Attendance Policy

Ratified by Full Governing Body:

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Signed by Headteacher	
Signed (Chair of Governors)	
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Attendance Policy

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1. Aims

This document provides a framework to enable us to ensure that all of our children, regardless of background or circumstances, fulfil their potential within our Christian community. The school Christian Values of Respect, Friendship, Perseverance, Forgiveness, Compassion and Trust are applied when following this policy, and we will use this guidance to ensure that our children will be fully prepared for the future, with high self-esteem and having forged strong and respectful relationships with other people.

We want our children to be fully prepared for God's ever changing world.

2. Statement of Intent

Ashford St Mary's CEP is committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them. We expect 100% attendance from our pupils.

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote good attendance and punctuality.

At Ashford St Mary's CEP, we are committed to meeting our obligation with regards to school attendance, including those laid out in the Department for Education statutory guidance on working together to improve school attendance (August 2024) through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Setting high expectations for the attendance and punctuality of all pupils
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

- We will also promote and support punctuality in attending lessons.

The Governors, Headteacher and Staff in partnership with parents have a duty to promote full attendance at Ashford St Mary's CEP.

3. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set 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, and 2016 amendments)
- https://www.legislation.gov.uk/uksi/2006/1751/contentsThe Education (Penalty Notices) (England) (Amendment) Regulations 2013
- https://www.legislation.gov.uk/uksi/2013/757/regulation/2/made

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

3. Roles and responsibilities

4. The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
    - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
    - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs

- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
    - The importance of good attendance
    - That absence is almost always a symptom of wider issues
    - The school's legal requirements for keeping registers
    - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the headteacher to account for the implementation of this policy

The headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Issuing fixed-penalty notices, where necessary, and/or authorising the Assistant Head leading on attendance to be able to do so
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

The designated senior leader responsible for attendance

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes, by establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Benchmarking attendance data to identify areas of focus for improvement

- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Advising the Headteacher/AHT (authorised by the headteacher) when to issue fixed-penalty notices
- Applying the school's policy fairly and consistently with consideration to the individual needs of pupils and their families who have specific barriers to attendance. This will be with regard to the school's obligations under the Equality Act 2010: guidance – GOV.UK (www.gov.uk) and the UN Convention on the Rights of the Child.

The designated senior leader responsible for attendance is Harsharn Birring and can be contacted via admin1@st-marys.ashford.kent.sch.uk or 01233 625531

The Family Liaison Officer

The family liaison officer is responsible for: Working with the **designated senior leader responsible for attendance**

- Liaising with pupils, parents/carers and external agencies, where needed
- to tackle persistent absence, and where necessary referring to our designated School Liaison Officer (West Kent)
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families
- Where a pupil has a social worker, will inform the social worker of any unexplained absences
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies

The designated senior lead is supported by the Family Liaison Officer, Amber Shepherd, and can be contacted via ashepherd@st-mary-ashford.kent.sch.uk or 01233 625531.

Class teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes, and submitting this information to the school office. Registers are taken by 08:55 and The afternoon register is taken at 1pm.

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Marking the attendance registers twice daily is a legal requirement. (The Education (Pupil Registration) (England) Regulations 2006). Teachers mark pupils present (/\), absent (I), or no reason given (N).

School office staff

It is the responsibility of Andrea Rolfe (Attendance Officer):

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Make calls where absences have not been explained.
- Ensure registers are taken daily and attendance and late records are up to date.
- If no reason for absence has been provided, parents are contacted once on the first day of absence, by phone call. Calls will continue to be made on subsequent days if we have not heard from a parent/carer. Parents/carers may receive a home visit if the school DSL or safeguarding team deem it appropriate.
- Once the reason for absence is established, the appropriate attendance code is entered into the register by Andrea Rolfe. (See National Attendance Codes)

Parents/Carers

Parents/Carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence on the day of the absence and each subsequent day of absence where appropriate to do so, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Work with the school and the local authority to help them understand their child's barriers to attendance
- Proactively engage with the support offered to prevent the need for more formal support
- It is the parents' responsibility to contact the school by 8.45am on the first day their child is absent. This is a safeguarding issue requirement so that all parties know that your child is safe and their whereabouts is known. Parents should regularly update the school and inform the school when their child is returning.

Pupils

Pupils are expected to:

- Attend school every day
- Enter school by 8.55am daily

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Poor attendance undermines their educational attainment and progress and, sometimes, puts pupils at risk by encouraging anti-social behaviour.

4. Recording attendance

Unplanned absence

It is the parents' responsibility to contact the school by 8.45am on the first day their child is absent. This is a safeguarding issue requirement so that all parties know that your child is safe and their whereabouts is known. Parents should regularly update the school and inform the school when their child is returning.
This is a safeguarding requirement so that all parties know that the child is safe.

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.
Where the absence is longer than 5 days or 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 will not ask for medical evidence unnecessarily.

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

Planned absence

Attending a medical or dental appointment will be counted as authorised as long as 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 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.
Parents and carers should request absence by emailing the office on admin1@st-marys-ashford.kent.sch.uk . Go to Section 5 to find out which term-time absences the school can authorise.

Lateness and punctuality

At Ashford St Mary's CEP the morning register is taken at 8.55am. Pupils arriving after these times must enter school by the main entrance and report to Reception where their name and the reason for lateness will be recorded (on a red form). The pupil will be marked as late before registration has closed (Code 'L').

Pupils arriving after the register has closed will be marked as late after registration (Code 'U') and this will count as an unauthorised absence.

Frequent lateness after the register has closed (U) will be discussed with parents and could provide grounds for prosecution or a Penalty Notice.

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The afternoon register is taken at 12.40/12.45/12.50 (KS1) and 1.25pm/1.30 (KS2).

Following up unexplained absence

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

- 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 pupil's emergency contacts, the school may ask DSL's to make a home visit. Under circumstances where we have concerns for the child's well-being and safety, it may be necessary to contact Integrated Children's Services. If after discussion with social care, school continue to have concerns they may alert the police.
- 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 will be no later than 5 working days after the session for which the pupil was absent.
- 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 will consider involving the School Liaison Officer [from the Attendance Service].
- Where appropriate, offer support to the pupil and/or parents to improve attendance.
- Identify if the family need support from other services and, as quickly as possible, make the necessary referrals.
- Where support is not appropriate, not successful, or not engaged with, issue a notice to improve, penalty notice or other legal intervention (see section 5 below as appropriate.)
- Attendance meetings are formally held between the FLO and Inclusion Lead twice a term to discuss attendance figures and appropriate actions.
- 90 – 95% (terms 1-3) 95 - 100% (terms 3-6) attendance – the class teacher to investigate and notify FLO of concerns via email. FLO to contact parents if appropriate.
- 80% - 90% attendance (terms 1-2) 85%-95% (terms 3-6) – official school letter raising attendance concerns and requesting improvement. If no improvement is seen by the following term, parents/carers will be invited to an attendance meeting with the FLO and a member of SLT. A written agreement will be made with the parent with a plan of support/actions by the school and the parent.
- Where the level of absence has not improved and there are unauthorised absences, or attendance is below 80%, the school will liaise with the School Liaison Officer (Tracy McDowell-Austin). Following this the school will consider a referral to the digital front door for a penalty notice.
- For the cases that require intensive family support, the school may make an Early Help Notification.

Reporting to parents/carers

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The Department for Education expects schools to regularly inform parents / carers of their child's attendance and absence levels. Parents are informed termly of their child's attendance figure, 3 times a year (2 x parents evening, 1 x report) and more regularly if there are concerns.

5. Authorised and unauthorised absence

Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

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

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

Exceptional circumstances could include:

- Service Personnel returning from a Tour of Duty overseas where it is evidenced the individual 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 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 student'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. And by 'unavoidable' it implies that an event could not reasonably be scheduled at another time. It is important to note that Head Teachers can agree to the absence of a child in exceptional circumstances and this discretion can be used also to determine the length of the authorised absence.

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)

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background 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 writing, through an email to the office with details of the request and full reasons. The headteacher may require evidence to support any request for leave of absence.

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

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

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

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

Children Missing Education

No child should be removed from the school roll without consultation between the Headteacher and the Inclusion and Attendance Service when appropriate. Please see the circumstances below: -

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 has 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.

Sanctions

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

Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

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

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

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

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

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

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

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

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

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

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

Promoting attendance

The Senior Attendance Champion will ensure that families requiring high levels of support will be provided with this using a range of strategies, including support from the Pastoral Support Officer and the Local Authority. Regular analysis of data will be carried out to inform next steps.
Class teachers will be involved and have knowledge of this on an on-going basis, so that they can support the child and family on a daily basis as the person with most contact with the child in school.

Supporting pupils who are absent or returning to school

Pupils absent due to complex barriers to attendance

Where a child has complex barriers that impact on attendance, the school may put in place the following support:

- Reintegration plan co-produced with parents and any other agencies involved to support attendance.
- Inclusion support programme which is reviewed regularly with parents/carers any other involved agencies
- Consultation with Educational Psychologist at the local Emotionally Based School Avoiders consultation forum

Pupils absent due to mental or physical ill health or SEND

If a child is absent due to mental or physical ill health or SEND, the school works closely with the family and any other agencies to make adjustments to support attendance. This may be with meetings outside of the school hours with the child on the school site, Google meet contact, home visits and provision of work. The school may liaise with the local authority for more complex cases.

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that are related to the pupil's needs, the Attendance Lead will inform the local authority.

Pupils returning to school after a lengthy or unavoidable period of absence

When a child has had a lengthy or unavoidable period of absence the school may put support in place to support reintegration if needed. This may be in the form of informal catch ups with the PSO in advance of return to school and when the child has returned to school. If a phased return is appropriate and supportive this could be put in place. Regular review of the child's success in return to school will be carried out between the parents/carers and the class teacher. These may be informal.

8. Attendance monitoring

Monitoring attendance

- Monitor attendance and absence data weekly, half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

Analysing attendance

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

Using data to improve attendance

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families
- Provide regular attendance reports to class teachers to facilitate discussions with pupils and families, and to the governing board and school leaders

(including the special educational needs co-ordinator, designated safeguarding lead and pupil premium lead)

- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

Data returns

(see 'Working together' guidance, chapter 2, page 21 and regulation 13 of the School Attendance Regulations 2024).

Ashford St Mary's follows our statutory duty to share specific information from our registers with Kent County Council at particular points in accordance with Regulation 13 of The School Attendance (Pupil Registration)(England) Regulations 2024, including:

- When any pupil's name is added or deleted from the admission register outside of standard transition times. (The latter is also known as a deletion return).
- Names and addresses of all pupils of compulsory school age who have 10 continuous school days of unauthorised absence (codes N, O, G, U) recorded on their register (known as an attendance return).
- Names and addresses of all pupils of compulsory school age who have accumulated 15 school days of absence (code I) either consecutively and/or intermittently, as well as any pupil the school has reasonable grounds to believe will miss 15 continuous school days because of illness (known as a sickness return).
- Deletion, attendance and sickness returns must be made via the Digital Front Door on the Kelsi website.

Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to identify patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
  - Discuss attendance and engagement at school
  - Listen, and understand barriers to attendance
  - Explain the help that is available
  - Explain the potential consequences of, and sanctions for, persistent and severe absence
  - Review any existing actions or interventions

- Where necessary introduce an 'attendance contract' whereby school and parents agree to supportive actions and review the implementation of these at regular intervals.
- Provide access to wider support services to remove the barriers to attendance
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary
- Send early communication to target unauthorised absence through letters, phone calls and meetings. Class teachers to communicate early concerns and interventions strategies as soon as attendance becomes a concern

9. Monitoring arrangements

This policy will be revised and reviewed as guidance from the local authority or DfE is updated, and as a minimum every two years.

10. Links with other policies

This policy links to the following policies:

- Child Protection and Safeguarding policy
- Behaviour for learning policy

Appendix 1 Late letter (Code L)

Appendix 2 Late letter (Code U)

Appendix 3 Absence Letter

Appendix 4 School Attendance Meeting Letter

Appendix 5 School Letter Warning re: Penalty Notice Referral

Appendix 6 Unauthorised absence confirmation of PN request

Appendix 7 Response to Leave Request (Not Authorising)

Appendix 8 Unauthorised leave confirmation of PN request

Attendance Policy

Appendix 9 Traveller Attendance letter

Appendix 10 School Referral Pathway

Appendix 11 Attendance pathway

Appendix 1

Address

Date

Dear <insert name>
Re: <insert name>
At our school the register is taken at **8.50** am.

I'm writing to you because [name] has been late to school [number] times in [timeframe].They arrived at school after the register had closed on the following dates:

[date]

[date]

They also arrived at school late (but before the register had closed) on the following dates:

[date]

[date]

The school day begins promptly at 8.55 am. Afternoon registration takes place between [time slot]. Arriving promptly makes sure that your child doesn't miss schoolwork, and prevents disruption to the teacher and other pupils. Persistent lateness can lead to a significant loss in learning time.

Persistent lateness can result in a penalty notice, if your child arrives late after the register closes in 10 sessions in a rolling period of 10 weeks.

Penalty Notices are issued to each parent of each child and the amount will be £160 if paid within 28 days, reduced to £80 if paid within 21 days.

If a second penalty notice is issued within a rolling 3 year period, then the charge will be a flat rate of £160 per parent per child if paid within 28 days.

In both instances failure to pay the penalty in full at the end of the 28 days period may result in prosecution by the Kent PRU and Attendance Service.

In the event of three or more periods of unauthorised absence within a 3 rolling year period, a penalty notice will not be issued. A referral will be made to Kent PRU and Attendance Service Courts Team who will consider the case for prosecution.

We would like to invite you to come in for a meeting about [name]'s punctuality. We would like to find out whether there is anything:

Happening at school that makes it difficult for [name] to get to school on time

Happening at home that we can help with, or that you think we should be aware of

We can do to make it easier for [name] to be on time for school

Please contact the school office on 01233 625531 to arrange a meeting.

Yours sincerely,

Headteacher

Appendix 2

Address

Date

Dear <insert name>
Re: <insert name>
At our school the register is taken at **8.50** am.

I'm writing to you because [name] has been late to school [number] times in [timeframe].They arrived at school after the register had closed on the following dates:

[date]

[date]

The school day begins promptly at 8.55 am. Afternoon registration takes place between [time slot]. Arriving promptly makes sure that your child doesn't miss schoolwork, and prevents disruption to the teacher and other pupils. Persistent lateness can lead to a significant loss in learning time.

Persistent lateness can result in a penalty notice, if your child arrives late after the register closes in 10 sessions in a rolling period of 10 weeks.

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Happening at school that makes it difficult for [name] to get to school on time

Happening at home that we can help with, or that you think we should be aware of

We can do to make it easier for [name] to be on time for school

Please contact the school office on 01233 625531 to arrange a meeting.

Yours sincerely,

Headteacher

Appendix 3

«address_block»

«date_of_printing»

Dear **«salutation»**

Re **«forename» «surname»**

We've noticed that [name] has recently taken an unauthorised [absence/absences] from school.

[Name] has been absent from school for a total of [number] days on the following dates:

[date]

[date]

[date]

It's important that [name] attends regularly, so that they can get the best out of their education.

We know that every family's circumstances are different and want to work with you to provide the best education for your child. Please let us know if there is anything going on at home or at school which might be making it difficult for [name] to attend regularly.

We want to make sure that we can support [name's] education in the best way possible, including looking into how we can help them to address gaps in learning due to absence.

Please contact the school office on [number] as soon as you can so we can arrange to discuss any reasons for these absences, and how we can work together to help [name] catch up on any missed schoolwork.

Please note that unauthorised absences can result in a penalty notice being issued if your child has 10 sessions of unauthorised absence in a rolling period of 10 school weeks (10 sessions is equivalent to 5 days). You can find more information about penalty notices in our school attendance policy. Copies of the policy are on the school website, or available from the school office.

Penalty Notices are issued to each parent of each child and the amount will be £160 if paid within 28 days, reduced to £80 if paid within 21 days.

If a second penalty notice is issued within a rolling 3 year period, then the charge will be a flat rate of £160 per parent per child if paid within 28 days.

In both instances failure to pay the penalty in full at the end of the 28 days period may result in prosecution by the Kent PRU and Attendance Service.

Attendance Policy

In the event of three or more periods of unauthorised absence within a 3 rolling year period, a penalty notice will not be issued. A referral will be made to Kent PRU and Attendance Service Courts Team who will consider the case for prosecution.

Yours sincerely,

Headteacher

Appendix 4

«address_block»

Dear «salutation»

Re: «forename» «surname»

We would like to invite you to come in to have a meeting about [name]'s attendance at school. We would like to find out whether there is anything:

Happening at school that makes it difficult for [name] to attend

Happening at home that we can help with, or that you think we should be aware of

We can do to make it easier for [name] to attend school regularly

Please contact the school office on [number] as soon as you can so we can arrange to discuss the above, and how we can work together to help [name] catch up on any missed school work. Failure to do so may result in a referral to KCC.

Thank you for your cooperation.

Yours sincerely,

Headteacher

Appendix 5

«address_block»

«date_of_printing»

Dear **«salutation»**

Re **«forename» «surname»**

We've noticed that [name] has recently taken an unauthorised [absence/absences] from school.

[Name] has been absent from school for a total of [number] days on the following dates:

[date]

[date]

[date]

It's important that [name] attends regularly, so that they can get the best out of their education.

We know that every family's circumstances are different and want to work with you to provide the best education for your child. Please let us know if there is anything going on at home or at school which might be making it difficult for [name] to attend regularly.

We want to make sure that we can support [name's] education in the best way possible, including looking into how we can help them to address gaps in learning due to absence.

Please contact the school office on [number] as soon as you can so we can arrange to discuss any reasons for these absences, and how we can work together to help [name] catch up on any missed schoolwork.

Please note that unauthorised absences can result in a penalty notice being issued if your child has 10 sessions of unauthorised absence in a rolling period of 10 school weeks (10 sessions is equivalent to 5 days). You can find more information about penalty notices in our school attendance policy. Copies of the policy are on the school website, or available from the school office.

Penalty Notices are issued to each parent of each child and the amount will be £160 if paid within 28 days, reduced to £80 if paid within 21 days.

If a second penalty notice is issued within a rolling 3 year period, then the charge will be a flat rate of £160 per parent per child if paid within 28 days.

In both instances failure to pay the penalty in full at the end of the 28 days period may result in prosecution by the Kent PRU and Attendance Service.

Attendance Policy

In the event of three or more periods of unauthorised absence within a 3 rolling year period, a penalty notice will not be issued. A referral will be made to Kent PRU and Attendance Service Courts Team who will consider the case for prosecution.

Yours sincerely,

Headteacher

Appendix 6

Dear «salutation»

Re «forename» «surname»

We got in touch with you on [date] to discuss [name] taking unauthorised absence. Since then, we haven't seen much improvement in [name]'s rate of attendance. They missed the following days of school:

[date]

[date]

[date]

[Name] has now had 10 or more sessions of unauthorised absence in a rolling period of 10 school weeks (10 sessions is equivalent to 5 days).

• Details of the pupil's attendance record and details of the offences (a copy of the registration certificate should be included).
• The date range in which 10 or more unauthorised absences occurred.
• The benefits of regular attendance and parents' duty under section 7 of the Education Act 1996.
• Details of the support provided so far.
• Opportunities for further support and the option to access previously provided support that was not engaged with.
• A clear warning that a penalty notice may be issued or prosecution considered if attendance improvement is not secured within the improvement period.
• A clear timeframe for the 20 school day improvement period detailing to and from dates.
• Details of what sufficient improvement within that timeframe will look like. This should be tailored to each individual case taking the family's circumstances into account.

In line with our attendance policy and the local authority's code of practice, you will be issued with a penalty notice.

When you receive the notice, you must pay.

Penalty Notices are issued to each parent of each child and the amount will be £160 if paid within 28 days, reduced to £80 if paid within 21 days.

If a second penalty notice is issued within a rolling 3 year period, then the charge will be a flat rate of £160 per parent per child if paid within 28 days.

In both instances failure to pay the penalty in full at the end of the 28 days period may result in prosecution by the Kent PRU and Attendance Service.

In the event of three or more periods of unauthorised absence within a 3 rolling year period, a penalty notice will not be issued. A referral will be made to Kent PRU and Attendance Service Courts Team who will consider the case for prosecution.

Attendance Policy

We would like to invite you to come for a discussion about [name]'s attendance at school. We would like to find out whether there is anything:

Happening at school that makes it difficult for [name] to attend

Happening at home that we can help with, or that you think we should be aware of

We can do to make it easier for [name] to attend school regularly

Please contact the school office on 01233 625531 as soon as you can so we can arrange to discuss any reasons for these absences, and how we can work together to help [name] catch up on any missed schoolwork.

Yours sincerely,

Headteacher

Appendix 7

Dear «salutation»

Re «forename» «surname»
I'm writing about your action in taking [name] out of school for a family holiday between [date] and [date].

We're treating this as an unauthorised absence.
At [school name] we believe that regular attendance throughout the year is essential to every child's success and fulfilment.

We have the power to grant leaves of absence under exceptional circumstances, and a holiday is not generally considered to come under those circumstances. We expect you to consult the school before making any plans that will involve your child's absence from lessons or other commitments. Absences like these could have a detrimental effect on their education.

Insert the following if the child's absence has reached the threshold for a penalty notice and you have decided it's appropriate to issue one (see paragraph 181 of Working together to improve school attendance for questions to consider when making this decision):
[Name] has now had 10 or more sessions of unauthorised absence in a rolling period of 10 school weeks (10 sessions is equivalent to 5 days).

In line with our attendance policy and the local authority's code of practice, you will be issued with a penalty notice.

Penalty Notices are issued to each parent of each child and the amount will be £160 if paid within 28 days, reduced to £80 if paid within 21 days.

Attendance Policy

If a second penalty notice is issued within a rolling 3 year period, then the charge will be a flat rate of £160 per parent per child if paid within 28 days.

In both instances failure to pay the penalty in full at the end of the 28 days period may result in prosecution by the Kent PRU and Attendance Service.

In the event of three or more periods of unauthorised absence within a 3 rolling year period, a penalty notice will not be issued. A referral will be made to Kent PRU and Attendance Service Courts Team who will consider the case for prosecution.

Yours sincerely

Head Teacher

Appendix 8

«date_of_printing»

Dear «salutation»

Name: «forename» «surname» DOB: «date_of_birth»

With reference to our letter dated **??date,** the leave of absence taken between **??date** and **??date** has now been recorded as Unauthorised Absence and as a result a Penalty Notice has been requested.

Penalty Notices are issued to each parent of each child and the amount will be £160 if paid within 28 days, reduced to £80 if paid within 21 days.

If a second penalty notice is issued within a rolling 3 year period, then the charge will be a flat rate of £160 per parent per child if paid within 28 days.

In both instances failure to pay the penalty in full at the end of the 28 days period may result in prosecution by the Kent PRU and Attendance Service.

In the event of three or more periods of unauthorised absence within a 3 rolling year period, a penalty notice will not be issued. A referral will be made to Kent PRU and Attendance Service Courts Team who will consider the case for prosecution.

Yours sincerely

Headteacher

Appendix 9

«date_of_printing»

Dear «salutation»

Traveller Absence
«forename» «surname»

I am writing to say how concerned I am over the number of times «forename» has been absent from school. This academic year «forename» has missed «total_authorised_absences» authorised half day sessions and «total_unauthorised_absences» unauthorised half day sessions achieving an overall attendance rate of «percentage_attendance»%.

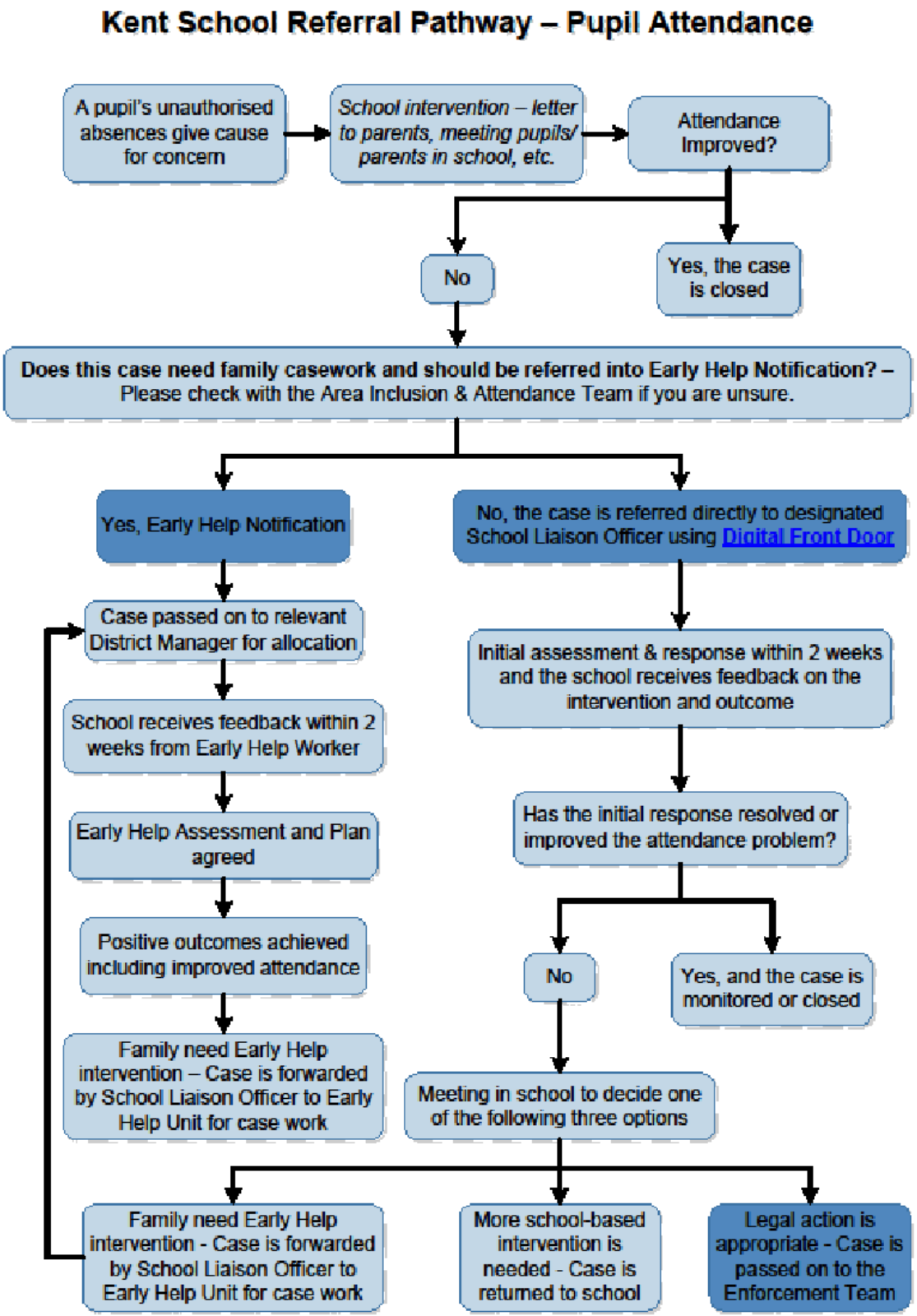
Traveller children have to attend school for 380 sessions (190 days) each year, which is the same for all children and you are at risk of being referred to the Local Authority School Liaison Officer if «forename»'s attendance falls below 90%. I am unable to authorise any absence during term time unless there are exceptional circumstances or if you will be travelling for occupational purposes and agree this with the school in advance.

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

Yours sincerely

Head Teacher

Appendix 10


Kent School Referral Pathway – Pupil Attendance
A pupil's unauthorised absences give cause for concern
School intervention – letter to parents, meeting pupils/ parents in school, etc.
Attendance Improved?
No
Yes, the case is closed
Does this case need family casework and should be referred into Early Help Notification? – Please check with the Area Inclusion & Attendance Team if you are unsure.
Yes, Early Help Notification
No, the case is referred directly to designated School Liaison Officer using Digital Front Door
Case passed on to relevant District Manager for allocation
School receives feedback within 2 weeks from Early Help Worker
Early Help Assessment and Plan agreed
Positive outcomes achieved including improved attendance
Family need Early Help intervention – Case is forwarded by School Liaison Officer to Early Help Unit for case work
Initial assessment & response within 2 weeks and the school receives feedback on the intervention and outcome
Has the initial response resolved or improved the attendance problem?
No
Yes, and the case is monitored or closed
Meeting in school to decide one of the following three options
Family need Early Help intervention - Case is forwarded by School Liaison Officer to Early Help Unit for case work
More school-based intervention is needed - Case is returned to school
Legal action is appropriate - Case is passed on to the Enforcement Team

Appendix 11

Attendance Policy

Child name:		Year Group	
School referral pathway	Kent School Referral Pathway		

Category		Template	Copy of letter sent	Sent(date)
Lateness	1 - 4 lates - Red form filled in at the office and note added onto CPOMS			
	5 lates before 9:25 letter and phone call home from FLO	Late Letter		
	5 lates after registration closes letter and phone call home from FLO	Late After Registration closes		
	10 lates- letter	Late Letter After Registration closes		
	11 Lates and a meeting requested			
Absence	3 or more absence in a row- phone call from FLO	absences recorded on CPOMS		
Absence	95-90% - School attendance letter and phone call from FLO ● Attach Arbour Attendance Certificate	Absence letter		
	89-80% - School attendance letter and meeting with SLT and FLO. ● Attach Arbour Attendance Certificate	No Significant improvement		
	Below 80% - Further letter and meeting with SLT and FLO confirming PIAS involvement. ● Attach Arbour Attendance Certificate	No Significant Improvement		
	Warning Penalty Notice letter	Potential FPN		
	Penalty Notice Requested	Request for FPN		