



Springfield Junior School

Attendance Policy

Prepared by:	Primary Headteachers QEGSMAT
Last Reviewed:	April 2024
Next review date:	April 2026
Approved by:	Trust Board 10/6/24
Trustee Minute No:	0390.1

Contents

Introduction	3
Aims.....	3
Legislation and guidance.....	3
Roles and responsibilities	4
Definitions.....	6
Recording attendance.....	7
Authorised and unauthorised absence.....	9
Strategies for promoting attendance	10
Attendance monitoring.....	10
Monitoring arrangements.....	12
Links with other policies	12
Appendix 1: Attendance Codes.....	13
Appendix 2: Key Contacts	15
Appendix 3: Attendance monitoring procedures	17
Appendix 4: Parenting Contract.....	18
Appendix 5: Parent Letters	21
Appendix 6: Term Time Holidays	26

Introduction

Promoting good school attendance is everyone's responsibility.

QEGSMAT strives to ensure that all its schools create an environment which enables and encourages all pupils to reach their full potential. For pupils to achieve in accordance with their potential and to gain the greatest benefit from their education, it is vital that they attend regularly.

QEGSMAT understands that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, QEGSMAT schools should prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with all pupils and parents/carers.

Aims

All of the schools within QEGSMAT are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos which values good attendance, including:

- Promoting good attendance and supporting punctuality in attending lessons.
- Ensuring equality and fairness for all.
- Ensuring this policy is clear and easily understood by staff and pupils' parents/carers.
- Reducing absence, including persistent and severe absence.
- Ensuring every pupil has access to the full-time education to which they are entitled.
- Intervening early to address patterns of absence and working with other agencies to ensure the health and safety of other pupils.
- Building strong relationships with families to overcome barriers to attendance and ensure pupils have the support in place to attend school.
- Ensuring parents/carers follow the framework set out in Section 7 of the Education Act 1996, which states that the parent/carer of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Working collaboratively with other schools in the area, as well as other agencies.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- 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 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [Missing Children and Adults - A cross government strategy \(publishing.service.gov.uk\) \(2011\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- [DfE's guidance on Children Missing Education \(updated September 2016\)](#)
- [Full-time enrolment of 14 to 16 year olds in further education and sixth-form colleges](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

Roles and responsibilities

The Trustees and governing body of each school within QEGSMAT

The Trustees and governing body of each school is responsible for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of school attendance across the school's policies and ethos.
- Making sure school leaders fulfil expectations and statutory duties.
- Regularly reviewing and challenging attendance data.
- Monitoring attendance figures for the whole school.
- Making sure staff receive adequate training on attendance appropriate to their role.
- Holding the Headteacher to account for the implementation of this policy.
- Sharing effective practice on attendance management and improvement across schools.
- Ensuring that this policy, as written, does not discriminate on any grounds including but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

As best practice, QEGSMAT recommends that schools utilise the Headteacher report to Governors to share attendance figures to report on attendance.

The Headteacher

The Headteacher is responsible for:

- Implementation of this policy at their school.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
- Monitoring school-level absence data and reporting it to Governors.
- Supporting staff with monitoring the attendance of individual pupils.
- Monitoring the impact of any implemented attendance strategies.
- Issuing fixed-penalty notices, where necessary.

The designated Attendance Officer

The designated Attendance Officer with responsibility for attendance should:

- Offer a clear vision for attendance improvement.
- Evaluate and monitor expectations and processes.
- Have an oversight of data analysis.
- Devise specific strategies to address areas of poor attendance identified through data.
- Arrange calls and meetings with parents to discuss attendance issues.
- Deliver targeted intervention and support to pupils and families.
- Monitor and analyse attendance data, as detailed in Section 8.
- Benchmark attendance data to identify areas of focus for improvement.
- Provide regular attendance reports to school staff and report concerns about attendance to the designated senior leader responsible for attendance and the Headteacher.
- Work with Education Welfare Officers, and other professionals, to tackle persistent absence.
- Advise the Headteacher when to issue fixed penalty notices.

The Attendance Officer for Springfield Junior School is Kerry Parker, who can be contacted via safeguarding@springfield.derbyshire.sch.uk and/or 01283 217855

Class teachers

Class teachers are responsible for recording attendance daily, using the correct codes, and submitting this information to the school office at the beginning of the school day and also after lunch.

- Class teachers should have initial conversations with parents/carers when attendance starts to dip to encourage attendance and offer support where necessary.

School office staff

Office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system.
- Transfer calls from parents/carers to the appropriate member of staff in order to provide them with more detailed support on attendance.

Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time. All children should arrive and be in their classroom ready to learn when registration opens. This enables all of our children to arrive on time for a settled start to the school day.

- The school start and end times are set out below:

	Springfield Junior School
Start time	8:40 am
Early Morning Work set	
Learning starts	9:00 am
Registration closes	9:10 am
Afternoon registration	1:00 pm lower school 1:15 pm upper school
End of day	3:30 pm

NB: Pupils should receive a late mark (L = late arrival before the register has closed) if they arrive after the start of the school day but before the register has closed. This is because teacher led learning will have started. This means that if a child arrives after the start of the school day, but before the register has closed, then they are missing important learning.

- Call the school to report their child’s absence before the start of the school day on the day of the absence. We ask that this is undertaken for every day that a child is absent, advising when they are expected to return.
- Provide the school with more than one emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.

Pupils

Pupils are expected to attend school every day, on time.

Definitions

The following definitions apply for the purposes of this policy:

Absence

- Arrival at school after the register has closed.
- Not attending school for any reason.

Authorised Absence

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency.

Unauthorised Absence

- Parents keeping children off school unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have never been properly explained.
- Arrival at school after the register has closed.
- Absence due to shopping, looking after other children or birthdays.
- Absence due to day trips and holidays in term-time which have not been agreed.

Persistent Absence (PA)

- Missing 10% or more of schooling across the academic year for any reason.

Recording attendance**Attendance register**

We should keep an attendance register and place all pupils onto this register. We should take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register should include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We should also record:

- Whether absences are authorised or not.
- The nature of the activity if a pupil is attending an approved educational activity.
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances.

We should keep every entry on the attendance register for three years after the date on which the entry was made.

Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence before the start of the school or as soon as possible by contacting the school office staff.

- Springfield via info@springfield.derbyshire.sch.uk and/or 01283 217855

We should mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We should not ask for medical evidence unnecessarily.

If the school is not satisfied with the authenticity of the illness, the absence should be recorded as unauthorised, and parents/carers should be notified of this in advance.

Planned absence

Attending a medical or dental appointment should be counted as authorised if the pupil's parent/carer notifies the school in advance of the appointment.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Term-time absences the school can authorise are detailed further on in the policy.

Lateness and punctuality

A pupil who arrives late:

- Before the register has closed should be marked as late, using the appropriate code.
- After the register has closed should be marked as absent, using the appropriate code.

School staff should work closely to support punctuality so that all children are able to fully benefit from all planned learning.

Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school should:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupils' emergency contacts, we should conduct a home visit. If the pupil is classed as child protection or persistent absentee, a risk assessment is required.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this should be no later than five working days after the session.
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary.
- If absence continues, the school should consider involving other agencies as appropriate e.g. follow local procedures for children missing education (CME).

Reporting to parents/carers

Each school should regularly inform parents/carers about their child’s attendance and absence levels with termly written reports. One is issued at the end of the Autumn term, one prior to Easter and one at the end of the academic year. Attendance is also discussed during parents’ evening appointments which take place during the year.

When we report, we use the following percentages for guidance:



Authorised and unauthorised absence

Approval for term-time absence

The DfE stipulates that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. There is no automatic right to any leave in term time, and any leave of absence is granted at the Headteacher’s discretion, including the length of time the pupil is authorised to be absent for.

The school considers each application for term-time absence individually, considering the specific facts, circumstances, and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with any leave of absence request form, accessible via the appropriate school office using the following contact details:

- Springfield Junior School info@springfield.derbyshire.sch.uk and/or 01283 217855

The Headteacher may require evidence to support any request for leave of absence. Valid reasons for authorised absence include:

- Illness and medical/dental appointments.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school should seek advice from the parents' religious body to confirm whether the day is set apart.
- Traveller pupils 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.

Legal sanctions

The school or Local Authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the Local Authority.

Penalty notices can be issued by the Local Authority officer or the police.

The decision on whether to issue a penalty notice may consider:

- The number of unauthorised absences occurring within a rolling academic year.
- One-off instances of irregular attendance, such as holidays taken in term time without permission.
- Where an excluded pupil is found in a public place during school hours without a justifiable reason.

If the payment has not been made after 28 days, the Local Authority can decide whether to prosecute or withdraw the notice.

Strategies for promoting attendance

Promoting good school attendance is everyone's responsibility. Each school takes responsibility for putting in place its own strategies for promoting attendance. Information on these strategies can be obtained from the Headteacher.

Attendance monitoring

Monitoring and analysing attendance

The Attendance Officer should monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence as soon as possible.

The school should collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort
- Individual year groups
- Individual pupils
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds
- Other groups of pupils e.g. pupils with SEND, LAC, and pupils eligible for FSM
- Pupils who have an allocated social worker or are known to social care
- A pupil who is absent for prolonged periods, or repeated occasions, which may indicate a safeguarding concern, such as CSE or CRE, particularly county lines
- Pupils at risk of persistent absence
- Pupils at risk of severe absence

The Attendance Officer should conduct a thorough analysis of the above data on a half-termly, termly, and full-year basis to identify patterns and trends. This should include identifying, for each group:

- Patterns in uses of certain codes
- Particular days of poor attendance
- Historic trends of attendance and absence
- Barriers to attendance

The Attendance Officer should provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. Specifically, where there is a safeguarding concern for a pupil absent or missing from education, the Attendance Officer should alert the Designated Safeguarding Lead in accordance with the school's established safeguarding recording and reporting processes.

The Attendance Officer should also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The Local Governing Body for each school should regularly review attendance data, including examinations of recent and historic trends, and should support the Headteacher in setting goals and prioritising areas of focus for attendance support based on this data.

The school should also benchmark its attendance data against local, regional and national level data to identify areas of success and areas for improvement and should share practice which has been shown to be effective with other schools.

Trustees should ensure staff from different schools within the Trust regularly share expertise and collaborate on interventions.

Attendance data should also be monitored via the Trust and fed back to the Trust Board throughout the year.

Using data to improve attendance

The school should:

- Provide regular attendance reports to class teachers and appropriate support staff and other school leaders, to facilitate discussions with pupils and families.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school. Severe absence is where a pupil misses 50% or more of school.

The school should:

- Ensure notes are added to the MIS system i.e. Integris and also to MyConcern to generate an evidence trail that can be cross referenced with safeguarding software.
- Use attendance data to find patterns and trends of persistent and severe absence.
- Hold regular meetings with the parents/carers of pupils who the school (and/or Local Authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.
- Provide access to wider support services to remove the barriers to attendance.
- Consider the support from our Early Help Offer to further improve attendance and/or punctuality.
- Use, where appropriate, parenting contracts to formally support attendance and/or punctuality.

Monitoring arrangements

This policy will be reviewed as guidance from the Local Authority or DfE is updated, and as a minimum every two years by the Trust. At every review, the policy will be approved by the full governing board.

Links with other policies

This policy links to the following policies:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Children Missing Education Policy

Appendix 1: Attendance Codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made

H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 student is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody

Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2: Key Contacts

Safeguarding Role	Name and Role	School contact details
Attendance /Education Welfare Officer	See details within Roles and Responsibilities section	See details within Roles and Responsibilities section
SENCo	<ul style="list-style-type: none"> Springfield: Rebecca Tree 	<ul style="list-style-type: none"> Springfield Junior School via: info@springfield.derbyshire.sch.uk
Governor for Attendance	Each school's Chair of Governors	Via appropriate school office: <ul style="list-style-type: none"> Springfield Junior School via: info@springfield.derbyshire.sch.uk and/or 01283 217855
Designated Safeguarding Trustee:		
QEGSMAT Safeguarding Officer:	Sue Vasey	vasey@qegsmat.com
QEGSMAT CEO	Mark Mallendar	m.mallendar@djanogly.org
QEGSMAT Attendance Lead		

Other Key Local Attendance Contacts

	Derbyshire
Education Welfare and Local Authority Children Missing Education (CME) Officer	<p><i>Derbyshire</i></p> <ul style="list-style-type: none"> • CME: CS.CMECoordinators@derbyshire.gov.uk • See Children missing from education (CME) policy and guidance and removal from school roll for further information <p><i>Staffordshire:</i> See Children missing education guidance</p>
Virtual School for Looked After Children	<p>Derbyshire:</p> <ul style="list-style-type: none"> • Rachel Moore, Head of the Virtual School for Children in Care 07798 882876
Homelessness or at risk of homelessness	<p>Derbyshire County Council care and support factsheet Staffordshire County Council homelessness</p>

Key National Contacts

Organisation	Description and contact details
NSPCC helpline for adults	<p>Helping adults protect children 24 hours a day. For help and support, including anyone needing advice about female genital mutilation, young people affected by gangs, concerns that someone may be a victim of modern slavery contact the NSPCC trained helpline counsellors on:</p> <ul style="list-style-type: none"> • Text 88858 • 0808 800 5000 • help@nspcc.org.uk
NSPCC helpline Report Abuse in Education	<p>Bespoke helpline for children and young people who've experienced abuse at school, and for worried adults and professionals who need support and guidance:</p> <ul style="list-style-type: none"> • 0800 136 663 • help@nspcc.org.uk
National Domestic Abuse Helpline	Hosted by Refuge , Helpline 0808 2000247
Operation Encompass	Resources for schools include free advice from an Education Psychologist about how best to support children via National Helpline 0204 513 9990
Report Abuse in Education helpline	Young people who have experienced abuse at school and parents and teachers who are concerned about sexual abuse in education settings can call the Report Abuse in Education helpline on 0800 136 663 or email help@nspcc.org.uk

Appendix 3: Attendance monitoring procedures



Appendix 4: Parenting Contract

**Parenting contract for attendance
(children of compulsory school age)**

Child's name:	
DOB:	
School/NCY:	
Contact tel:	
Parent's name(s):	
Address(es):	

Senior staff member with overall responsibility:	
Member of staff responsible day-to-day:	
Social Care contact:	
Early Help contact: Contact details:	

We are going to work together in making sure that the above named child improves their attendance at school over the next term.

Current attendance (%) and other information, including number of absences and what has been tried before:

<p>The specific targets of our plan. What we aim to do by (EOY 2024):</p> <ol style="list-style-type: none"> 1. 2. 3. 4.

Achieving these targets

I (.....) agree to:
(please detail)

We agree to:
(please detail)

Social care agree to:
(please detail)

Agreeing to the contract:

Consent by parent(s)

I/we have agreed to this Parenting Contract and will:

- (a) Work with the school as detailed above, to improve child's school attendance, and
- (b) Carry out what we have promised to do.

I also agree to information being shared with other professionals and agencies as required to help us.

I understand that if my child has any unauthorised absences from school in the next term, a Penalty Notice or prosecution may follow without further warning. This agreement may be given as part of the evidence.

Signed (Parent/s):

.....

.....

Date:

Signed (on behalf of the school/governing body)

.....

Date:.....

Copies to be circulated to all parties.

Appendix 5: Parent Letters

Below 92%

Dear Parent/Carer

Child's Name:

We are writing to inform you that we are working in full partnership with the County Council's Education Welfare Service to help maintain regular school attendance of our students.

This means that an Education Welfare Officer from the Local Authority regularly monitors our school and reviews individual student attendance.

As part of the monitoring process, we will be communicating any attendance concerns to you and offering any support that may help improve your child's attendance, although we are aware that there will be times when absence is unavoidable.

As of [date], your child's attendance is [percentage].

Attendance at 92% or below means that your child is missing the equivalent of half a day of school per week.

As a school we are committed to supporting our families. If you are concerned that there is something that is preventing your child from attending school regularly or they are experiencing any difficulties, please do not hesitate to contact us. We will continue to monitor your child's attendance over the coming weeks and hope to see an improvement.

It is our hope that by working closely with the County Council's Education Welfare Service, we can ensure that all our students are able to reach their full potential through regular school attendance.

Attendance Below 90%

If your child's attendance falls below 90%, any further absence will be unauthorised unless proof of absence is provided.

Please refer to our Attendance Policy for further guidance.

Yours sincerely

Below 90%

Dear Parent/Carer

Child's Name:

We are writing to inform you that we are working in full partnership with the County Council's Education Welfare Service to help maintain regular school attendance of our students. This means that an Education Welfare Officer from the Local Authority regularly monitors our school and reviews individual student attendance.

As part of the monitoring process, we will be communicating any attendance concerns to you and offering any support that may help improve your child's attendance, although we are aware that there will be times when absence is unavoidable.

As of [date], your child's attendance is [percentage].

Attendance at 90% means that your child is missing the equivalent of half a day of school per week.

As your child's attendance is below 90%, we will require appropriate medical evidence to authorise any future absences that occur due to a medical reason. If no medical evidence is provided, then absences will be recorded as unauthorised.

Please note that if a pupil has 20 sessions (one session = half a day) of unauthorised absence in a 12-week period, the Education Welfare Officer has a statutory duty to intervene for persistent absence. The Local Authority will review absence information and will consider whether to instigate legal proceedings for an offence under Section 444 of the Education Act 1996.

Examples of evidence for absence due to medical reasons:

Evidence may be a bottle of prescribed medicine, a doctor's appointment card (Your GP receptionist can provide this free of charge), a photocopy of a log of any telephone consultations or a specific letter from a doctor.

As a school we are committed to supporting our families. If you are concerned that there is something that is preventing your child from attending school regularly or they are experiencing any difficulties, please do not hesitate to contact us. We will continue to monitor your child's attendance over the coming weeks and hope to see an improvement. It is our hope that by working closely with the County Council's Education Welfare Service, we can ensure that all our students are able to reach their full potential through regular school attendance.

Yours sincerely

Attending Clinic Letter

Dear (Parent's name)

I write with reference to my previous letter (insert date) which expressed concerns around (Child's Name) attendance.

I have continued to monitor (Child's Name) attendance and unfortunately I still have concerns. Due to (Child's Name) declining attendance I would like to invite you to attend a meeting with the Local Authorities Education Welfare Officer and myself on XXXXXX. The purpose of this meeting is to discuss (Child's Name)'s attendance and where appropriate offer you advice, guidance and support.

It is crucial that you attend this meeting. If this time is not convenient, please contact the school office to arrange a more suitable time.

Following this meeting if (Child's Name) has any further unauthorised absences occur then you may be referred to the Local Authority who will consider whether to instigate legal proceedings against you for an offence under Section 444 of The Education Act 1996. This Act states that 'if a child of compulsory school age fails to attend regularly at school, their parent is guilty of an offence'.

I look forward to meeting with you.

Yours sincerely

Improved Attendance Letter

Dear XXXXXX

I write with reference to my letter on XXXXXX which expressed concern around XXXXXX attendance.

I am pleased to inform you that XXXXXXXX attendance is currently XXXX%. As this shows an improvement no further action will be taken at present. However, I will continue to monitor the level of attendance over the next few weeks in line with the school's Attendance Policy.

I would like to take this opportunity to thank you for supporting school around XXXXX attendance.

Yours sincerely

Letter for referring to LA for PA and statutory action.

Please see specific LA letters

Appendix 6: Term Time Holidays

To request the issue of a penalty notice for unauthorised leave of absence in term time your school must have a policy statement that supports the use of penalty notices and reflects the legislation appropriately.

In September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. These regulations also state that holidays cannot be authorised retrospectively.

Any requests should be on an official school absence request form and handed into the school office for consideration prior to any holiday/leave arrangements being made.

You may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under Section 444(1) of The Education Act 1996.

An Equality Impact Assessment has been completed for this policy.

Derbyshire Schools - Holiday Suspected Letter

Example letter – challenge reason for absence
School Headed Paper

Recipient(s) full name

Address

DATE

Dear

Absence from School

CHILD'S NAME was absent from school for NUMBER school days between DATE and DATE.
You informed SCHOOL that CHILD'S NAME was absent due to REASON.

It is my belief that CHILD'S NAME was absent from school due to a family holiday. In view of this, in accordance with Government regulation, I must mark the register for CHILD'S NAME with a 'G' which means 'unauthorised absence for a holiday during term-time'.

If this is not the case, please arrange an appointment to meet with me to discuss the matter further and where possible provide evidence to support your position. Unless I hear from you in the next five school days, I will refer the case to the Local Authority and you may be issued with a penalty notice for unauthorised absence.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely