

Attendance Policy



Reviewed by:	Date:	Changes made:
Abbie Muir	March 2023	Policy redrafted to reflect LCC and DFE guidance on attendance
LB	March 2021	No Amendments
Finance, Buildings and Personnel	30.10.2019	Additional new letter added as Appendix 1
Pupils & Provision	03.07.2019	New policy header Letter 1 – will changed to might ‘...might harm your child’s attendance...’ Additional paragraph added under point 3 on Fixed Penalty Notices
Pupils & Provision	02.05.2018	LAAT paragraph inserted in relation to Fixed Penalty Notices. Point 4 – persistent absentee percentage amended to 90%
	01.12.2017	Policy added to new letterhead – no other changes

Schools serving their communities through excellence, exploration and encouragement within the love of God

1. Introduction

- Regular school attendance is essential if children are to achieve their full potential.
- We value all pupils and we will work with families to identify the reasons for poor attendance and try to resolve any difficulties.
- We believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them enabling them to become emotionally resilient, confident and competent individuals who are able to make a positive contribution to their community and flourish.
- We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour and inclusive learning. This policy also takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

2. Legal Framework

- Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.
- A child is of Compulsory School Age at the beginning of the term following their 5th birthday.

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/carers 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.
- That they will tell a member of staff about any problem or reason that may prevent them from attending school.

We expect the following from parents/carers:

- Understand their legal responsibilities by ensuring regular school attendance with regard to the Section 444(1) and 444 (1A) Education Act 1996 and Section 36 of the Children Act 1989.
- Understand their responsibility to keep the School up to date with at least 2 emergency contact details as required by the Children Missing Education requirements and in line with the Keeping Children Safe in Education guidance.

- Impress on their children the importance of regular school attendance by keeping absences to a minimum and ensuring that children are only out of school when they are too ill to attend.
- Establish effective communication with the School and swiftly address any worries their children may have about coming to school so that we can work together to resolve this.
- To ensure their children attend school daily and on time (i.e. between 8:40 and 8.50am each morning).
- Parents contact the school before 8.40am by phone call or email to notify the school of any absence.
- To ensure children are accompanied to the school office when arriving late so that they can be signed in on our electronic register.
- 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 up to date contact numbers of all parents/carers.
- 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 in advance. Please note leave of absence will only be granted under exceptional circumstances (rare and unavoidable) and is at the discretion of the Executive Headteacher.
- Other planned absences/appointments must be notified before the absence is taken. Proof of appointments such as copies of appointment cards/letters will be requested.
- Parents may be invited to meetings to discuss attendance concerns (where necessary), and attend parents' attendance panel review meetings to discuss progress or problems.
- To avoid taking leave of absence during term time. Term time absences, at any point during the school year may seriously affect the progress of your child.

Parents/carers 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.
- A quality education

5 Roles and responsibilities 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 staff or members of the Academy Committee such as the following:

Academy Committee Members:

- Academy Committee Members may be given a specific role/interest in monitoring attendance and/or policies.
- Academy Committee can play a valuable role through representation at school attendance panels, parents' evenings etc.
- Prepare regular attendance progress reports for Academy Committee meetings.

Executive Headteacher (Attendance Lead) to (in collaboration with the Head of School):

- Oversee and demonstrate ownership of the whole policy.
- Regularly report progress on attendance to Academy Committee Members, pupils and parents.
- Analyse half termly attendance data
- Set challenging but achievable targets to reduce levels of absence.
- Liaise with the Educational Welfare Officer (EWO).

Head of School:

- Monitor pupil attendance <95% on a weekly basis and all pupil's attendance on termly basis.

- Respond to concerns raised by staff.
- Initiate phone calls to parents, arrange and lead School Attendance Panel meetings.
- Liaise with the EWO.
- Co-ordinate individual attendance reward systems where necessary
- 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

Class Teacher:

- Complete online registers accurately (indicating all authorised/unauthorised absence) and on time. Registers are then to be returned to the school office by 8.55am (morning session) and within 10 minutes of the start of the afternoon session.
- To challenge parent/carers about suspicious or inappropriate reasons for absence and inform the Executive Headteacher/Head of School (Safeguarding Lead) immediately of any serious concerns.
- Promote regular school attendance with parents, carers and pupils
- Inform parents when attendance is affecting attainment
- To keep all evidence of absence on the register system and written evidence to be filed in the child's personal file.
- To inform senior staff of concerns in a timely manner.

School Administrators:

- School administrative staff can play a vital role in supporting the school's attendance and absence management strategies.
- To input attendance data onto the ScholarPack (schools Management Information System) using the correct codes as recommended by the DFE in their publication '*School Attendance*' 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 late marks on the registers. 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 if the pupil has not arrived by 9.15am after the registers have been completed (if the child is deemed vulnerable, contact may occur earlier than 9.15am).
- To challenge parent/carers about suspicious or inappropriate reasons for absence and inform the Attendance Lead/Executive Headteacher/Head of School (Safeguarding Lead) immediately of any serious concerns.
- Inform the Attendance Lead 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.

Administration: '*School Attendance*'

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 understandable to parents, including translation and interpretation. This is particularly important for parents new to the country who 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

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 Executive Headteacher. 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 Executive Headteacher

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.

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.

Leave of Absence During Term Time

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 have removed the reference to holidays during term time and now provides that a leave of absence during term time will only be granted where an application is made in advance to the school and the school consider that the leave of absence should be granted due to exceptional circumstances relating to that application.

What amounts to "exceptional circumstances" is a matter for the discretion of the Executive 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). The Executive Headteacher will also consider asking for evidence of the circumstances that has arisen where appropriate.

Encouraging Attendance through Good Practice and Celebration

- Regular attendance newsletters show the percentage of attendance for each year group
- Identifying and supporting pupils who have attendance problems in advance of transition into or out of the school. Such opportunities could be between Pre-School & Reception, Key Stage 1/Key Stage 2, Key Stage 2/Key Stage 3, Mainstream/Specialist, new to the Country/County. This should include the sharing of relevant information with the educational establishments involved.
- Working with parents who are concerned that their children may be experiencing difficulty in attending school.
- Sending parents/carers attendance data when needed with targets for improvement as appropriate.
- Report to parents i.e. at parent consultations how their child is achieving in school and how their child's attendance is impacting on their progress and attainment.

Responding to Non-Attendance:

When a pupil does not attend 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/carers, the parents/carers will be contacted on the day of the absence by text, email or phone call.
- Where there is no response, a phone call will be made on the following day, or a letter sent to attempt to identify a reason for the child being absent. Where there is no response after three days of unexplained absence; there will be a visit from a member of the school staff or the Education Welfare Officer (EWO) where the Service is involved.
- 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* via a phone call to Lincolnshire County Council Customer Service Centre via 01522 782111. 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.
- Where non-attendance continues the case will be discussed with the EWO for the school and further action planned. This could, in appropriate cases, result in a formal referral to Education Services. Parents may be invited to attend a meeting in school. This meeting will include the appropriate staff and will aim to identify and solve the problems that are preventing the pupil from attending school.

- School will send termly attendance letters, set targets where attendance has been less than 90% and monitor attendance below 95%.
- We review each child's attendance during the year. If a pupil's attendance is below 95%, a letter informing parents of this will be sent home.
- If within 6 weeks, attendance has not improved, you will be asked to attend an initial School Attendance Panel meeting with the Executive Headteacher and/or Head of School and SENDCo. 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.
- If the 2nd School Attendance Panel set target is not met an Educational Welfare Officer may become involved in the monitoring.
- If at the end of this monitoring period there are on-going 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>

Use of Fixed Penalty Notices

- Regulations allow both the Local Authority (LA) 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 10% 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,
<https://www.lincolnshire.gov.uk/school-attendance>
- Once the application is completed it should be emailed with the correct supporting information to 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.
- Fixed Penalty Notices will be issued at the discretion of the Local Authority and Local Authority procedures will be followed.
- 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). 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.

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.

Identifying Children at Risk of Missing Education

The Education and Inspections Act 2006 placed a duty on all Local Authorities in England and Wales for them to make arrangements to identify children missing education in their area. The duty applies to all children of compulsory school age, in any school, who are not on a school roll and are not receiving a suitable education.

As part of its attendance strategy and duty, the Local Authority seek to identify all children who are missing education or at risk of missing education. As a school we must support this process.

A child at risk of missing education is defined as;

- Any child of compulsory school age (5-16) who is on roll of a school but has less than 50% attendance in a school term
- Any child of compulsory school age (5-16) who is subject to a modified/reduced timetable for more than one school term

The Local authority will identify children who meet these criteria based on the data we provide through the school census.

If our school has children who meet the criteria, we will receive an email at the requesting information regarding the attendance of these children.

The local authority will then track the attendance of these identified children through to the next census to monitor improvements.

Elective Home Education (EHE)

As soon as a school is informed that a child is to be withdrawn to be electively home educated they need to phone 01522 782111 and liaise with the EHE Co-ordinator.

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.

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.

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/uksi/2006/1751/contents/made> We will follow Lincolnshire County Council's Children Missing Education Protocol when a pupil's whereabouts is unknown.

Frequent school moves - Individual Child Records

Frequent school moves can have a significant impact on the developmental needs and welfare of a child. Schools have an important role to play in identifying, monitoring and raising concern about frequent school moves.

- When an admission date has been agreed, the school must immediately request the child's records from their previous school/educational establishment.
- Upon receipt of the records it is essential that they are examined in order to retrieve important information in relation to the child's background. The school must consider the frequency of school moves and assess the significance of this in relation to the child's educational attainment and welfare and as a potential cause for concern. This is necessary for all moves and not just those between Authorities. Consideration should also be given to frequent house moves even though a child may not have moved schools. Where the records indicate that there have been 2 or more moves during a 12-

month period, the school must contact the previous schools to ascertain further background information to understand the child's situation.

- Where concerns exist, this should be discussed with the parents and where necessary an Early Help Assessment should be completed to initiate a TAC meeting.

Liaising with External Agencies

Education Services - Welfare and Parenting:

Lincolnshire County Council Education Services will strive to provide a service that recognises the uniqueness of the school and the community it serves.

In accordance with the Education Services Remit and Procedures they will support the school in the following ways:

- Liaise with identified school staff
- Where a referral is accepted, they may undertake home visits, either pre-arranged or without notice as considered necessary.
- They will accept referrals that meet the EWS referral criteria, initiate contact with parents or carers and undertake assessments.
- They will plan and review casework and provide feedback to schools.
- They will offer strategic/policy advice and support in relation to matters of attendance, e.g. irregular attenders, young people involved in performing arts.
- Where necessary they will instigate legal proceedings on behalf of the Local Authority including parental prosecutions in the Magistrates' Court and/or applying for Education Supervision Orders through the Family Court.

Other Agencies

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

- Emotional Based School Avoidance (EBSA)
- Young carers
- ESCO
- The Pilgrim Hospital School
- School Nurse/Local Health Services/CAMHS
- 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:

<https://professionals.lincolnshire.gov.uk/team-around-child>

References

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.

The Education Service - Welfare & Parenting:

County Offices, Newland, Lincoln, LN1 1YQ Telephone 01522 553621

[Schools and education – Lincolnshire County Council](#)

Strategic support and casework support for schools regarding school attendance concerns:

The Inclusion and Attendance Service

I can do all things through him who strengthens me ~ Philippians 4:13

County Offices Newland, Lincoln LN1 1YQ Telephone 01522 554682

Legal Proceedings/Fixed Penalty Notices: 01522 55462 fpn@lincolnshire.gov.uk /
legalpanel@lincolnshire.gov.uk

Website: [Fixed penalty notices - code of conduct – Introduction - Lincolnshire County Council](#)

Child Missing Education: cme@lincolnshire.gov.uk

Elective Home Education: ehe@lincolnsire.gov.uk

Children in Entertainment and Employment: 01522 554990 CEE@lincolnshire.gov.uk

Ethnic Minority & Traveller Education Team: 01427 787190

Website: [Ethnic minority and Traveller education – Lincolnshire County Council](#)

Safeguarding in School: safeguardingschools@lincolnshire.gov.uk

Education Out of School Team: 01522 554525 out_of_school@lincolnshire.gov.uk

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

Review Date: February 2025

Appendix 1 – Persistent Lateness

Whaplode Church of England School

Date: XXXX

Dear: XXXX

PERSISTENT LATENESS

NAME OF CHILD: XXXX

DATE OF BIRTH: XXXX

CURRENT ATTENDANCE: XXXX

% LATENESS: XXXX

LOST LEARNING TIME: XXXX

I am writing to inform you that following our routine attendance monitoring we have identified that XXXX is persistently late for school. So far, this academic year XXXX has been on XXXX occasions and has in turn missed a total of XXXX hours of education.

When pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability. Your child may also feel awkward arriving to the classroom when everyone else is settled. Furthermore, when one pupil arrives late, it disrupts the entire class and the teacher – everyone's education is compromised.

Further lateness may result in you being served with a Penalty Notice or a summons to court. Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996.

Please contact school if you wish to discuss this matter further.

Yours sincerely,

Miss A Muir/Mrs E Adie
Executive Headteacher/Head of School

Appendix 2 – Letter 1

Whaplode Church of England School

Date: XXXX

Dear: XXXX

ATTENDANCE MONITORING LETTER (Attendance less than 95%)

NAME OF CHILD: XXXX

DATE OF BIRTH: XXXX

CURRENT ATTENDANCE: XXXX

I am writing to inform you that following our routine attendance monitoring we have identified that XXXX attendance is currently below 95%. As a school we appreciate that there are many reasons that impact a child's attendance, however, it is our duty of care to inform parents when attendance falls below the expected requirement.

We will continue to monitor XXXX attendance until it returns to 95%. Should XXXX attendance fail to improve or decline further, we will seek to meet you in person, to discuss how we can support you with this.

Please contact school if you wish to discuss this matter further.

Yours sincerely,

Miss A Muir/Mrs E Adie
Executive Headteacher/Head of School

Appendix 3 – Invite to School Attendance Panel Meeting

Whaplode Church of England School

Date: XXXX

Dear: XXXX

INVITE TO SCHOOL ATTENDANCE PANEL MEETING

NAME OF CHILD: XXXX

DATE OF BIRTH: XXXX

CURRENT ATTENDANCE: XXXX

Dear xxxx,

Following on from our letter dated xxxx regarding xxxx attendance, I am writing to advise you that xxxx school attendance is still causing concern.

I must remind you that parents and carers have a responsibility to ensure their children receive an adequate education under section 444 of the 1996 Education Act. It is important that any issues that may be the cause of this poor attendance are addressed as soon as possible. You are invited to attend a meeting at school with XXXX and xxxx on <date> at <time> to discuss your child's attendance and offer our support in improving this.

During the meeting, we will put in place an Action Plan to help improve attendance and explain the importance of attending school on a daily basis.

I hope that you will work with us to improve xxxx attendance. Regular attendance is extremely important as missing school has an impact on learning, and as I am sure you are aware, it is a legal requirement. Good attendance enables students to keep up with the work required.

If you do not attend the meeting, it will still go ahead and an Action Plan will still be made and then sent to the Attendance and Inclusion Team at Lincolnshire County Council as well as a copy home to yourselves.

Yours sincerely,

Miss A Muir/Mrs E Adie
Executive Headteacher/Head of School

**Appendix 4 – Second School Attendance Panel Meeting
Whaplode Church of England School**

Date: XXXX

Dear: XXXX

INVITE TO SCHOOL ATTENDANCE PANEL MEETING

NAME OF CHILD: XXXX

DATE OF BIRTH: XXXX

CURRENT ATTENDANCE: XXXX

Following our meeting on <date>, I note that there has been no significant improvement in <pupil's name>'s attendance. <Pupil's name>'s attendance for this academic year has fallen to ...%. A copy of the attendance record is enclosed.

You are invited to attend a second School Attendance Panel meeting on <date> to discuss the concerns around his/her attendance.

During the meeting, we will put in place a further Action Plan to help improve attendance and explain the importance of attending school on a daily basis.

I hope that you will work with us to improve xxxx attendance. Regular attendance is extremely important as missing school has an impact on learning, and as I am sure you are aware, it is a legal requirement. Good attendance enables students to keep up with the work required.

If you do not attend the meeting, it will still go ahead and an Action Plan will still be made and then sent to the Attendance and Inclusion Team at Lincolnshire County Council as well as a copy home to yourselves.

Yours sincerely,

Miss A Muir/Mrs E Adie
Executive Headteacher/Head of School

Appendix 5 – Letter 5
Whaplode Church of England School

<Date >

<Address>

<Address>

<Address>

<Address>

Re: Name of pupil dob

Dear <Name of Parent>

Following our School Attendance Panel meeting on <date>, I note that there has been no significant improvement in <pupil's name>'s attendance. <Pupil's name>'s attendance for this academic year has fallen to...%. A copy of the attendance record is enclosed.

It has now become necessary to refer <Pupil's name> and the concerns around his/her attendance to the school's Education Welfare Officer. They will contact you in due course.

Should you have anything you wish to discuss concerning this matter, I will continue to be available. Please contact the school should you require an appointment.

Yours sincerely

Miss A Muir/Mrs E Adie
Executive Headteacher/Head of School

cc Education Welfare Officer

Appendix 7 – Unexplained Absence

Whaplode Church of England School

<Date >

<Address>

<Address>

<Address>

Dear <Name of Parent>

Our records show <name of pupil> was not at school on the date/s listed below. Currently, we do not have any explanation for this absence. If you have already sent a note, please make sure <name of pupil> has given it to their class teacher. If no note is received, this absence will be coded as unauthorised and this will remain on your child's attendance record.

We ask that parents/carers contact the school on the first day of a child's absence. The telephone number for the school is: 01406 370447.

Beside the dates below please enter the reason <name of pupil> was absent. If you were unaware of the absence enter a question mark:

<Date>:

<Date>:

<Date>:

<Date>:

Signed Parent/Carer _____

Please return this letter to the school office.

If you have any queries or would like to talk to anyone about attendance please do not hesitate to contact the school.

Yours sincerely

Miss A Muir/Mrs E Adie
Executive Headteacher/Head of School

Appendix 8 – Doctor's Note

Whaplode Church of England School

<Date >

<Address>

<Address>

<Address>

<Address>

Dear <Name of Parent>

Since the start of the school year <name of pupil> has been absent from school for <number of days> days due to illness. This is concerning as it means <name of pupil>'s attendance overall is <percentage absence>, which is significantly below what the school expects. We understand that some absence due to illness is unavoidable. However it is important the school are aware of any on-going health problems so we can put the correct support in place.

We are sure that you are aware that every school day counts and missing any time from school results in lost learning. We want to support <name of pupil> and make certain that <he/she> does not get behind with work or miss out on any opportunities school offers.

Due to the large amount of illness absence <name of pupil> has had, we will require a doctor's note or appointment card for any future periods of absence relating to illness.

We will continue to monitor <name of pupils> attendance. If you wish to discuss <name of pupil> attendance with us please contact the school on 01406 370447. I will be happy to talk with you or arrange a meeting if required.

Yours sincerely

Miss A Muir/Mrs E Adie
Executive Headteacher/Head of School

cc Education Welfare Officer

Appendix 9 – Fixed Penalty Notice Warning Letters

For holidays during term time

<Date >

<Address>

<Address>

Dear

FIXED PENALTY FORMAL WARNING

NAME OF CHILD/YOUNG PERSON:

DATE OF BIRTH:

PUPIL REGISTERED AT:

This letter is a **Fixed Penalty Formal Warning** and is being sent to you because you have requested a period of absence from school for your child during term time.

The period you have requested from (date) to (date) , is not deemed to be exceptional circumstances and therefore will be coded as unauthorised absence. If you choose to ignore this warning, a Fixed Penalty Notice will be issued for the above period of absence.

A Fixed Penalty Notice is a strategy used by schools to address the unacceptable levels of attendance of children attending their school under the following legal framework:

- **Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise**
- **Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act**
- **In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60.00 or £120.00.**

Should you wish to discuss this matter further, please contact the school on the above contact details.

Yours sincerely

Miss A Muir/Mrs E Adie
Executive Headteacher/Head of School

Appendix 9 – Fixed Penalty Notice Warning Letters

For persistent absence/lateness

<Date >

<Address>

<Address>

Dear

FIXED PENALTY FORMAL WARNING

NAME OF CHILD/YOUNG PERSON:

DATE OF BIRTH:

PUPIL REGISTERED AT:

This letter is a **Fixed Penalty Formal Warning** and is being sent to you because your child has an unacceptable level of unauthorised absence.

During the period (date) to (date) ,(child's name) was absent/lateness on (number of) sessions out of (number) possible half-day sessions of which (number) were unauthorised * and (in addition she/he was late on (number) occasions.) *delete as appropriate

(child's name) 's attendance will be reviewed from the date of this warning, with the expectation that his/her attendance increases to 100%. Failure to comply may result in a Fixed Penalty being issued.

Please note if your child's attendance has fallen below 90% due to illness or a medical condition you will be required to provide evidence showing that you have sought appropriate medical advice.

Requesting the Local Authority to issue a Fixed Penalty Notice is a strategy used by schools to address the unacceptable levels of attendance of children attending their school under the following legal framework:

- **Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise**
- **Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act**
- **In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60.00 or £120.00.**

Should you wish to discuss this matter further or to access appropriate support, please contact the school on the above contact details.

Yours sincerely

Miss A Muir/Mrs E Adie
Executive Headteacher/Head of School