

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



Our School Vision

At Sissinghurst Church of England Primary School in partnership with the Church, parents, and wider community, we offer an inclusive learning environment to nurture potential that enables all to be successful. Vibrant, rich curricular opportunities equip everyone with knowledge and skills to question, discuss and challenge.

Everyone's talents are discovered and celebrated. We foster spiritual growth and reflection to find wonder and joy in the World together. As light bearers, our shared responsibility is to encourage each other to be compassionate and kind so we can all shine with integrity, humility and wisdom. We find courage to act when we know there is darkness, illuminating the World with God's light and hope.

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 2024
Review Date:	September 2026
Reviewed by:	Sharmila Desai - Deputy Headteacher

Statement of Intent

Sissinghurst School is committed to continuously raising the achievement of all our pupils. Regular attendance is essential for pupils to succeed and benefit from the educational opportunities available to them.

We celebrate success as a core principle, and good attendance is fundamental to a fulfilling school experience. The Governors, Headteacher, and Staff, in partnership with parents, share the responsibility to promote and ensure full attendance at Sissinghurst School.

Recognizing the vital role parents and carers play, along with their legal responsibility, we will work collaboratively with parents, pupils, and external agencies to address and resolve attendance issues.

Contents

1. Aims.....	2
2. Legislation and Guidance.....	2
3. Roles and Responsibilities.....	3
4. Recording attendance.....	4
5. Authorised and unauthorised absence.....	5
6. Strategies for promoting attendance.....	6
7. Attendance monitoring.....	6
8. Monitoring arrangements.....	7
9. Links with other policies.....	7
10. Attendance codes.....	7
11. Application for leave of absence.....	9
12. Lateness Procedure.....	11
13. Absence Procedure.....	12
14. Appendices 1 - 13 Letter templates.....	13

Aims

Our commitment is to meet our obligations regarding school attendance by fostering a whole-school culture that values and supports good attendance. Our aims include:

- Promoting consistent attendance.
- Reducing overall absence, including persistent and severe cases.
- Ensuring every pupil has access to the full-time education they are entitled to.
- Addressing patterns of absenteeism promptly.
- Building strong relationships with families to support regular school attendance.
- Encouraging and supporting punctuality.

2. Legislation and Guidance

This policy is aligned with the Department for Education's (DfE) guidance on improving school attendance and statutory guidance on parental responsibility measures. The policy references relevant legislation, including:

- The Education Act 1996 (Part 6)
- The Education Act 2002 (Part 3)
- The Education and Inspections Act 2006 (Part 7)
- The Education (Pupil Registration) (England) Regulations 2006, including subsequent amendments
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

It also considers the DfE's guidance on school census data and the Keeping Children Safe in Education framework.

3. Roles and Responsibilities

3.1 Governors

The Governors are responsible for:

- Promoting the importance of school attendance within the school's policies and ethos.
- Ensuring school leaders fulfil their statutory duties.
- Regularly reviewing and challenging attendance data.
- Monitoring overall school attendance figures.
- Ensuring staff receive adequate training on attendance.
- Holding the Headteacher accountable for implementing this policy.

3.2 Headteacher

The Headteacher is responsible for:

- Implementing the attendance policy.
- Providing a clear vision for improving attendance.
- Monitoring school-level absence data and reporting it to Governors.
- Supporting staff in monitoring individual attendance.
- Assessing the impact of attendance strategies.
- Issuing fixed-penalty notices when necessary.
- Working with the Attendance and Welfare Officer to address areas of poor attendance.

3.3 Attendance and Welfare Officer (Deputy Headteacher)

The Attendance and Welfare Officer is responsible for:

- Leading attendance initiatives across the school.
- Monitoring and analysing attendance data.
- Providing regular reports to staff and Governors.
- Collaborating with the Family Liaison Officer (FLO) to address persistent absence.
- Advising on and processing penalty notices.

3.4 Pastoral Support Mentor

The Pastoral Support Mentor is responsible for:

- Raising awareness among families when attendance drops below 96%.
- Delivering targeted interventions and support.
- Setting and monitoring attendance improvement targets for persistent absenteeism.

The FLO, Jo Ridgway, can be contacted via the school office at 01580 713 895 or by email at office@sissinghurst.kent.sch.uk.

3.5 Class Teachers

Class Teachers are responsible for:

- Recording daily attendance using the correct codes.
- Submitting attendance information to the school office by 9:00 AM and 1:05 PM.

3.6 School Office Staff

School Office Staff will:

- Take calls from parents about absences and record them in the school system.

3.7 Parents/Carers

Parents and carers are expected to:

- Ensure their child attends school daily and on time.
- Report the reason for any absence as early as possible, preferably by 8:55 AM, using Studybugs or by calling the school office.
- Provide more than one emergency contact number for their child.
- Schedule appointments outside of school hours when possible.

3.8 Pupils

Pupils are expected to:

- Attend school daily and on time.
- Be in their classrooms in time for registration.

4. Recording Attendance

4.1 Attendance Register

The school will maintain an attendance register, recording whether each pupil is present, attending an approved off-site educational activity, absent, or unable to attend due to exceptional circumstances. Amendments to the register will include the original entry, the amended entry, the reason for the amendment, and the date and name of the person making the amendment.

Children must arrive at school by 8:55 AM, with the register taken at 9:00 AM and kept open until 9:15 AM. Afternoon registration will be at 1:05 PM. Late arrivals after 9:15 AM will be marked as an unauthorised absence (code U).

4.2 Unplanned Absence

Parents/carers must notify the school of the reason for an unplanned absence by 8:55 AM on the first day of absence, using Study bugs or by calling the school office. Absences due to illness will be authorised unless there is a genuine concern about the authenticity of the illness. In such cases, medical evidence may be requested.

4.3 Planned Absence

Medical or dental appointments during school hours will be authorised if the school is notified in advance. Parents are encouraged to schedule appointments outside school hours whenever possible. Evidence of appointments, such as appointment cards, may be requested. Other term-time absences must be applied for in advance.

4.4 Lateness and Punctuality

Pupils who arrive after 9:00 AM will be marked as late (code L). After 9:15 AM, they will be marked as absent (code U), which counts as an unauthorised absence. Persistent lateness will be addressed with parents/carers, and support will be offered to improve punctuality.

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

If a pupil does not attend school without explanation, the school will:

- Call the parent/carer on the first day of unexplained absence.
- Attempt to reach the pupil's emergency contacts.
- Visit the home if necessary, and contact the police if the family cannot be located.

- Determine whether the absence is approved or not.
- Update the attendance register with the appropriate code within five working days.

4.6 Reporting to Parents/Carers

The school will regularly inform parents about their child's attendance and absence levels, particularly if attendance or punctuality falls below acceptable limits.

5. Authorised and Unauthorised Absence

5.1 Approval for Term-Time Absence

The Headteacher may grant leave of absence during term time only in exceptional circumstances. Each request will be considered individually, taking into account the specific context. Examples of exceptional circumstances include:

- The death or funeral of a close family member.
- A serious accident witnessed by the child.
- A significant event involving the police.

Valid reasons for authorised absence include illness (including mental health issues) and medical appointments that cannot be scheduled outside school hours, religious observance, and occupational travel for Traveller children.

- 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

While our primary goal is to work collaboratively with parents to support and improve their child's attendance, there may be instances where legal sanctions are necessary to address persistent issues. In accordance with the guidelines set out in this policy, the Headteacher, local authority, or police may issue penalty notices for unauthorised absences.

Penalty Notices

Penalty notices may be issued under the following circumstances:

- The national threshold of 10 unauthorised absences within a 10-week period has been met.
- A child is found in a public place during school hours without a valid reason within the first five days of a suspension or exclusion.

Before issuing a penalty notice, the school will:

- Verify all procedures with the local authority to ensure compliance and provide them with a copy of the issued penalty notice.
- Carefully consider the individual case, including:
 - Whether the national threshold of 10 sessions of unauthorised absence in a rolling 10-week period has been met.
 - Whether a penalty notice is the most effective measure to improve the pupil's attendance.

- Whether other interventions, such as additional support or a notice to improve, may be more appropriate.
- Whether obligations under the Equality Act 2010 could make issuing a penalty notice inappropriate.

In cases where a penalty notice is deemed appropriate:

- Each parent responsible for the pupil's unauthorised absence may receive a penalty notice, typically only if they permitted the absence.
- Payment of the penalty must be made directly to the local authority, regardless of who issued the notice.
- The penalty fee structure is as follows:
 - £80 if paid within 21 days.
 - £160 if paid within 28 days.
- Failure to pay within 28 days may result in prosecution or the withdrawal of the notice by the local authority.

If a second penalty notice is issued to the same parent for the same pupil, the penalty will be £160 if paid within 28 days. No third penalty notice will be issued within 3 years of the first notice. If the national threshold is met for a third time within that period, alternative legal actions will be pursued.

Notices to Improve

When the national threshold for unauthorised absences is met, and the school considers support appropriate, a notice to improve may be issued if parents do not engage with offered support. This notice provides a final opportunity for parents to engage with necessary interventions.

Notices to improve will follow the local code of conduct for Kent County Council and will include:

- Detailed records of the pupil's attendance and any related offences.
- Information on the benefits of regular attendance and the legal responsibilities of parents under Section 7 of the Education Act 1996.
- A summary of the support provided thus far.
- Opportunities for parents to access further support or re-engage with previously offered assistance.
- A clear warning that a penalty notice may be issued if attendance does not improve during the specified period, with details on what constitutes sufficient improvement, determined on a case-by-case basis.
- A defined improvement period, typically between 3 to 6 weeks.
- The conditions under which a penalty notice may be issued before the improvement period ends.

This approach ensures that all possible support avenues are explored while also holding parents and pupils accountable for meeting attendance expectations.

6. Strategies for Promoting Attendance

The school works closely with parents and carers to ensure good attendance. Support is provided to those with medical conditions affecting their attendance. Strategies to promote attendance include regular monitoring, support, and intervention when necessary.

7. Attendance Monitoring

The school monitors attendance data regularly, comparing it against national and local benchmarks. Specific groups, such as pupils eligible for pupil premium and those with special educational needs, are monitored closely. Attendance data is used to identify patterns and trends, inform targeted interventions, and evaluate the effectiveness of strategies.

7.1 Monitoring Attendance

Attendance and absence data are reviewed half-termly, termly, and yearly at both the school-wide and individual pupil levels.

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

Attendance data is regularly analysed to identify pupils or cohorts needing additional support, and strategies are developed to address emerging patterns of absence.

7.3 Using Data to Improve Attendance

Regular attendance reports are provided to class teachers and school leaders to facilitate discussions with pupils and families. Data is also used to monitor and evaluate the impact of interventions.

7.4 Reducing Persistent and Severe Absence

Persistent absence is defined as missing 10% or more of school, while severe absence is missing 50% or more.

[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	Meaning	Type
/ \	Present at the school / morning \ afternoon	Present Mark
K	Attending education provision arranged by the Local Authority - Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority	Present Mark
V	Attending an Educational Trip or Visit	Present Mark
P	Participating in a sporting activity - Pupil is participating in a supervised activity approved by the school	Present Mark
W	Attending Work Experience - Pupil is on an approved work experience placement	Present Mark
B	Attending any other approved educational activity - Pupil is attending a place for an approved educational activity that is not a	Present Mark

	sporting activity or work experience	
D	Dual registered at another school - Pupil is attending a session at another setting where they are also registered	Present Mark
L	Late arrival before the registers have closed	Present Mark
Absent – leave of absence		
C	Leave of absence for exceptional circumstances. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion	Authorised Absence
C1	Part timetable - Pupil is not in school due to having a part time table	Authorised Absence
M	Attended a medical appointment - Pupil is at a medical dental appointment	Authorised Absence
J1	Interview - Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Authorised Absence
S	Study Leave - Leave of absence for the purpose of studying for a public examination. Must be used sparingly with revision opportunities in school.	Authorised Absence
X	Non-compulsory school age pupil not required to attend school	Not expected to attend
Absent – other authorised reasons		
T	Parent travelling for occupational purposes, and the pupil has attended for at least 200 sessions in preceding 12 months.	Authorised Absence
R	Religious Observance - Pupil is taking part in a day of religious observance	Authorised Absence
E	Suspended or excluded - Suspended or permanently excluded and no alternative provision made	Authorised Absence
I	Illness (not medical or dental appointment) - Pupil is unable to attend due to illness (either related to physical or mental health)	Authorised Absence
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangement - Unable to attend the school because the local authority has failed to make access arrangements to enable attendance at school.	Not expected to attend
Y	Unable to attend school because of unavoidable cause (see next page for breakdown)	Not expected to attend
Z	Prospective or previous pupil not on admission register	Not expected to attend
Absent - Unauthorised Absence		
G	Holiday not granted by the school or Term Time Leave not granted by the school	Unauthorised Absence
N	Reason for absence not yet established	Unauthorised Mark
O	Absent in other or unknown circumstances	Unauthorised Absence
U	Arrived in school after registration closed	Unauthorised

		Absence
The Y code: Unable to attend school because of unavoidable cause, is broken down into the following sub codes to provide better differentiation of the reason:		
Y1	Unable to attend due to transport normally provided not being available	Not expected to attend
Y2	Unable to attend due to widespread disruption to travel	Not expected to attend
Y3	Unable to attend due to part of the school premises being closed. For example, this may be due to damage or teacher strikes.	Not expected to attend
Y4	Unable to attend due to the whole school site being unexpectedly closed. For example, extreme weather, damage, no hot water, or heating.	Not expected to attend
Y5	Unable to attend as pupil is in criminal justice detention. For example, in police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention.	Not expected to attend
Y6	Unable to attend in accordance with public health guidance or law. contrary to or prohibited by any guidance relating to the incidence or transmission of infection or disease.	Not expected to attend
Y7	Unable to attend because of any other unavoidable cause. For example, an emergency has prevented the pupil from attending. The unavoidable cause must be something that affects the pupil, not just the parent.	Not expected to attend
The C code: Authorised Absence is broken down into the following sub codes to provide better differentiation of the reason:		
C	Leave of absence for exceptional circumstances. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion.	Authorised Absence
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised Absence
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable.	Authorised Absence

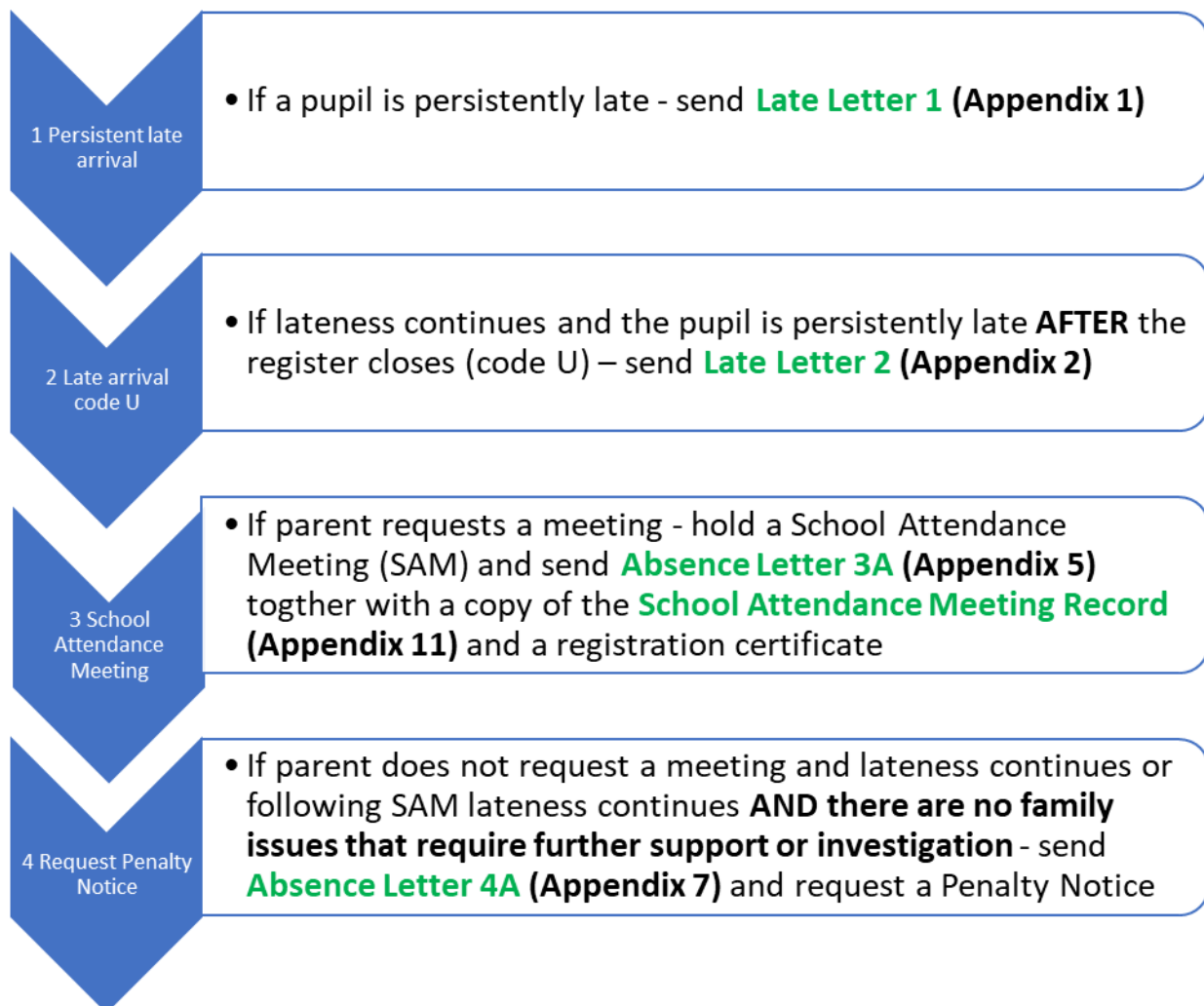
11. Application for Leave of Absence from School During Term Time

Headteachers are not allowed to grant leave of absence during term time unless there are "exceptional circumstances." These are situations that are unavoidable, such as a one-off emergency that makes it impossible for the child to attend school. Each request will be considered individually by the Headteacher, who acts on behalf of the Governing Body, in accordance with the Education (Pupil Registration) (England) Regulations 2006.

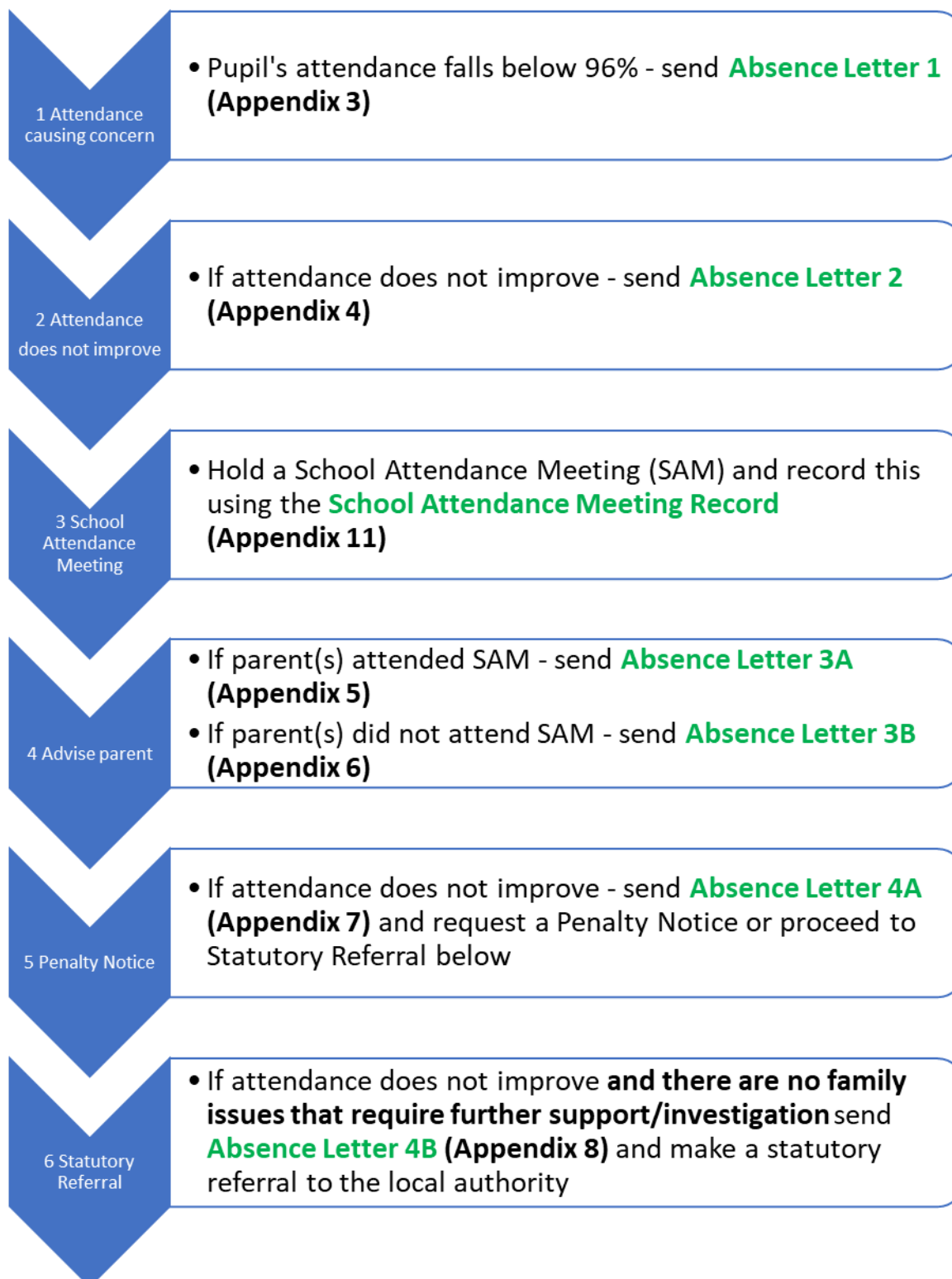
If a leave of absence is not authorised but is taken regardless, the case may be referred to the Attendance Service. This could result in a Penalty Notice of £160 per parent, per child, to be paid within 28 days (or £80 if paid within 21 days).

Please be aware that, since September 2013, family holidays during term time cannot be authorised as an absence by law. The school website provides guidance on when a Penalty Notice may 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

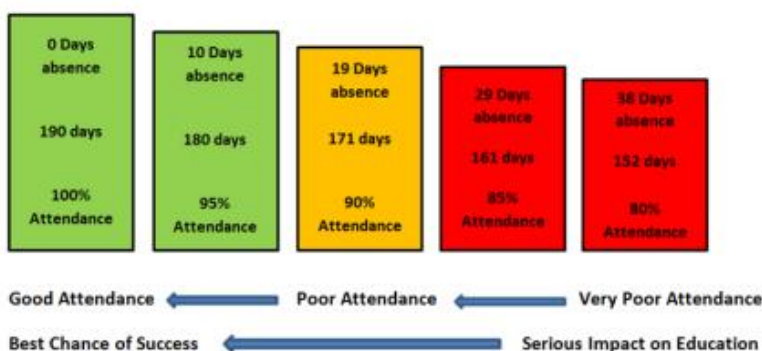
Deputy Headteacher
Attendance Officer

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

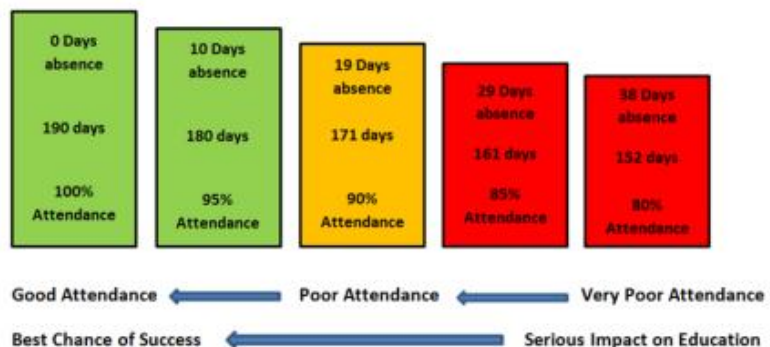
Deputy Headteacher
Attendance Officer

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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

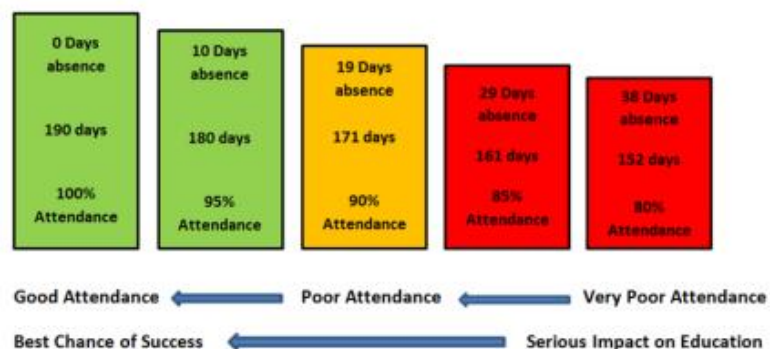
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Attendance Officer

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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

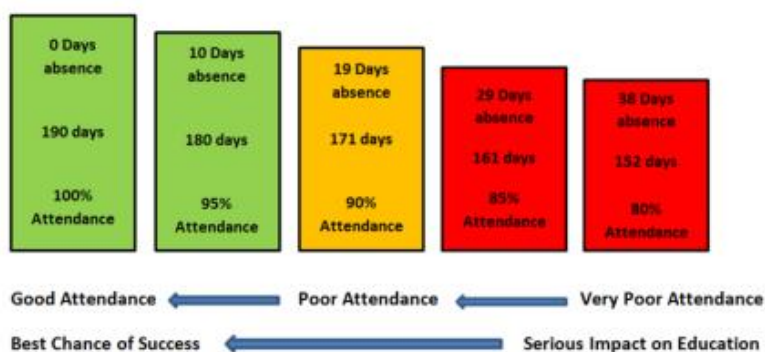
Deputy Headteacher
Attendance Officer

Good attendance means ...

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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 £160 to be paid within 28 days, reduced to £80 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

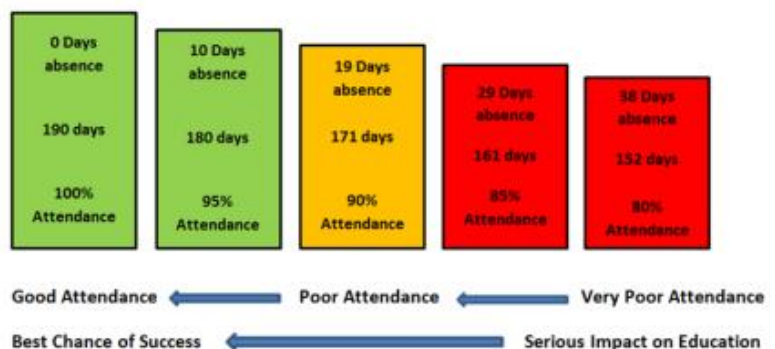
Deputy Headteacher
Attendance Officer

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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 £160 to be paid within 28 days, reduced to £80 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

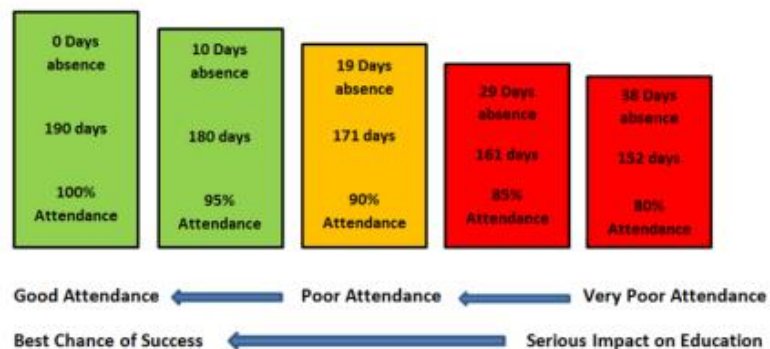
Deputy Headteacher
Attendance Officer

Good attendance means ...

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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 £160 to be paid within 28 days, reduced to £80 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

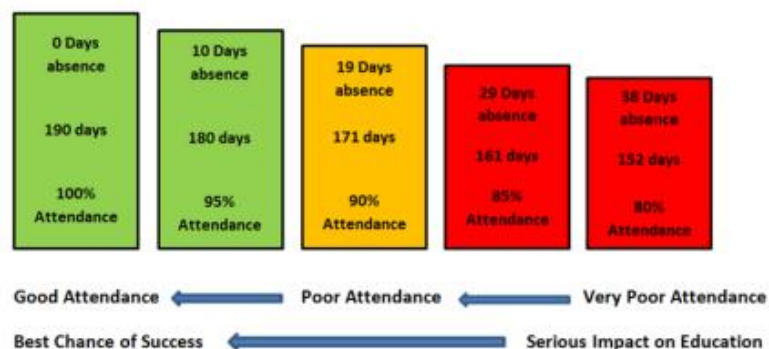
Deputy Headteacher
Attendance Officer

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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

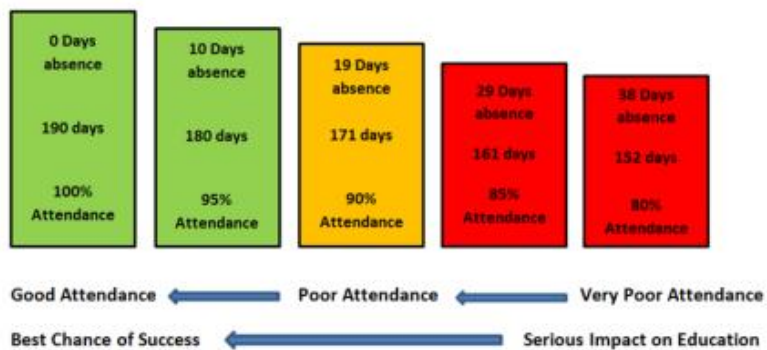
Deputy Headteacher
Attendance Officer

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

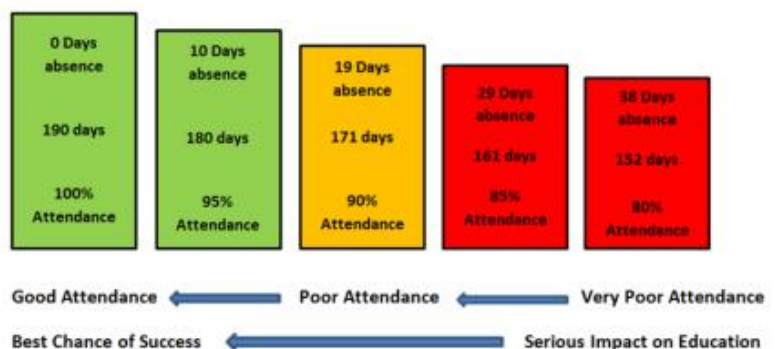
Deputy Headteacher
Attendance Officer

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

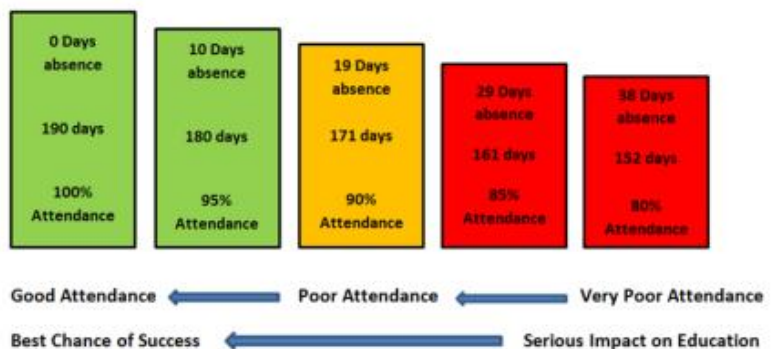
Deputy Headteacher
Attendance Officer

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:

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

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

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 £160 to be paid within 28 days, reduced to £80 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/We will do what has been agreed in this meeting.	
Signed:	
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

