

*Creative, courageous and aspirational in the strength of God.*  
**Sissinghurst Church of England VA Primary**



The Governors and Staff of Sissinghurst (VA) Church of England Primary School believe the policies and procedures we write help us to continuously improve the school and develop our pupils to become life-long learners and valuable citizens of the future.

**Our School Vision**

We are a strong 'family', passionate about providing creative and aspirational learning opportunities. We are courageous advocates for the planet, learning to speak out for others' locally, nationally and globally. Rooted in the strength of God, we respect, cherish and nurture the unique abilities of each member of our community.

We are dedicated to providing an education of the highest quality within the context of Christian belief and practice. Our Christian values of:

**Kindness Forgiveness Courage Service**

Policy Title:	Attendance Policy
Date:	September 2023
Review Date:	September 2024
Reviewed by:	Sharmila Desai - Deputy Headteacher
Approved by:	FGB

## Statement of Intent

Sissinghurst School 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.

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. The Governors, Headteacher and Staff in partnership with parents have a duty to promote full attendance at Sissinghurst School.

We recognise that parents / carers have a vital role and a legal responsibility to ensure good attendance and we will identify, investigate and work in partnership with parents / carers, pupils and other agencies to resolve attendance problems.

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### 1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- 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 children have the support in place to attend school

We will also promote and support punctuality in attending lessons.

## **2. 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 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to:

- The DfE's guidance on the school census, which explains the persistent absence threshold
- Keeping Children Safe in Education
- Mental Health Issues affecting a pupil's attendance: guidance for school

## **3. Roles and responsibilities**

### **3.1 The governors of the school**

The governors are responsible for:

- 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
- Holding the headteacher to account for the implementation of this policy

### **3.2 The headteacher (designated person)**

The headteacher is responsible for:

- Implementation of this policy at the school
- Offering a clear vision for attendance improvement
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual children
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary
- Working with the Attendance and Welfare Officer to devise specific strategies to address areas of poor attendance identified through data
- Working with the Attendance Officer (DHT) and FLO to arrange calls and meetings with parents to discuss attendance issues
- Ensuring that targeted intervention and support is delivered to children and families

### 3.4 The Attendance and Welfare Officer (DHT)

The designated senior leader is responsible for:

- Leading attendance across the school
- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Having an oversight of data analysis
- Providing regular attendance reports to school staff and reporting concerns about attendance to the headteacher and governors.
- Working with FLO to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices and completing necessary paperwork

### 3.5 The pastoral support mentor

The pastoral support mentor is responsible for:

- Raising awareness with families when there is a drop in attendance below 96%
- Delivering targeted intervention and support to pupils and families
- Setting targets, under the direction of the Headteacher, and ensuring these are being met when attendance does not improve and especially for persistent absenteeism.

The FLO is Jo Ridgway and can be contacted via the school office on 01580 713 895 or email via the office – [office@sissinghurst.kent.sch.uk](mailto:office@sissinghurst.kent.sch.uk)

### 3.6 Class teachers

Class teachers are responsible for recording attendance daily, using the correct codes, and submitting this information to the school office. This needs to be done by 9.00 and 13:05

### 3.7 School office staff

School office staff will:

- Take calls from parents and carers about absence on a day-to-day basis and record it on the school system

### 3.8 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- On the day of absence, report the reason for their child's absence as early as possible via Studybugs or, call the school office between 8.30am-8.55am, and on each subsequent day of absence. (unless an absence period is dictated on medical grounds eg. A hospital stay). Advise when their child is expected to return.
- Provide the school with more than one emergency contact number for their child
- Ensure that, where possible, all appointments for their child are made outside of the school day

### 3.9 Pupils

Pupils are expected to:

- Attend school every day on time
- Be in their classrooms in time for registration

## 4. Recording attendance

### 4.1 Attendance register

We will keep an attendance register and place all children onto this register.

We will 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 will 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 will also record:

- For children of compulsory school age, whether the absence is 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 will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Children must arrive in school by 8:55 on each school day, but they may come into the school building from 8:40. There is no supervision on playgrounds before school so children are expected to arrive in this timeframe and go straight to class.

The register for the first session will be taken at 9.00 and will be kept open until 9:15 by the office ( this will be marked as **L**) The register for the second session will be taken by 13:05. Children arriving after 9.15am will be marked as **U**

### 4.2 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 by 8.55am, or as soon as practically possible by sending a Studybugs message or calling the school office.

We will 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 will 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 about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

### 4.3 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. We ask for confirmation of appointments wherever possible (e.g email/letter/appointment card)

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.

Parents and carers may request leave for appointments verbally but will be required to provide a screenshot of an appointment, appointment card or letter. Without this, leave will be unauthorized.

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. Go to section 5 to find out which term-time absences the school can authorise.

### 4.4 Lateness and punctuality

Children who are late for school often miss important introductions to the learning for the day. It is disruptive for the class and can be embarrassing and unsettling for the child.

A pupil who arrives late:

- Registers close at 9.00am. Pupils arriving after this will be marked as late using code **L**. After 9.15am, when the office close the register, it will marked as **'U'** and this will count as unauthorised absence.

Where a child is persistently late, staff will talk to parents/ carers and offer support to ensure that punctuality improves. This may be followed up in writing and an attendance meeting will be arranged if it does not improve. The emphasis is on understanding the barriers to punctual attendance and providing support wherever possible.

The Attendance officer (DHT) and the FLO review attendance each term and will contact the relevant parents/carer of the child whose attendance is below 96%.

### 4.5 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 visit the home and contact police if the family cannot be located.
- 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
- 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 an education welfare officer

**CHILDREN MISSING EDUCATION:** No child should be removed from the school roll without consultation between the Headteacher and Attendance Service when appropriate. Where a child is missing from education, Local Authority guidance will be followed, by completing a Child Missing Education referral. When a referral is made, the child's Registration Certificate, copies of all letters sent to parents/carers and minutes of any meetings **MUST** be attached to the completed statutory referral form with any other relevant information.

#### 4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels, ensuring that parents/carers are aware if their child's attendance or punctuality falls below acceptable limits.

### 5. Authorised and unauthorised absence

#### 5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances, for example as:

- The death of a sibling, parent or grandparent.
- The funeral of a sibling, parent or grandparent. This would include reasonable travel only and not a prolonged stay away.
- A serious accident that the children was either involved in or witnessed
- A significant event involving police.

The school considers each application for term-time absence individually, taking into account 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 7 days before the absence, and in accordance with leave of absence form (see below appendix 2).

Valid reasons for **authorised absence** include:

- Illness (including mental illness) and medical/dental appointments that cannot be taken outside of school time (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 parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller children 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

#### 5.2 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 referred to the local authority by a headteacher, or the police.

The decision on whether or not to issue a penalty notice may take into account:

- 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.

## **6. Strategies for promoting attendance**

The school seeks to work with parents and carers to ensure good school attendance. It is recognised that young children are not responsible for lateness and poor attendance and so rewards need to be sensitively managed. Children are praised for improvements in attendance and are supported to begin to take responsibility for ensuring that they are ready for school each day.

Some children with medical conditions will find it difficult to secure full attendance and this is managed sensitively through care plans and discussions with parents.

## **7. Attendance monitoring**

The attendance of different groups will be monitored each half term. This will enable the attendance team to look for patterns across different groups of children, including those for whom the pupil premium applies and those with SEND.

Whole school attendance is monitored against national data each time it is issued. The Attendance and Welfare Officer monitors the attendance of children identified as having falling attendance, persistent absence or lateness. Pupil Asset and Cpoms systems are used to easily manipulate this data. The Attendance and Welfare Officer is trained to DSL level and attends fortnightly DSL meetings, so there is “joined up” thinking around attendance and any safeguarding, or potential safeguarding issues.

### **7.1 Monitoring attendance**

The school will:

- Monitor attendance and absence data at least 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 body.

### **7.2 Analysing attendance**

The school will:

- Analyse attendance and absence data regularly to identify children or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these children and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### **7.3 Using data to improve attendance**

The school will:

- Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions with children 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
-



## 7.4 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.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of children 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
- Visit children's homes where the children are absent without explanation and the school is unable to contact the family.
- Always seek to support wherever possible, signposting and providing advice.

## 8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every three years. At every review, the policy will be approved by the full governing board.

## 9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour and Discipline Policy

## 10. 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

<b>P</b>	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
<b>V</b>	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
<b>W</b>	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
<b>C</b>	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
<b>E</b>	Excluded	Pupil has been excluded but no alternative provision has been made
<b>H</b>	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school

<b>N</b>	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)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	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
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

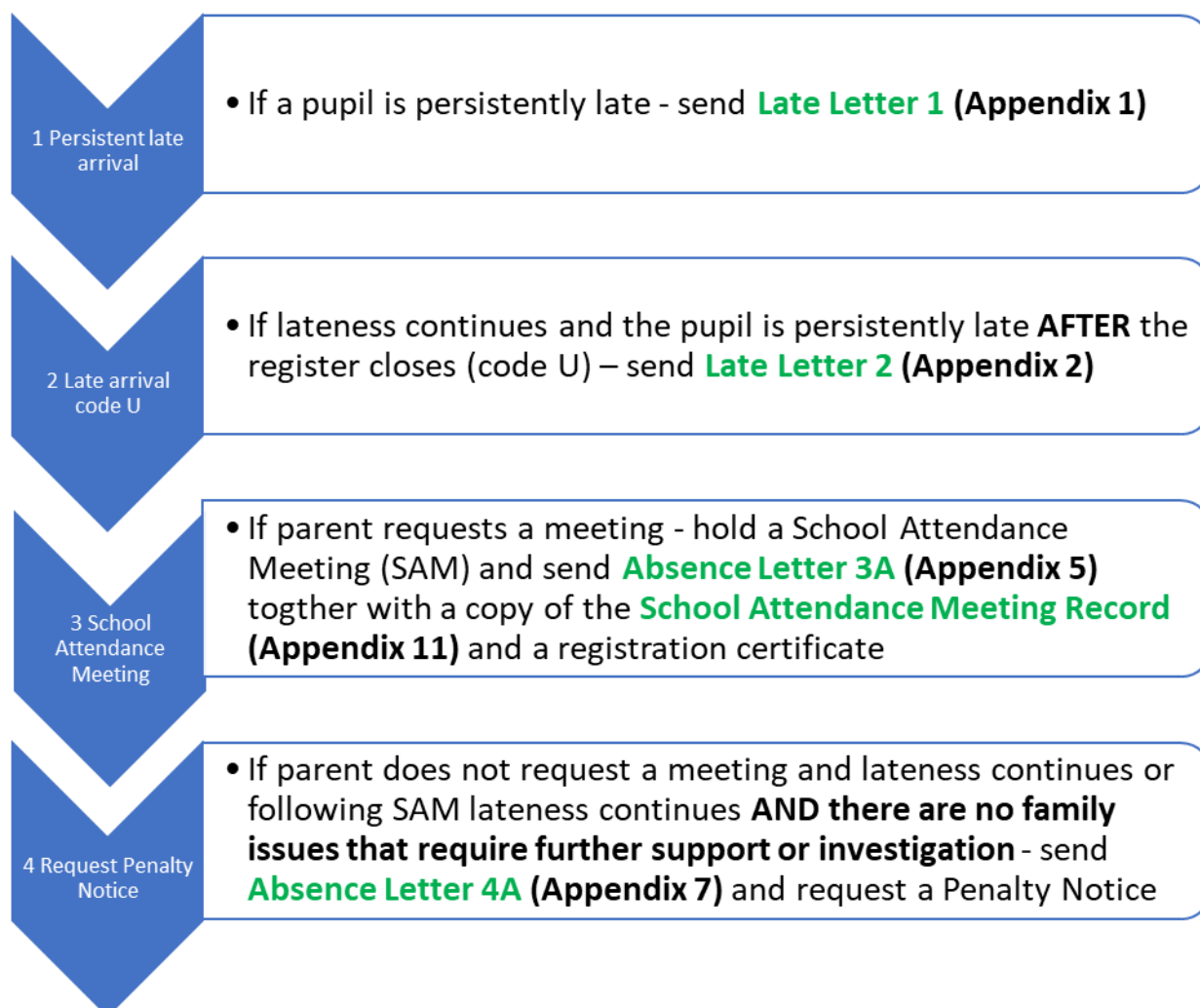
### 11. Application for Leave of Absence from School During Term Time

Headteachers may not grant any leave of absence in term time unless there are “exceptional circumstances”. These require the absence to be due to an unavoidable cause e.g., a one-off emergency situation which prevents the child from attending school. Agreement to each request is at the discretion of the Headteacher, acting on behalf of the Governing Body (Education (Pupil Registration) (England) Regulations 2006). Each case will be judged on its merits.

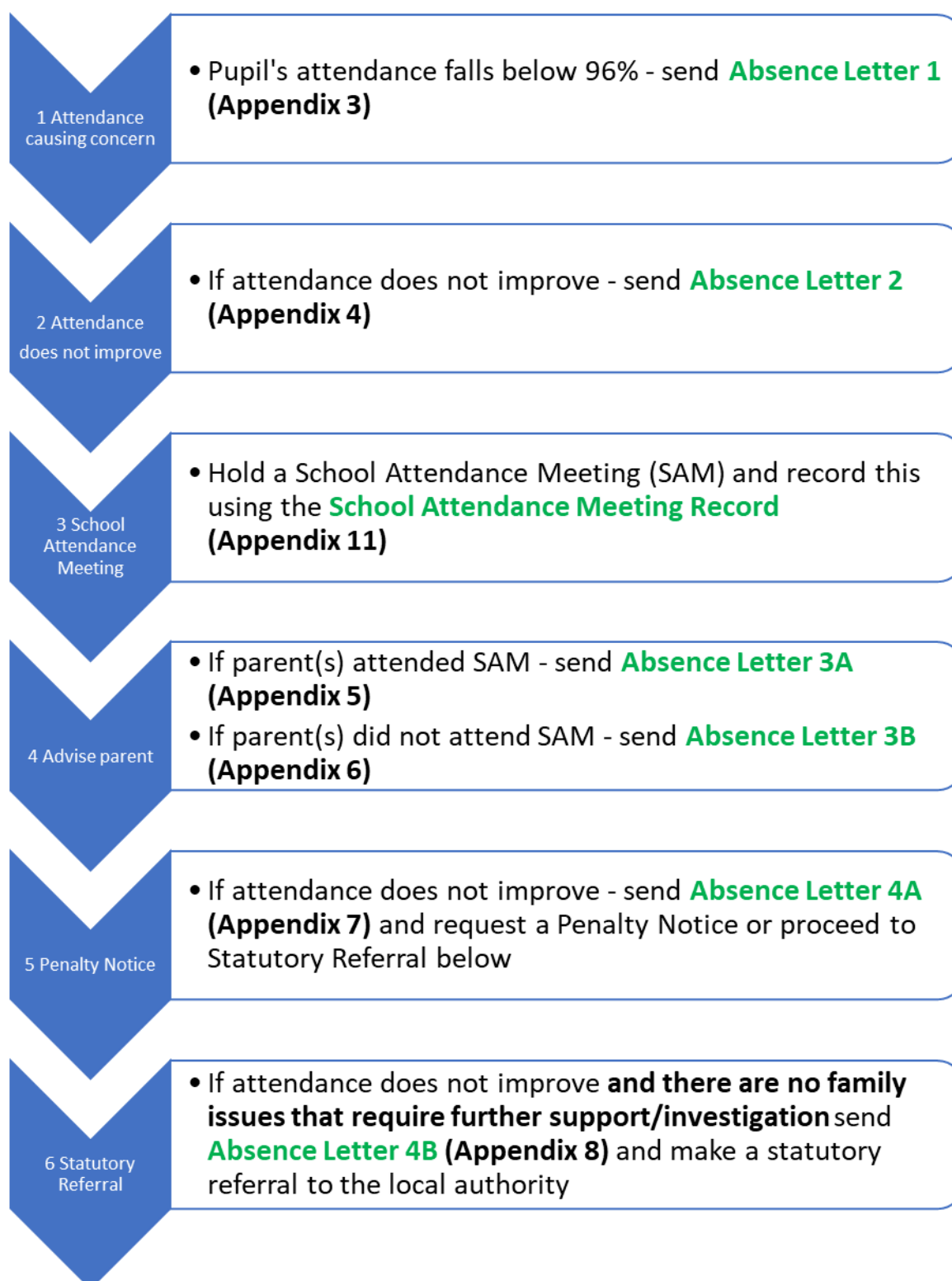
If the absence is not authorised and the leave is taken anyway, the case may be referred to the Attendance Service, who will issue a Penalty Notice for £120 to be paid within 28 days (or £60 if paid within 21 days) to each parent for each child taken out of school.

Please note that since September 2013 family holidays cannot be authorised as absence by law. The school website includes guidance about whether a Penalty Notice will apply.

## 12. Lateness procedure



### 13. Absence Procedure



## Absence for Gypsy, Roma, Traveller Pupils

Gypsy, Roma, Traveller pupils are expected to attend school in the same way as all other pupils and parents should aim for their child to achieve 100% attendance. If appropriate, send **GRT Absence Letter 1 (Appendix 9)**.

If a child has no fixed abode and the family are required to travel for the purposes of the parents' trade or business, adjustments can be made.

Requests for absence must be made in advance and a return date provided. If not, a pupil may be referred to the local authority as a Child Missing Education and could be removed from the school roll. If necessary, send **GRT Absence Letter 2 (Appendix 10)**.

- **Requests for Leave of Absence**

The Headteacher may only authorise absence in 'exceptional circumstances'. If a pupil is absent without permission, a Penalty Notice may be requested in accordance with the School's Attendance Policy and Kent County Council's Education Penalty Notices Code of Conduct.

## Procedures for addressing irregular attendance and punctuality

### Appendices

Appendix 1	Late Letter 1 – concern re late arrival at school
Appendix 2	Late Letter 2 – continued late arrival at school
Appendix 3	Absence Letter 1 – concern re poor attendance
Appendix 4	Absence Letter 2 – invitation to School Attendance Meeting
Appendix 5	Absence Letter 3A – outcome of SAM – parent(s) attended
Appendix 6	Absence Letter 3B - outcome of SAM – parent(s) did not attend
Appendix 7	Absence Letter 4A – Penalty Notice requested
Appendix 8	Absence Letter 4B – Statutory Referral to local authority
Appendix 9	Gypsy, Roma, Traveller Absence Letter 1
Appendix 10	Gypsy, Roma, Traveller Absence Letter 2
Appendix 11	School Attendance Meeting Record
Appendix 12	Consent to Contact Medical Practitioner
Appendix 13	Letter to Medical Practitioner

## Appendix 1

### Late Letter 1 – concern re late arrival at school

Dear

#### **Re: Lateness for XXXX**

I am writing to advise you of the number of occasions that your child has arrived late at school. Your child has been late XXX times since September and XXX this term.

Pupils are expected to arrive by 8.55am. All pupils who arrive late must report, with their parent (*if appropriate*), to the school office where the reason for lateness will be recorded. The pupil will be marked as late in the register.

The register will close at 9.00am. Pupils arriving after the register has closed will be marked as late using the appropriate codes

A pupil's lateness seriously disrupts their learning and can be embarrassing for your child.

I am sure you share my concern and would wish to work with the school to improve punctuality. If we can help in any way, perhaps via our School Nurse or Family Liaison Officer, please do not hesitate to contact us.

Yours sincerely

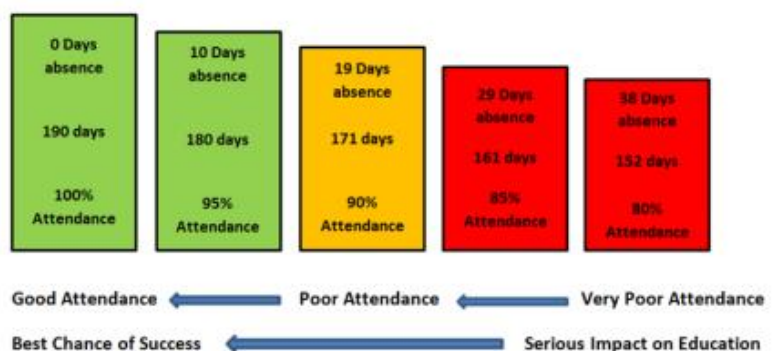
Deputy Headteacher  
Attendance Officer

### **Good attendance means ...**

Being in school at least 95% of the time (180-190 days of the year)

There are **365 days** in a year and **190 days** in a school year.

This leaves 175 days for holidays, shopping, birthday treats and non-urgent medical appointments.



## Appendix 2

### Late Letter 2 – continued late arrival at school

Dear

#### Re Lateness for

Further to my letter of «date», I am writing to express my concern that your child continues to arrive late for school after the register closes. Your child has been late XXX times since September and XXX this term.

Arriving after the register has closed is seriously disrupting your child's learning and is impacting on their overall attendance.

If you would like to attend a meeting to discuss the concerns about your child's school attendance, please contact the office.

Yours sincerely

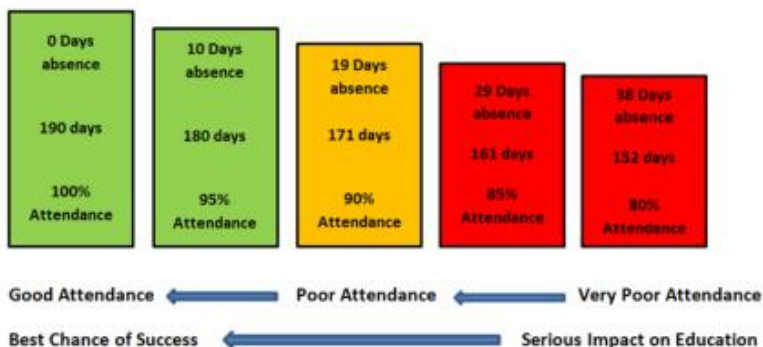
Deputy Headteacher  
Attendance Officer

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## Appendix 3

### Absence Letter 1 – concern re poor attendance

Dear «salutation»

#### **Re Attendance for XXXX – Less than 90%**

I am writing to advise you of the number of occasions that your child has been absent from school. Your child's attendance at school is currently XX% which means that your child has missed « » half day sessions.

A pupil's absence can seriously disrupt their learning, not only do they miss out on teaching while they are away from school, but they are less prepared for future lessons when they return.

I am sure you share my concern and would wish to work with the school to improve your child's attendance. If we can help in any way, perhaps via our School Nurse or Family Liaison Officer, please do not hesitate to contact us.

If your child's attendance continues to be irregular, then we will contact you to arrange a meeting at the school.

Yours sincerely

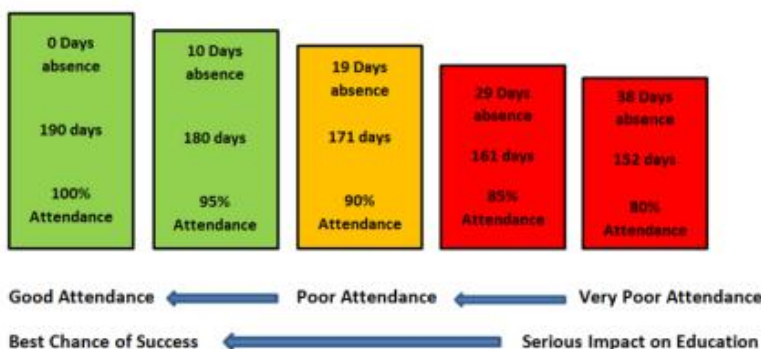
Deputy Headteacher  
Attendance Officer

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There are **365 days** in a year and **190 days** in a school year.

This leaves 175 days for holidays, shopping, birthday treats and non-urgent medical appointments.



## Appendix 4

### Absence Letter 2 - invitation to School Attendance Meeting

Dear «salutation»

#### **Re: Invitation to School Attendance Meeting for XXXX**

I note with concern that your child's attendance at school has not improved. Your child's attendance at school is currently XX% which means that your child has missed total of « » half day sessions. This is having an impact on your child's education which we cannot ignore.

I am inviting you to attend a School Attendance Meeting. The time and date have been set for «date/time». It is important that you attend this meeting for us to explore the issues around poor attendance. The meeting will be attended by Headteacher/Deputy Headteacher/Family Liaison Officer.

If this appointment is inconvenient, I would be grateful if you could contact me so that an alternative time can be arranged. If you do not attend this meeting and your child's absence continues to deteriorate, a referral may be made to the Local Authority School Liaison Officer for further action such as a penalty notice or possible prosecution.

I must advise you that further absences from school as a result of illness may require medical evidence (e.g. copy of a prescription, Doctors/Dentist appointment card). If medical evidence is not provided when required, further absences will be marked as unauthorised.

Thank you for your co-operation.

Yours sincerely

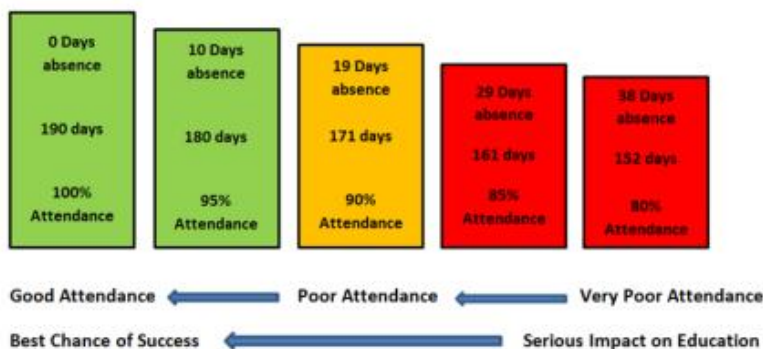
Deputy Headteacher  
Attendance Officer

#### **Good attendance means ...**

Being in school at least 95% of the time (180-190 days of the year)

There are **365 days** in a year and **190 days** in a school year.

This leaves 175 days for holidays, shopping, birthday treats and non-urgent medical appointments.



## Appendix 5

### Absence Letter 3A - outcome of SAM – parent(s) attended

Dear «salutation»

Re «forename» «surname»

Thank you for attending the meeting to discuss your child's attendance. Enclosed with this letter is a copy of the notes made in the meeting and agreed actions.

We will continue to monitor your child's attendance and I hope that this now improves and that action by the Local Authority will not be necessary.

Please note that further unauthorised absences may lead to a request for a Penalty Notice or a referral to the Local Authority School Liaison Officer for further action and possible prosecution.

Penalty Notices are issued to each parent of each child and the amount of the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28-day period may result in prosecution by the local authority.

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

Yours sincerely

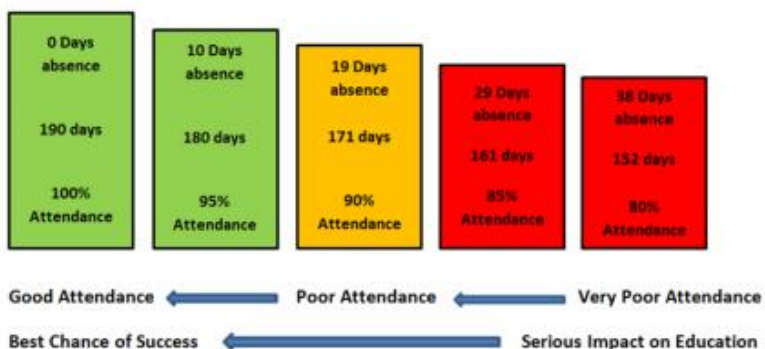
Deputy Headteacher  
Attendance Officer

### Good attendance means ...

Being in school at least 95% of the time (180-190 days of the year)

There are **365 days** in a year and **190 days** in a school year.

This leaves 175 days for holidays, shopping, birthday treats and non-urgent medical appointments.



## Appendix 6

### Absence Letter 3B - outcome of SAM – parent(s) did not attend

Dear «salutation»

Re «forename» «surname»

You did not attend the meeting on «date» to discuss your child's absence from school.

We will continue to monitor your child's attendance and if there are further unauthorised absences this may lead to a request for a Penalty Notice or a referral to the Local Authority School Liaison Officer for further action and possible prosecution.

I must advise you that Penalty Notices are issued to each parent of each child and the amount of the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28-day period may result in prosecution by the local authority.

Should you wish to discuss this matter further please do not hesitate to contact me.

Yours sincerely

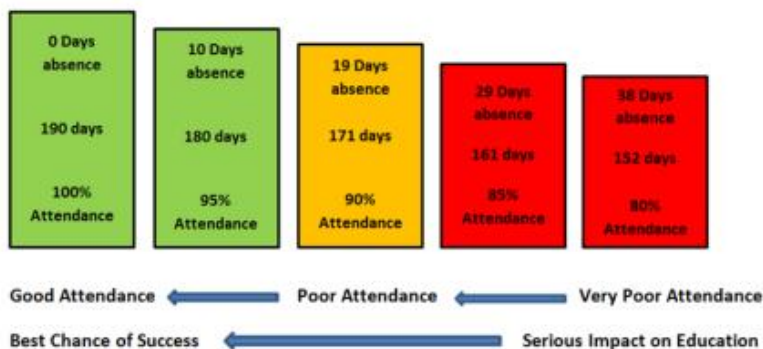
Deputy Headteacher  
Attendance Officer

### Good attendance means ...

Being in school at least 95% of the time (180-190 days of the year)

There are **365 days** in a year and **190 days** in a school year.

This leaves 175 days for holidays, shopping, birthday treats and non-urgent medical appointments.



## Appendix 7

### Absence Letter 4A – Penalty Notice requested

Dear «salutation»

Re «forename» «surname»

With reference to our letter of, «date», your child has now reached a total of «total of » half day sessions. As a result, we will now be requesting a Penalty Notice from the Local Authority.

Penalty Notices are issued to each parent of each child and the amount of the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28-day period may result in prosecution by the Local Authority.

I would like to also remind you that further absences from school as a result of illness require medical evidence (e.g. copy of a prescription, medical/dental appointment card). If medical evidence is not provided when required, these absences will be marked as unauthorised.

Yours sincerely

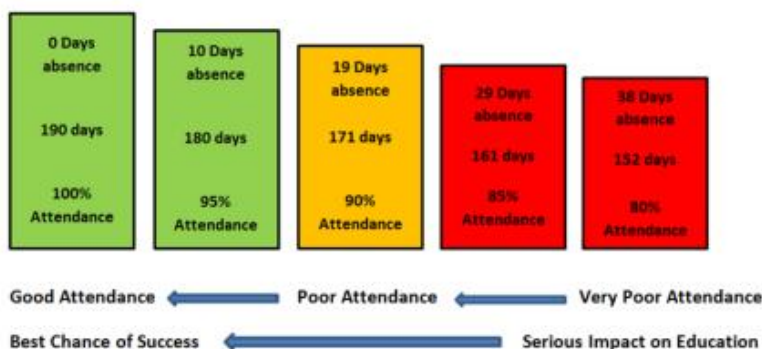
Deputy Headteacher  
Attendance Officer

### Good attendance means ...

Being in school at least 95% of the time (180-190 days of the year)

There are **365 days** in a year and **190 days** in a school year.

This leaves 175 days for holidays, shopping, birthday treats and non-urgent medical appointments.



## Appendix 8

### Absence Letter 4B – Statutory Referral to local authority

Dear «salutation»

**Re «forename» «surname»**

With reference to my letter of, «date», your child has now reached a total of «total of » half day sessions. As a result, we have made a statutory referral to the Local Authority.

I would like to remind you that further absences from school as a result of illness require medical evidence (e.g. copy of a prescription, medical/dental appointment card). If medical evidence is not provided when required, these absences will be marked as unauthorised.

Yours sincerely

Deputy Headteacher  
Attendance Officer

### Good attendance means ...

Being in school at least 95% of the time (180-190 days of the year)

There are **365 days** in a year and **190 days** in a school year.

This leaves 175 days for holidays, shopping, birthday treats and non-urgent medical appointments.



## Appendix 9

### Gypsy, Roma, Traveller Absence Letter 1 - concern re poor attendance

Dear «salutation»

«forename» «surname»

I am writing to advise you of the number of times your child has been absent from school. This academic year your child has missed «total of» half day sessions. Your child's current attendance is « ».

Traveller children should achieve 100% attendance 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 does not improve.

I am unable to authorise any absence during term time unless an acceptable reason has been given, there are exceptional circumstances, or if you will be travelling for occupational purposes and have agreed this with the school in advance.

Should you wish to discuss this matter further please do not hesitate to contact me.

Yours sincerely

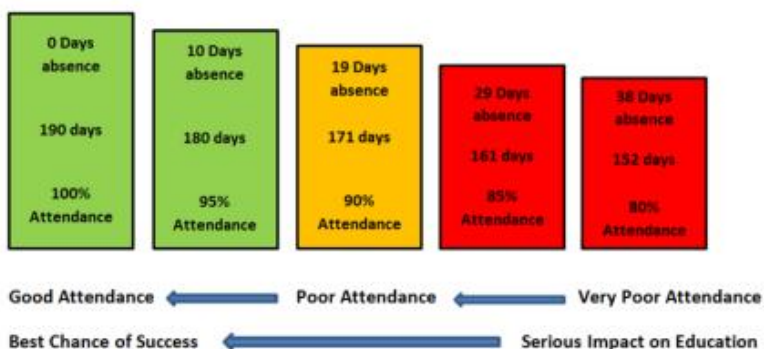
Deputy Headteacher  
Attendance Officer

### Good attendance means ...

Being in school at least 95% of the time (180-190 days of the year)

There are **365 days** in a year and **190 days** in a school year.

This leaves 175 days for holidays, shopping, birthday treats and non-urgent medical appointments.



## Appendix 10

### Gypsy, Roma, Traveller Absence Letter 2 - absent without return date

Dear «salutation»

**Re «forename» «surname»**

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

The law allows me to authorize your child's absence if your trade or business means that you have to travel from place to place. However, you have not let me know when your child is likely to return to school. Unless you contact me during the next 10 school days to confirm a return date, I will refer your child to the local authority as a Child Missing Education.

After 20 days' absence, there may be grounds to remove your child's name from the school roll and you will have to re-apply for a school place when you return.

Yours sincerely

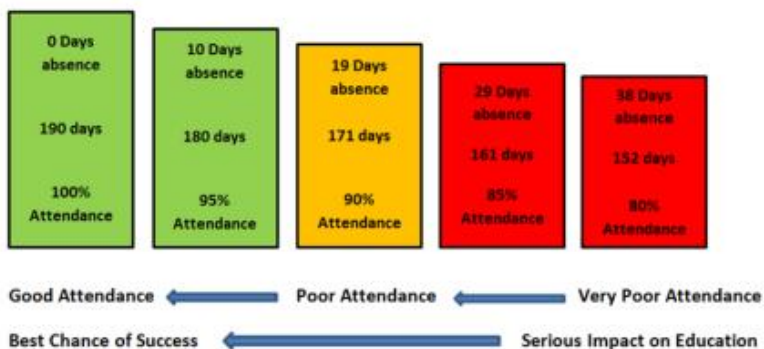
Deputy Headteacher  
Attendance Officer

### Good attendance means ...

Being in school at least 95% of the time (180-190 days of the year)

There are **365 days** in a year and **190 days** in a school year.

This leaves 175 days for holidays, shopping, birthday treats and non-urgent medical appointments.





## Appendix 11

### School Attendance Meeting Record

#### School Attendance Meeting

Date:

<b>Student Name:</b>	<b>D.O.B:</b>	<b>NCY:</b>
<b>Address:</b>		
<i>Parent/Carer details</i>	<i>Parent/Carer Details</i>	
<b>Full Name:</b>	<b>Full Name:</b>	
<b>Address:</b>	<b>Address:</b>	
<b>Tel:</b>	<b>Tel:</b>	
<b>Attended Yes / No</b>	<b>Attended Yes / No</b>	
<b>Other Family/Household Members:</b>		
<b>Attendees:</b>		
<b>Actions to date by school and other agencies:</b>		
<b>Summary of concerns:</b>		
<b>Attendance %</b>		

<b>Additional Information:</b> School Nursing referral required? Yes/ No Early Help involvement appropriate? Yes/ No Parenting Programme requested by parent? Yes/ No
<b>Targets agreed:</b>
<b>Attendance review date:</b>

Failing to reach agreed targets may result in referral to the Local Authority School Liaison Officer or a request for a Penalty Notice. Penalty Notices are issued to each parent of each child and the amount of the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28-day period may result in prosecution by the Local Authority.

<b>I/We will do what has been agreed in this meeting.</b>	
<b>Signed:</b>	
Pupil (if appropriate)	
Parent/carer	
Parent/carer	
School staff	
Agency	

## Appendix 12

### Consent to Contact Medical Practitioner

Pupil Name

.....

DOB

.....

Address

.....

.....

School

.....

Medical practitioner

.....

Address

.....

.....

I hereby give permission for my child's School Attendance Officer to contact the above medical practitioner in order to clarify whether my child's health affects their attendance at school and to confirm which appointments have been attended by my child.

I understand that any response may be shared other professionals in order to improve my child's school attendance.

Parent/guardian signature:

.....

Print Name

.....

Date

.....

## Appendix 13

### Letter to Medical Practitioner

Dear «salutation»

**Re «forename» «surname»**

**School:**

**DOB:**

Please find attached a permission slip from the parent/carer of the above pupil. This pupil has missed a lot of education because of reported illness and we would value your input to help understand the reasons for this. We are keen to work with parents and other professionals to reduce poor attendance when it is not necessary.

I would be grateful if you could comment on the attached absence record and whether the number of absences relate to the ill health of the pupil. It would also be helpful if you are able to provide any information on current medical problems that could affect school attendance.

Please be aware that your response will be shared with the parent/carer in order to have an open and frank conversation to improve school attendance. If there is an overriding reason why it cannot be shared, please indicate why.

Yours sincerely

Deputy Headteacher  
Attendance Officer

## Kent School Referral Pathway – Pupil Attendance

