


THE
C  **MPASS**
PARTNERSHIP OF SCHOOLS

Attendance Policy
Summer 2018



Rationale

For a child to reach their full educational achievement a high level of school attendance is essential. We are committed to providing an education of the highest quality for all our children and we endeavour to provide an environment in which all pupils feel valued, safe and welcome. Parents and children play an important part in making our schools successful. Every child has a right to access the education to which they are entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all.

It is our duty to consistently strive to achieve a goal of 100% attendance for all children, whilst realising that for some of our children with complex needs, attendance levels may vary according to some of the wide ranging physiological barriers to learning that they encounter. Every opportunity will be used to convey to children and their parents or carers the importance of regular and punctual attendance.

For our children to take full advantage of the educational opportunities offered it is vital your child is at school, on time, every day the school is open, unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations, all depend on good attendance.

Good attendance is important because:

- statistics show a direct link between under-achievement and absence below 95%
- regular attenders make better progress, both socially and academically
- regular attenders find school routines, school work and friendships easier to cope with
- regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training.

Promoting good attendance

The foundation for good attendance is a strong partnership between the school, parents and the child.

To help us all to focus on this we will:

- provide information on all matters related to attendance
- report to you on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainment
- celebrate good attendance

Roles and responsibilities

The senior leadership team will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance, and will ensure the attendance policy is consistently applied throughout the school. The senior leadership team will also ensure that attendance is both recorded accurately and analysed. They will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

Responsibilities of classroom staff

- ensure that all children are registered accurately
- promote good attendance with students at all appropriate opportunities
- liaise with the attendance leader on matters of attendance and punctuality
- communicate any concerns or underlying problems that may account for a child's absence
- support children with absence to engage with their learning once they are back in school.

Responsibilities of children

- attend every day unless they are too ill to do so
- arrive in school on time, recognising of course where it is beyond the control of those children who are reliant on school transport.

Responsibilities of parents/carers

Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

Parents will:

- inform the school on the first day of absence
- discuss with the class teacher any unavoidable planned absences well in advance
- support the school with their child in aiming for 100% attendance each year
- make sure that any absence is clearly accounted for by telephone or email on the first and subsequent days of absence, or by letter if a phone is unavailable
- avoid taking their child out of school for non-urgent medical or dental appointments
- only request leave of absence if it is for an exceptional circumstance.

Recording attendance

Legally the register must be marked twice daily. This is once at the start of the school day, and again for the afternoon session.

Lateness/punctuality

It is important to be on time at the start of the school day. If your child is late they can miss vital information, cause disruption to the lesson for others, and in addition feel uncomfortable or embarrassed.

Our schools follow the guidance set out by the Department for Education which suggests that registers should be closed a maximum of 30 minutes after the start of the school day.

- all lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary
- arrival after the close of registration will be marked as unauthorised absence and coded *U* in line with Department for Education guidance. This mark shows them to be on site, but is legally recorded as an absence
- if a pupil is late due to a medical appointment, they will receive an authorised absence, coded *M*. Please be advised that, where possible, doctors and dentists appointments are to be made outside of school hours or during school holidays.

Parents, guardians or carers of pupils who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. Ongoing and repeated lateness is considered as **unauthorised absence and will be managed in the same way as poor attendance.**

What to do if my child is absent

First day absence

A child not attending school is considered a **safeguarding** matter. This is why information about the cause of any absence is always required. If your child is absent you must contact us as soon as possible on the first day of absence.

If your child is absent we will:

- telephone or text you on the first day of absence if we have not heard from you – this is because we have a duty to ensure your child's safety as well as their regular school attendance
- invite you in to discuss the situation if absences persist and this is deemed appropriate
- refer the matter to the local authority attendance advisory officer if absence is unauthorised and falls below 90%
- if the child is subject to a child protection plan the procedures set out for day two unexplained absence will be implemented immediately.

Second day absence

If your child is not seen and contact has not been established with any of the named parents/carers, on the second day of absence, we will make all reasonable enquiries to establish contact with parents/carers and the child, including making enquiries to known friends, wider family and undertaking home visits. Where the school is unable to undertake a home visit we will contact the police to request they undertake a welfare check. This action will be taken on day one if the child has complex needs or is subject to a child protection plan.

Ten days' absence

We have a legal duty to report the absence of any pupil who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the local authority is notified that the child is *at risk of missing*. Children's Services staff will visit the last known address and alert key services to locate the child. So please help us to help you and your child by making sure we always have an up-to-date contact number. There will be regular checks on telephone numbers throughout the year.

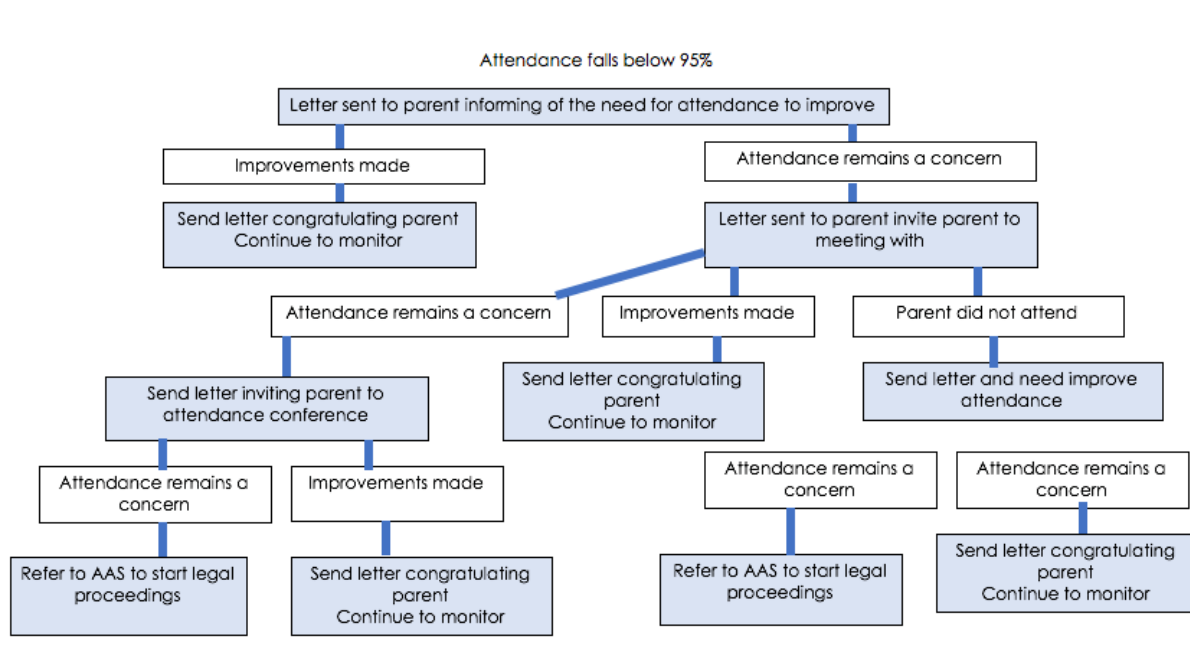
Continued or ongoing absence

If your child misses 10% or more schooling across the school year, for whatever reason, they are defined as a *persistent absentee*. Absence for whatever reason disadvantages a child by creating gaps in their learning. Research shows these gaps affect attainment when attendance falls below 95%. As such, we monitor all absence thoroughly and all attendance data is shared with the local authority and the Department for Education.

We are fully aware that some of our children may have acute health conditions which, despite the best efforts of parents and carers, lead to significant ongoing periods of absence. We will work closely with parents to ensure we develop support systems that enable each child to attend school as often as physically possible. Children should never be excluded from school or activities on medical grounds unless they are acutely unwell or hospitalised. If acutely unwell children will access hospital schools supported by their home school as appropriate. We will maintain close links with children and their families during any sustained periods of absence to ensure continuity of relationships and provision. Children in recovery can be supported by a flexible return to schooling which is manageable for them.

Families of children with acute physical and medical conditions that lead to pervasive absence will not follow the same systems and procedures laid out in this policy.

Diagram of action if attendance falls below 95%



Request for leave of absence

Amendments to school attendance regulations were updated and enforced from September 2013: The Education Regulations state that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. It is important to note that headteachers can determine the length of the authorised absence, as well as whether absence is authorised at all. The fundamental principles for defining *exceptional* are rare, significant, or unavoidable, which means the event could not reasonably be scheduled at another time. There are no rules on this as circumstances vary from school to school and family to family. There is, however, no legal entitlement for time off in school term time to go on holiday, and in the majority of cases holidays will not be authorised.

Taking holidays in term time will affect your child's schooling as much as any other absence, and we expect parents to support their children's education and the school in not taking children out during school time.

If a child has 20 consecutive days of unauthorised absence the school will contact the local authority to inform them that the child is being removed from their role.

Understanding types of absence

Pupils are expected to attend school every day for the entire duration of the academic year, unless there is an exceptional reason for the absence. There are two main categories of absences:

- authorised absence: when the school has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised
- unauthorised absence: is when the school has not received a reason for absence or has not approved a child's leave of absence from school after a parent's request. This includes:
 - parents giving their children permission to be off school unnecessarily, such as for shopping, birthdays, to look after siblings, holidays;
 - absences which have not been explained.

A leave of absence will not be approved under any circumstance if it involves travel to places which are not recommended by the Foreign Office.

School can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states a child is unwell, but on return to school there is evidence they have been on holiday.

Penalty Notices for non-attendance or lateness and other legal measures

In education law, parents/carers are committing an offence if they fail to ensure the regular attendance of their child of compulsory school age at the school at which the child is registered, unless the absence has been authorised by the school.

The local authority will use the full range of legal measures to secure good attendance. Legal measures will only be considered when there is unauthorised absence and improvements are not being made. Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- a 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 the parent or withdraw the notice.

Please note: If you pay the Penalty Notice and your child has further unauthorised absences additional legal action will be taken.

Attendance and Punctuality in the Early Years

Establishing good habits from the start will help your child to settle more quickly and build good habits for later life. Coming to school on time, every day helps to develop confidence.

Research has shown that, even at the earliest age, children with poor attendance and punctuality are at a disadvantage later in life. They generally find it harder to make and maintain friendships, they achieve less and they often suffer from poor self-esteem. Even if your child only has a part time Nursery place, regular attendance is vitally important.

Further information

Leavers

If your child is leaving our school (other than when transferring to secondary school) parents are asked to:

- give the attendance officer comprehensive information about their plans, including any date of a move and your new address and telephone numbers, your child's new school and the start date when known
- if pupils leave and we do not have the above information, then your child is considered to be a *child missing in education*. This requires schools and local authorities to then carry out investigations to try and locate your child, which includes liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided
- if a child fails to return after a period of 20 days unauthorised absence they will be reported to the local authority as a child missing in education and removed from the school role

Home Education

Parents have the right to withdraw their child from school in favour of home education. Parents must inform the school of their decision to home educate in writing. Once the school receives this notification they will then inform the local authority and take the child off of their role. It is important that the decision to home educate is discussed and considered carefully. Talk to the school about any difficulties your child may be having; once your child has been taken off role their place will be allocated and may not be available to your child if you change your mind at a later date.

Children who are permanently excluded or with long term medical conditions that prevent school attendance

If a child receives a fixed-term exclusion this will be recorded as an E. If the exclusion is for a period of 6 days or more, the local authority has a duty to provide education for the child. If the exclusion is permanent it is the local authorities duty to provide education for the child. The school has a duty to inform the local authority of all exclusions.

If a medical condition prevents a child of statutory school age from attending school for 15 days or more (consecutive or cumulative), it is the duty of the local authority to liaise with medical practitioners to ensure appropriate education is available for the child. The school will inform the local authority of the absence.

Absence through child participation in public performances, including theatre, film or television work and modelling

Parents of a child performer can seek leave of absence from school for their child to take part in a performance. They must contact the headteacher to discuss the nature and frequency of the work, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. It is, however, down to the headteacher's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Any absence recorded as part of a child's participation in a public performance is recorded as C, an authorised absence.

Absence through competing at regional, county or national level for sport

Parents of able sportsmen and women can seek leave of absence from school for their child to take part in regional, county, national and international events and competitions. It is, however, down to the headteacher's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions is also at the discretion of the headteacher and is not likely to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching.

Gypsy, Roma, Traveller and Showman families

Absence of a child from a Traveller family that has left the area may be authorised if the absence is for work purposes only and it is believed that the family intends to return. To ensure the continuity of learning for Traveller children, dual registration is allowed. That means that a school cannot remove a Traveller child from the school roll while they are travelling. When the Traveller is away, the home school holds the place open and records the absence as authorised through the T code. Distance learning packs for Traveller children are not an alternative to attendance at school.

Record preservation

School registers are legal documents. We will ensure compliance with attendance regulations by keeping attendance records for at least three years. Computer registers will be preserved as electronic back-ups or microfiche copies

Appendix 1: attendance codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances

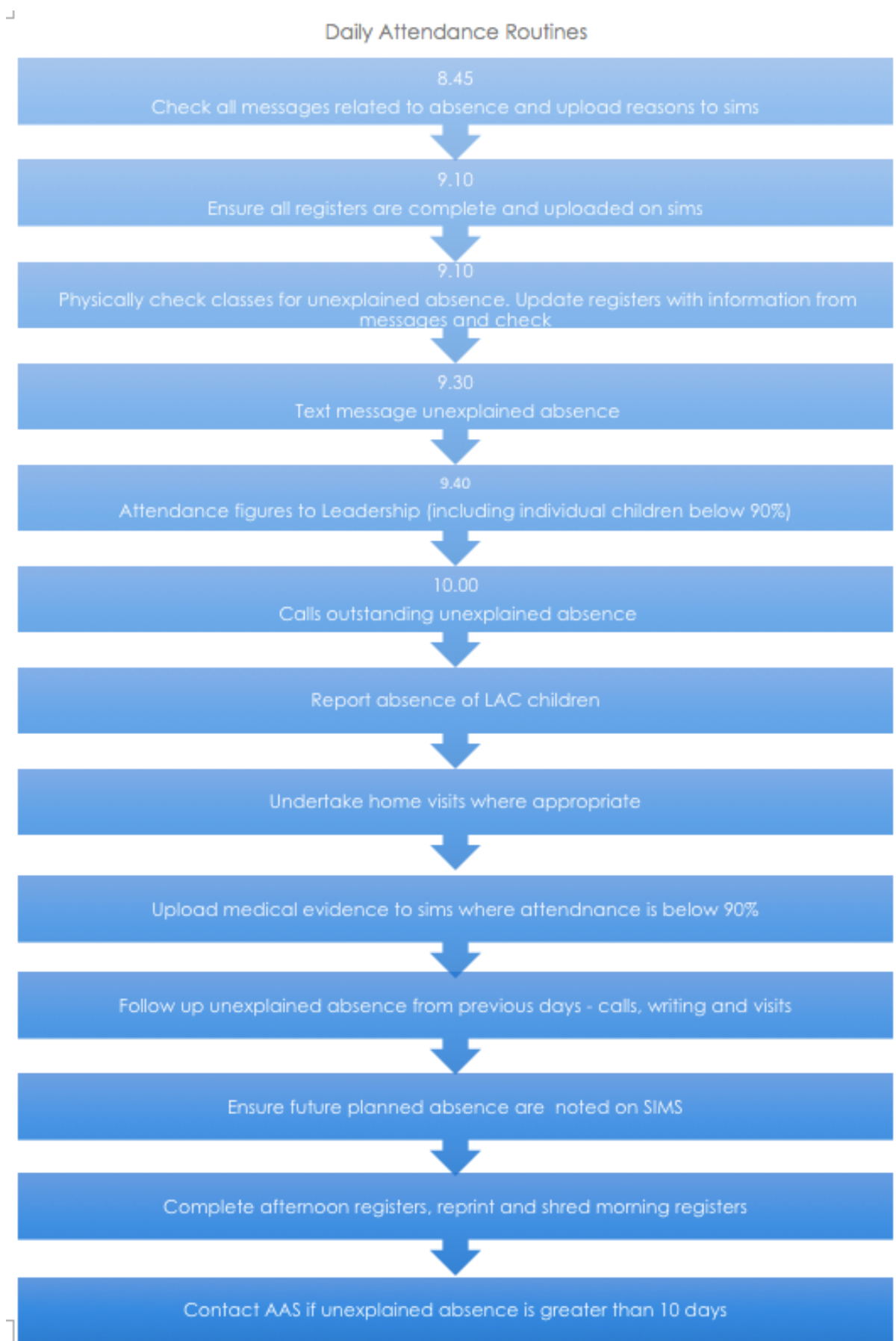
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school

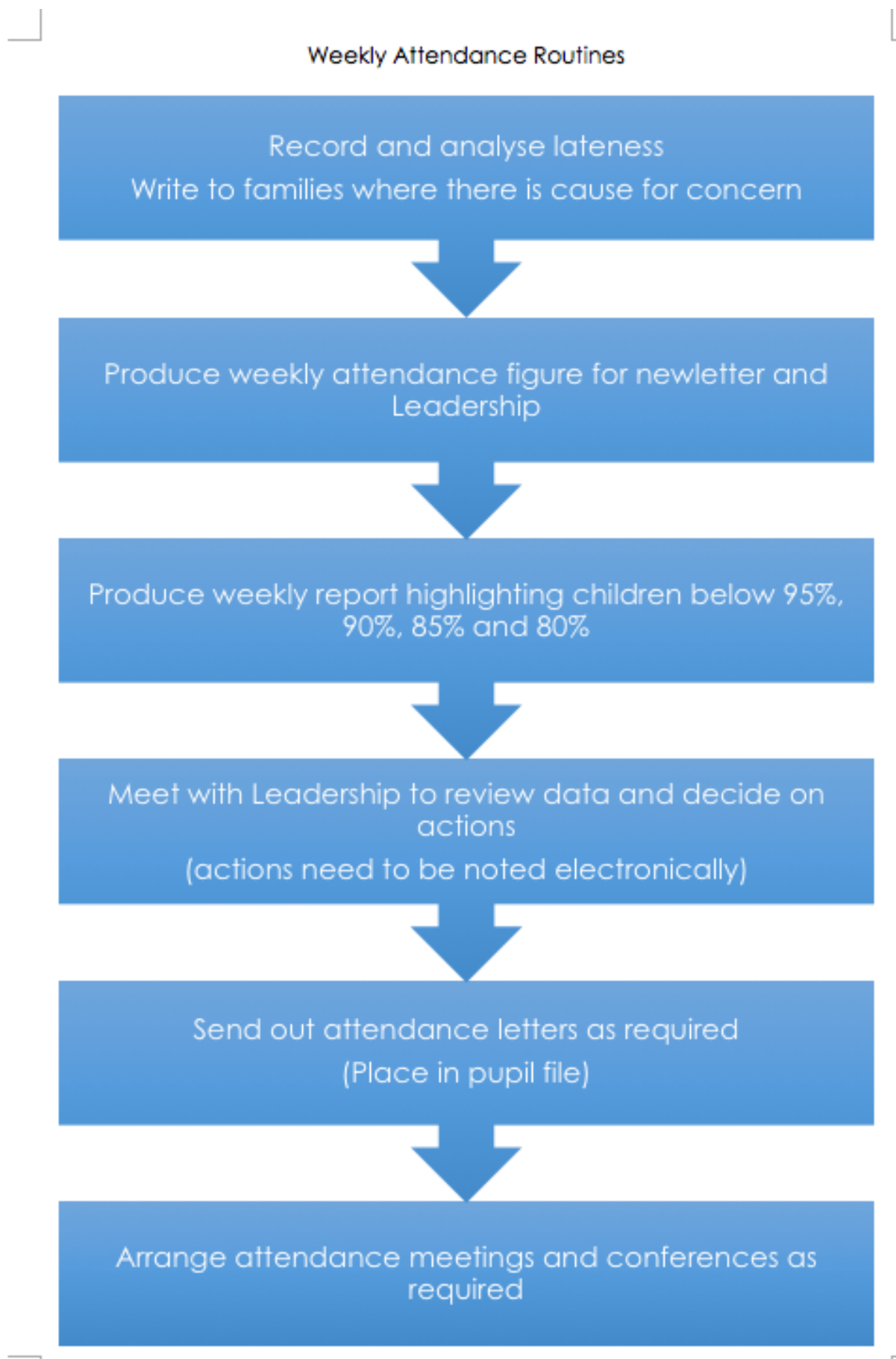
Unauthorised absence

G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2 Daily attendance flow chart





Appendix 4

Attendance Panel Agenda

- Introductions and welcomes
- Purpose of the meeting
- Current attendance
- Minimum government expectations
- School – impact on child
- Parental input – barriers and concerns
- Agree targets for improvement
- Develop actions to secure improvement
- Agree actions
- Invite child to share if age appropriate
- Agree a time and date for review meeting

Appendix 5 – Pupil attendance action plan example

Pupil Attendance Action Plan			
Pupil name Year Group			
Date		Current attendance	
Panel attendees		Expected Attendance	
Barrier to attendance	Agreed action to be taken	Named person and frequency	Expected Impact
Jo is struggling to get up in the morning due to late nights	Mum to meet with learning mentor and Jo to agree a clear bed time routine Learning mentor to create visual symbols to support mum Mum to implement routine	Learning Mentor Parent	Improved quality of sleep ensures Jo is happier to get up in the morning
Mum is struggling to get Jo in to school she is appearing to be unhappy	Class teacher to check in regularly with Jo to ensure she is happy in school Jo to be given a job in office to encourage her to attend in mornings	Class teacher Deputy Headteacher	Jo is happier to attend school in morning
Jo is frequently complaining of stomach ache	Mum to send Jo to school unless she has been physically sick Mum to meet with GP to discuss underlying explore any health concerns School to make contact with nurse	Parent Parent Inclusion lead	A clear understanding of any health needs is gleaned. If health needs are present an action plan is in place to ensure Jo is able to attend school

Appendix 6 – School attendance action plan

Attendance Action Plan September 2018 – July 2019				
Overall aims				
Aim	Action	Timescales	Responsibility	Expected Outcome
To raise the attendance of boys in EYFS in line with that of girls	Increase opportunities for risky play	Ongoing	Class teacher	Boys attendance is above 96.5% as a result of improved engagement
	Parents workshop – risky play	September 2018	EYFS lead	
	Implement typical boy interest topics – super heroes, dinosaurs	September 2018	Class teacher	
	Develop opportunities for additional intervention to develop fine motor skills	Ongoing	Class Teacher Inclusion Lead	
	Ensure provision on first day back is exciting and share special events to encourage attendance	Sept Jan April	EYFS lead/class teacher	
	Ensure importance of early attendance habits is incorporated into pre start meetings	July 2018	Headteacher	
Persistent absence is lowered to less than national	Implement new attendance policy	September 2018	Headteacher	The level of PA drops to 8%
	Identify families who were			

	cause for concern previously and meet to develop action plans to improve attendance	July 2018	Headteacher Attendance Officer	
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Appendix 7. – Attendance roles and responsibilities

Attendance officer expectations

Daily

- ensure registers have been taken and uploaded correctly
- carry out daily attendance checks including absence and lateness follow up
- overview of attendance figures sent to all staff (this should include: names of children absent, reasons for absence, whole school %)
- class attendance needs to be emailed to SLT
- contact social care to report absence of LAC children
- undertake home visits as appropriate

Weekly

- produce attendance report for SLT which includes:
overall weekly % of whole school
class % breakdown including Nursery and Reception
PP and Non PP for whole school
persistent absence and group breakdown
- ensure all correspondence related to attendance is sent out in a timely manner
- update all attendance spreadsheets accordingly

Half Termly

- complete attendance report

Annually

- complete Compass attendance report for Trustees

Class teacher expectations

- ensure registers are taken twice a day in a timely manner
- ensure all children feel safe and valued and want to come to school
- check in with children after absence
- include information in end of year reports
- talk to parents about attendance expectations at parents evening

Phase Leader expectations

- talk to children about their attendance where absence is a concern
- follow up absence concerns with attendance lead and phase to ensure it remains high profile
- celebrate improvements with children

Senior Leader responsible for attendance

- monitor daily absence figures and liaise with attendance officer where there are concerns
- support targeted interventions as required
- analyse data half termly to ensure interventions are targeted appropriately

- liaise with inclusion team to ensure support is in place for children and families
- oversee the work of the attendance officer
- meet weekly with attendance officer

Head of School expectations

- monitor daily absence figures and Liaise with attendance officer where there are concerns
- lead attendance panels as required
- ensure attendance remains a high profile throughout the school
- review attendance of groups on a half termly basis and work with the Attendance Lead to develop an action plan
- Keep governors updated on matters related to attendance

Letter 1 attendance below 95% without authorisation

Dear *insert parent's name*

In our regular reviews of our attendance data it has been brought to our attention that *insert child's name* attendance is currently at 95%.

In order for your child to take full advantage of the educational opportunities offered it is vital that they are at school, on time, every day the school is open, unless the reason for the absence is unavoidable. Attendance of 95% means that your child has had 2 full weeks of absence across the academic year, this equates roughly to 1 day of absence per month.

We will continue to monitor your child's level of attendance closely over the coming term and will expect to see improvements. If improvements are not made we will continue to take necessary actions in accordance with our attendance policy.

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

Yours sincerely,

Attendance Officer

Letter 2 attendance does not improve following receipt of letter 1 monitoring period.

Dear *insert parent's name*

I wrote to you on *insert date* to inform you that *insert child's name* attendance was beginning to cause concern. I have monitored *insert child's name* attendance closely and it has continued to decline. *insert child's name* attendance is currently at *insert percentage*. Whilst we strive for 100% attendance, government expectations is that attendance sits above 96%.

There is a wealth of research to support the link between regular school attendance and good academic performance. Studies also show direct links between regular school attendance and future success in the work place. Irregular attendance also affects children's ability to develop and sustain friendships in school.

I would like to invite you to meet with me on *insert date and time* to discuss the reasons for *insert child's name* absence and how we can work together to ensure improvements are made.

Please contact me as soon as possible if you are unable to make the appointment above and I would be happy to meet you at a more convenient date and time.

Yours sincerely,

Attendance officer

Letter 3: attendance improves following meeting

Dear *insert parent's name*

Thank you for meeting with me on *insert date* to discuss *insert child's name* attendance, which was beginning to cause concern.

I am pleased to see that *insert child's name* attendance has improved and is now *insert percentage*.

insert child's name attendance will now be monitored in-line with whole school monitoring procedures and no further action will be taken unless attendance declines.

Thank you for your ongoing support.

Yours sincerely,

Attendance officer

Letter 4 : invite to attendance panel – no improvements made

Dear *insert parent's name*

On *insert date* you met with our Attendance Officer to discuss our concerns in relation to *insert child's name* attendance and how we could work together to ensure that improvements were made. Unfortunately *insert child's name* attendance has continued to decline and currently sits at *insert percentage*.

We are concerned about the impact that *insert child's name* attendance is having on *his/her* relationships with peers and on their academic performance. Children who only attend school for 90% of the time are missing the equivalent of 1 day of schooling every fortnight.

Government guidelines define children whose attendance drops below 90% as **persistent absentees**. The 1996 Education act outlines parental responsibility to ensure their child attend s school regularly, failure to do so can result in prosecution.

We would like to invite you to an attendance panel taking place at *insert school name on insert date and time*. The attendance panel is a formal meeting with a member of our local governing body and myself. The purpose is to explore the reasons for absence and develop an agreed action plan to ensure improvements are made.

It is crucial that you attend this meeting to enable us to work together to develop actions that ensure *insert child's name* attendance improves. If you are unable to make this date please make contact with school as soon as possible to enable us to set another date. In the event of failure to attend or rearrange, the attendance panel will take place and an absence action plan will be created in your absence.

Yours sincerely

Headteacher/ Head of School/Deputy

Letter 5: invite to attendance panel – no improvements made failure attend meeting

Dear *insert parent's name*

On *insert date* we wrote to you inviting you to meet with our Attendance Officer *to discuss our concerns in relation to insert child's name* attendance and how we could work together to ensure that improvements were made. Unfortunately you did not attend the meeting and *insert child's name* attendance has continued to decline. *insert child's name* currently sits at *insert percentage*.

We are concerned about the impact that *insert child's name* attendance is having on *his/her* relationships with peers and on their academic performance. Children who only attend school for 90% of the time are missing the equivalent of 1 day of schooling every fortnight.

Government guidelines define children whose attendance drops below 90% as **persistent absentees**. The 1996 education act outlines parental responsibility to ensure their child attends school regularly, failure to do so can result in prosecution.

We would like to invite you to an attendance panel taking place at *insert school name on insert date and time*. The attendance panel is a formal meeting with a member of our local governing body and myself. The purpose is to explore the reasons for absence and develop an agreed action plan to ensure improvements are made.

It is crucial that you attend this meeting to enable us to work together to develop actions that ensure *insert child's name* attendance improves. If you are unable to make this date please make contact with school as soon as possible to enable us to set another date. In the event of failure to attend or rearrange, the attendance panel will take place and an absence action plan will be created in your absence.

Yours sincerely

Headteacher/ Head of School/Deputy

Letter 6: Outcomes of attendance panel invite to review meeting

Dear *insert parent's name*

Thank you for attending the attendance panel for *insert child's name* on the *insert date*. I enclose a copy of the action plan which was drawn up by the attendance panel.

It is important that we implement the agreed actions and work together to ensure *insert child's name* attendance improves. Please remember that if attendance fails to improve we will have no option but to refer your case to the Attendance Advisory Service, which is likely to result in the issuing of a penalty notice or legal action.

A meeting has been arranged for *insert date and time* to review the action plan developed and improvements that have been made.

In the meantime please do not hesitate to contact me if you wish to discuss anything further.

Yours sincerely

Headteacher/ Head of School/Deputy

Letter 7: Outcomes of attendance panel invite to review meeting – non attendance

Dear *insert parent's name*

On *insert date* I wrote to you inviting you to attend an attendance panel as a result of *insert child's name* attendance continuing to be a cause for concern. Unfortunately you did not attend the meeting and so in your absence the panel developed an action plan outlining strategies to be put in place to ensure *insert child's name* attendance improves. *I enclose a copy of the action plan and am happy to meet to discuss this with you.*

It is important that we implement the agreed actions and work together to ensure *insert child's name* attendance improves. Please remember that if attendance fails to improve we will have no option but to refer your case to the Attendance Advisory Service, which is likely to result in the issuing of a penalty notice or legal action.

A meeting has been arranged for *insert date and time* to review the action plan developed and improvements that have been made.

In the meantime please do not hesitate to contact me if you wish to discuss anything further.

Yours sincerely

Headteacher/ Head of School/Deputy

Letter 8 - Refusal of holiday request

Dear *insert parent's name*

Thank you for your letter dated *insert date* requesting your child's leave from school during term time, for your family holiday. As stated in our attendance policy, authorised leave of absence will only be granted in exceptional circumstances. Family holidays are not considered as an exceptional circumstance for leave.

If you choose to take your child out of school for this holiday the absence will be recorded as unauthorised and this can lead to an instant penalty notice being issued.

Regular attendance in school is crucial not only to ensure good academic attainment, but also to develop foundations and habits that are crucial as children move into the world beyond school.

I hope you will support the school by adhering to our attendance policy.

Yours sincerely

Headteacher/ Head of School/Deputy

Letter 9 – Return from unauthorised holiday

Dear *insert parent's name*

Thank you for informing me of the reason for *child's name* absence from school during *insert dates*. As you are aware, this leave of absence is not in-line with the school's attendance policy and has therefore been recorded as unauthorised. This has affected *child's name* attendance, which now sits at *insert percentage*.

It is important that *child's name* attends school every day to ensure they are able to meet the government expected target of 96%. Any further absences and a decline in attendance could result in a referral being made to the Attendance Advisory Service.

If you have any further concerns with regards to your child's attendance please contact the school office to make an appointment to see me.

Yours sincerely

Headteacher/ Head of School/Deputy

Monitoring, evaluation and review

The Board of Trustees will assess the implementation and effectiveness of this policy. The policy will be promoted and implemented throughout the Academy.

This Policy will be reviewed by the Board of Trustees on a 3-yearly cycle and must be signed by the Chair of the Board of Trustees and Headteacher.

Adherence to the policy will be monitored by the school's local governing body.

Policy adopted:	Summer Term 2018
Aligned for:	Wingfield Primary School
Other related Policies	Every Day Counts
Next Review:	Summer 2021
Signature of Chair of the Board of Trustees:	Signature of Headteacher: