education.
- Any exclusions are legal and justified.

**Issues have arisen where CME and PA have not been followed up regularly and recorded in the single safeguarding record.**

## **11. Responsibility & Implementation of Policy**

The Governing Body, Executive Headteacher and Heads of School of Lower Halstow and Newington CEP Schools Federation.

## **12. Summary**

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend.

All school staff are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible.





**IMPROVING ATTENDANCE – Possible Escalating Actions**

Attendance expectations shared: school information, website, newsletters, assemblies, parent/carer consultation, induction, planners; staff training, weekly staff briefings

Class Teacher/ trusted adult talks to the child

Class teacher/trusted adult telephones parent

Attendance spokesperson talks to the child and or parent

Letter 1 sent to parent raising general concern, monitoring period set

Letter 2 sent - meeting with Head of School, monitoring period set

Attendance/Governor Panel, monitoring period set

EITHER  OR

Letter 5 sent – warning letter, risk of a PN being issued, monitoring period set

Penalty Notice Warning letter sent by KCC -15 day monitoring

Penalty Notice issued

AS1 Referral, KCC statutory casework begins

**STRATEGIES**

**Intervention strategies should be explored at all stages when attendance is declining**

Examples

- Rewards, short and long term
- Discussion with trusted adult
- Buddy
- Positive report
- Attendance report
- Group change
- Change of teacher
- Tutor support
- Learning Mentor
- Peer support
- SEN support
- Other additional needs support
- Adjusted curriculum

## Section 14

### Attendance Monitoring Groups

<b>Green Group</b> 96% - 100% (No risk)	• 100% = Attended school every day. Outstanding!!!
	• 99.5% = 1 day absent (6 lessons missed)
	• 99.0% = 2 days absent (12 lessons missed)
	• 94.4% = 3 days absent (18 lessons missed)
	• 97.9% = 4 days absent (24 lessons missed)
	• 97.4% = 1 week of school missed
	• 96.8% = 6 days absent (36 lessons missed)
	• 96.3% = 7 days absent (42 lessons missed)
<b>Yellow Group</b> 93% - 95.9% (Risk of underachievement)	• 95.8% = 8 days absent (48 lessons missed)
	• 95.3% = 9 days absent (54 lessons missed)
	• 94.7% = 2 weeks of school missed
	• 94.2% = 11 days absent (66 lessons missed)
	• 93.7% = 12 days absent (72 lessons missed)
	• 93.2% = 13 days absent (78 lessons missed)
<b>Amber Group</b> 90% - 92.9% (Serious risk of underachievement)	• 92.6% = 14 days absent (84 lessons missed)
	• 92.1% = 3 weeks of school missed
	• 91.6% = 16 days absent (96 lessons missed)
	• 91.1% = 17 days absent (102 lessons missed)
	• 90.5% = 18 days absent (108 lessons missed)
	• 90.0% = 19 days absent (114 lessons missed)
<p>From September 2015 any student whose attendance is 90% or less will be deemed to be "Persistently Absent (PA)", this is the equivalent of 19 or more missed school days over a full academic year.</p> <p>Over a five year period a child whose attendance is at 90%, will miss a half of a school year; that's a lot of lost education</p>	
<b>Pink Group</b> 85% - 89.9% (Severe risk of underachievement) <b>"PERSISTENTLY ABSENT"</b>	• 89.5% = 4 weeks of school missed (120 lessons missed)
	• 88.4% = 22 days absent (132 lessons missed)
	• 87.4% = 24 days absent (144 lessons missed)
	• 86.3% = 26 days absent (156 lessons missed)
	• 85.3% = 28 days absent (168 lessons missed)
<b>Red Group</b> 0% - 84.9% (Extreme risk) <b>"PERSISTENTLY ABSENT"</b>	• 84.2% = 6 weeks of school missed (180 lessons missed)
	• 80.0% = 38 days absent (228 lessons missed)
	• 70.0% = 57 days absent (342 lessons missed)
	• 60.0% = 76 days absent (456 lessons missed)
	• 50.0% = 95 days absent (570 lessons missed)
	• 40.0% = 114 days absent (684 lessons missed)

## Section 15

### Rewards at Lower Halstow & Newington CEP Schools Federation.

#### Weekly

Gold leaves awarded to class with best attendance.

Class reward for the class with the best attendance for the term e.g. non uniform / extra playtime.

The school mascot spends the week with the winning class.

#### Termly (Seasonal)

Reward for the class with the best attendance.

Certificates and a small prize for all children with 100% attendance.

Recognition of improved attendance.

#### Annual

Recognition for most improved attendance

Certificates and prizes for all children with 100% attendance

## Section 16

### FLOWCHART FOR LEGAL MEASURES AVAILABLE FOR DIFFERENT TYPES OF UNAUTHORISED ABSENCE

(To be read in conjunction with KCC Guidance notes for Penalty Notice Requests and Penalty Notice Code of Conduct)

**ATTENDANCE 90% OR BELOW + 10 UNAUTHORISED ABSENCES WITHIN 100 SESSIONS  
ENSURE THE ABSENCES ARE UNAUTHORISED (O, U OR G CODES)**

**Unauthorised Leave of  
Absence (G CODE)**

**Unauthorised absence  
during public  
examinations**

**Unauthorised absence for  
punctuality (U CODE)**

**General unauthorised  
absence (O CODE)**

**Unauthorised absence for  
child/family with additional  
needs**

**Parent/Carers warned of the possibility of a PN via attendance policy, website, newsletters, phone calls and meetings**

**Request for Leave of  
Absence Form available**

**Publish in advance dates  
of public examinations**

**School completes pre work with child/family to unblock  
attendance/punctuality issues and has evidence of  
escalating interventions including:  
Details of conversations; letters; meeting notes; home  
visit; targeted interventions; additional needs support  
provided to overcome attendance/punctuality issues.  
One final letter to the parent(s) must advise that if  
attendance does not improve they are at risk of a PN being  
issued**

**Complete referral to Early Help  
or other appropriate agencies.  
School work in partnership  
with agencies to improve  
attendance/punctuality**

**Form submitted, refusal  
letter to each parent, leave  
taken: Promptly request PN  
and send leave request  
refusal form and attendance  
certificate after the holiday**

**If an examination is  
missed:  
Promptly request PN  
within 10 days of the  
examination absence.  
Send details of  
examination notification  
evidence and  
attendance certificate**

**Refer to PIAS PN Checklist and Guidance on KELSI**

**If attendance/punctuality does  
not improve or there is no take  
up of help, convene a meeting  
of relevant professionals to  
agree a way forward. This may  
include referral for statutory  
action**

**No form submitted, leave  
taken:  
Letter sent to each  
parent/carer stating school  
believes leave has been taken  
and requesting evidence  
otherwise, within 10 days**

**No improvement and PN threshold has been reached:  
Promptly request PN and submit evidence of support**

**No response: Promptly  
request PN and send leave  
request refusal form and  
attendance certificate.**

**One Penalty Notice can be issued each year, unless absence is due to unauthorised holiday.  
KCC will on receipt of the PN request issue a PN Warning Letter with a 15 day monitoring period.  
KCC will notify school of 15 day monitoring period. If the attendance/punctuality has improved then no further action will be taken;  
if there are unauthorised absences during the 15 day monitoring period, the school/academy should supply an updated attendance  
certificate to KCC within 2 weeks of the end of the period. If the attendance certificate is not supplied no further action will be  
taken by KCC.**

- Appendix 1 Request Leave of Absence Form**
- Appendix 2 Late letter (Code L)**
- Appendix 3 Late letter (Code U)**
- Appendix 4 Absence Letter**
- Appendix 5 Medical Evidence Request**
- Appendix 6 School Warning Letter re: Penalty Notice**
- Appendix 7 Penalty Notice Warning Letter**
- Appendix 8 Leave of Absence Refusal Letter**
- Appendix 9 PN Request for Leave of Absence**
- Appendix 10 Response to Leave without Request**
- Appendix 11 Traveller Absence Letter**
- Appendix 12 Traveller Absence (CME)**
- Appendix 13 Improved Attendance Letter**
- Appendix 14 Improved Attendance Reward Letter**
- Appendix 15 Kent School Referral Pathway**

## *Appendix 1*

### **APPLICATION FOR STUDENT LEAVE OF ABSENCE**

**The Education (Pupil Registration) (England) Regulations 2006 make clear that HTs may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.**

Exceptional circumstances are defined as:

- Leave for a bereavement of a close family member is usually considered an exceptional circumstance but for the funeral service only, not extended leave.
- Leave to visit family members are also not normally granted during term time. Students may however need time to visit seriously ill relatives.
- Leave for important religious observances but only for the ceremony and travelling time, not extended leave. This is intended for one off situations rather than regular or recurring events.
- Leave which takes the needs of the families of service personnel into account if they are returning from long operational tours that prevent contact during scheduled holiday time.
- Leave which makes reasonable adjustments for students with special educational needs or disabilities.
- Leave for families who may need time together to recover from trauma or crisis.

The HT will take into account a student's previous record of attendance when making decisions. It is important to note that the HT can determine the length of the authorised absence as well as whether absence is authorised at all.

This form should be completed to enable the HT to decide whether to authorise the application for leave. Authorising leave from school is at the discretion of the HT. If the leave is taken without authorisation a Penalty Notice will be issued.

**WE EXPECT EVERY STUDENT TO ACHIEVE  
96% ATTENDANCE**



Full name of student: \_\_\_\_\_

Address: \_\_\_\_\_

Reason for the application: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please tick the exceptional circumstance that applies:**

<input type="checkbox"/>	Leave for a bereavement of a close family member is usually considered an exceptional circumstance but for the funeral service only, not extended leave.
<input type="checkbox"/>	Leave to visit family members are also not normally granted during term time. Students may however need time to visit seriously ill relatives.
<input type="checkbox"/>	Leave for important religious observances but only for the ceremony and travelling time, not extended leave. This is intended for one off situations rather than regular or recurring events.
<input type="checkbox"/>	Leave which takes the needs of the families of service personnel into account if they are returning from long operational tours that prevent contact during scheduled holiday time.
<input type="checkbox"/>	Leave which makes reasonable adjustments for students with special educational needs or disabilities.
<input type="checkbox"/>	Leave for families who may need time together to recover from trauma or crisis.

**Proposed dates:**

From: \_\_\_\_\_

To: \_\_\_\_\_

**Recommendation of the Head of School:**

Authorise the Leave

Unauthorise the Leave

Signature: \_\_\_\_\_

Appendix 1

**LEAVE OF ABSENCE REPLY**

Dear Parent/Carer:

In response to your request for leave of absence for your child(ren):

**Leave of absence is:**

Agreed

Partially agreed

Not agreed

**Comments:**

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If leave is taken without authorisation, statutory action will be pursued. We may also remove your child from the school roll.

**HT: Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_





## Appendix 2

Dear «Name»

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

At Lower Halstow & Newington CEP Schools Federation the registers are taken at 8.45am and at 1.15pm.

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 working with your child's class teacher, please do not hesitate to contact us.

Yours sincerely,

Head of School



## Appendix 3

Dear «Name»

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

At Lower Halstow the register is taken at 8.45am and is closed at 9.15am for the morning session and taken again at 1.15pm for the afternoon session.

At Newington the register is taken at 8.45am and is closed at 9.15am for the morning session and taken again at 1.15pm for the afternoon session.

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

Yours sincerely,

Head of School



## Appendix 4

Dear «Name»

I am writing to express my concern over the number of occasions that «Name» has been absent from school. I attach for your information a summary of attendance indicating the days «Name» 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 «Name»'s attendance. If we can help in any way, perhaps via our School Nurse or your child's class teacher, please do not hesitate to contact us.

Yours sincerely

Head of School



## Appendix 5

Dear «Name»

**Re: «Pupil's name»**

Despite previous warnings, I note with concern that your child's attendance at school has made no significant improvement. «Name»'s attendance at school is currently «Number» % which means he/she has missed «Number» sessions. or «Number» days. This will have an impact on your child's education which we cannot ignore.

As there has been no improvement in «Name»'s attendance, I must advise you that further absences from school as a result of illness will require medical evidence (e.g. copy of a prescription, Doctors'/Dentist appointment card.) If medical evidence is not provided, 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 «Date» at «Time». It is important that you and «Name» attend this meeting for us to explore the issues around poor attendance. The meeting will be attended by:

«Name»

«Name»

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

If you do not attend this meeting and «Name»'s absence continues to deteriorate, a referral may be made to the PRU, Inclusion and Attendance Service.

Thank you for your co-operation.

Yours sincerely

Head of School



## Appendix 6 (Penalty Notice)

Dear «Name»

**Re «Child's name»**

At Lower Halstow & Newington CEP Schools Federation we consider attendance of utmost importance and I am therefore bringing this information to your attention.

Our monitoring process has shown that «Name» has been absent from school for a total of «Number» unauthorised sessions («Number» days). 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 of School



## Appendix 7 (Penalty Notice)

Dear

With reference to our letter dated **(date)**, **(child's name)** has now reached a total of **(number)** 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 of School



## Appendix 8 (Penalty Notice)

### \*Holiday request – Refusal letter

Dear «Name» **PLEASE ALWAYS WRITE TO BOTH PARENTS**

#### Request for leave during Term-Time «Child's Name»

I have received your request to take «Name» out of school for a family holiday between «Date» and «Date», a total of «Number» 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 «Name» out of school I may make a request for a Penalty Notice to be issued.

**Or**

You failed to apply in advance for permission for «Name» to be absent from school. As stated above, I am unable to authorise leave retrospectively and I may make 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 of School



## Appendix 9 (Penalty Notice)

Dear

**(Child's Name and Date of Birth)**

With reference to our letter dated **(date)**, the leave of absence taken between **(dates)** 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

Head of School





## Appendix 10 (Penalty Notice)

**\*Information you may wish to use in a letter to parents if you believe they have taken their children on holiday during term time but haven't requested it**  
**Please always write to all parents/carers**

Dear

You failed to apply in advance for permission for «Name» 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. *(State why you are treating this absence as 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".

I am unable to authorise leave retrospectively and I may make a request for a Penalty Notice to be issued.

The penalty notice gives you the opportunity to pay a penalty instead of being prosecuted for the offence of failure 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 set out below, no further action will be taken against you in connection with the offence as set out in this notice, i.e. your liability for the offence will be discharged.

Yours sincerely

Head of School



## Appendix 11

Dear «Name»

### Traveller Absence

I am writing to say how concerned I am over the number of times «Name» has been absent from school. Since «Date», Name has missed «Number» half day sessions achieving an overall attendance rate of «Number»%.

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 «Name»'s attendance falls below 90%. I am unable to authorise any absence during term time unless there are exceptional circumstances

If «Name»'s attendance does not improve and a referral is made to the Attendance Service, you could be prosecuted in the Magistrates' Court unless you can prove that:

- the child has no fixed abode  
OR
- because of the nature of your trade or business (work) you have to travel from place to place and your child has attended school as often as possible  
AND
- your child has attended for at least 200 sessions in the past 12 months (for children aged 6 years and over)

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

Yours sincerely

Head of School



## Appendix 12

Dear «Name»

### Traveller Absence

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

The law allows me to authorise «Name»'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 «Name» is likely to return to school. Unless you contact me during the next 10 school days to confirm a date, I will refer «Name» to the Local Authority as a Child Missing Education.

After 20 days absence, the Local Authority may give me permission to take «Name»'s name off the school roll and you will have to re-apply for a school place when you return.

Yours sincerely

Head of School



## Appendix 13

Dear «Name»

As you know we have been monitoring your child's attendance closely and we are really pleased to say that we have seen an improvement. Thank you and well done.

We appreciate the steps you have taken to ensure your child is not missing school and this will have a positive impact on their learning and social aspects of school life.

We will continue to monitor all attendance and punctuality, so please ensure you continue to keep us informed about any future absence your child may have. If you need any help in any way, perhaps via our School Nurse or Local Authority Liaison Officer, please do not hesitate to contact us.

Yours sincerely,

Head of School



## Appendix 14

Dear «Name»

As you know we have been monitoring your child's attendance closely since our meeting to discuss the issue and we are really pleased to say that we have seen an improvement over the last 4 weeks. Thank you and well done.

We appreciate the steps you have taken to ensure your child is not missing school and this will have a positive impact on their learning and social aspects of school life.

As a reward for your child for their improved attendance they will receive «Reward here»

We will continue to monitor all attendance and punctuality, so please ensure you continue to keep us informed about any future absence your child may have. If at any time you need any further help in any way, perhaps via our School Nurse or Local Authority School Liaison Officer, please do not hesitate to contact us.

Keep up the good attendance.

Yours sincerely,

Head of School



# Appendix 15

## Kent School Referral Pathway – Pupil Attendance

