



# Rossmere Primary School

## Attendance Policy

**Approved by:** Mrs G Slimings

**Date:** Spring 2020

**Role:** Chair of Governors

**Last reviewed on:**

**Next review due by:** Spring 2021

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## **Rationale**

Rossmere is a successful school, every child and adult plays their part in making it so.

We are committed to providing a broad and differentiated curriculum, where the children's educational, social and emotional needs are central.

For our children to gain the greatest benefit from their education it is vital that they attend regularly and arrive at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is very important that school and families work together to ensure children have good attendance and this policy provides the framework for this.

## **Regular Attendance is Important**

Any absence will affect the pattern of a child's learning; regular absence or arriving late for lessons will seriously affect learning and the child's capacity to engage with learning.

Ensuring a child's regular attendance at school is the parents/carers legal responsibility and permitting absence from school without a good reason creates an offence in law which may result in prosecution and a criminal record.

Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for every child encompasses:-

- Attendance
- Inclusion & Equal Opportunity
- Social and Personal Development
- Health and Safety
- Access to the Curriculum

Failing to attend this school on a regular basis will be considered as a safeguarding matter.

## **Promoting good attendance**

Promoting a pattern of good attendance and punctuality is everybody's responsibility; parents/carers, pupils and staff.

School will identify, at an early stage, any concerns with attendance and punctuality and take measures to improve the situation.

Good attendance will be celebrated in our Appraisal Assemblies. We will reward good and improving attendance through certificates and outings/events.

## **The Law and Attendance**

Education Act 1944 – Established the duty of Local Authorities and parents/carers to ensure regular attendance of pupils in school.

- Education Act 1996 - (Section 444). The Act states that "The parents/carers of a child of compulsory school age registered at school and failing to attend regularly is guilty of an offence punishable by law."

Further information on the Education Act is available at:

<http://www.legislation.gov.uk/ukpga/1996/56/section/444>

Amendments to regulations were made in 2013, these relate to absences for the purpose of holidays and the procedure of issuing Fixed Penalty Notices (fines).

- Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that the Head teacher may not grant **any** leave of absence during term time unless there are *exceptional circumstances*. The Head teacher should determine the number of school days a child can be away from school *if* the leave is granted.
- The Education (Penalty Notices) (England) Regulations 2007(Amendment Regulations) 2013  
The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion.
- Amendments to 2007 regulations will reduce the timescales for paying a penalty notice. Parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

### **The Law and Safeguarding**

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

### **Types of Absence**

Every half-day absence from school has to be classified by the school (not by parents/carers), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required. (Absence Codes Appendix 1)

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given, or if parent/carers have failed to provide an explanation for their child's absence. This type of absence can lead to Hartlepool Local Authority Attendance Service using legal proceedings. When eight unauthorised absences are recorded during a six-week period a referral should be considered for FPN.

Unauthorised leave includes:

- Parents/carers keeping children off school unnecessarily
- Truancy before or during the school day (includes internal truancy)
- Absences which have never been properly explained
- Children who arrive at school too late to get a mark
- Shopping, haircuts, looking after other children or birthdays
- Visiting orders, day trips and holidays in term time which have not been agreed
- Attending appointments that are meant for other people

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school and the parents/carers and the child. In these cases parent/carers should not be tempted to 'cover up' reasons for absence as this gives the impression that attendance is not important and will escalate the situation.

### **Persistent Absenteeism (PA)**

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents/carers fullest support and co-operation to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and parents/carers and Hartlepool Local Authority Attendance Service will be informed of this immediately. ([Referral to Attendance Service Appendix 2](#))

All our PA pupils and their parents/carers are subject to an Action Plan which will be agreed with parents/carers, school and Hartlepool Local Authority Attendance Service.

If improvements are not seen Hartlepool Local Authority Attendance Service will take LEGAL action and parents/carers will be required to attend an Attendance Case Conference (ACC). If improvements are not seen it is likely to result in Court proceedings. The Court may decide to impose fines, community service or custodial sentences.

### **Absence Procedures**

If a child is absent parents/carers must:

- Contact us, by phone, as soon as possible on the first day of absence, and leave a message stating the reason for absence.
- Or, call into school and report to reception

If a child is absent we will:

- Telephone or text parents/carers on the first day of absence if we have not been informed of a reason;
- Or, we may carry out a home visit and will leave a calling card.

If a child remains absent without any contact from parent/carers, a home visit is unsuccessful and there are safeguarding concerns we may take the following action:

- Report to Social Services and/or the Police and request a welfare check
- Make a Child Missing from Education (CME) referral to Hartlepool Local Authority through the usual referral process

If a child returns to school and the parent/carer does not provide an acceptable reason for the absence this will be noted and the absence recorded as unauthorised.

### **Long term absence**

- After three days of absence an update should be obtained, by phone or home visit.
- Medical evidence may be requested in order to authorise illness in excess of three days.

- Parents should inform school of any expected long term absence such as hospital stays or holidays.
- In the unusual event that a child is absent for more than five days school will discuss with parents/carers how best to meet their child's educational needs and plan a return to school.

### **The role of the Parent Support Advisor (PSA)**

The School PSA will regularly monitor attendance and contact parents/carers if attendance or punctuality is becoming a concern. Pupils are expected to have an average attendance of 96% in any full academic year; attendance should not be below 96% unless there are extenuating circumstances.

Attendance falling below 93% (pro rata) will be monitored and parents/carers will be notified of this in writing. ([Attendance Monitoring Letter Appendix 3](#))

If further absences occur parents will receive a letter requesting medical evidence for all future absences and may be required to meet with the PSA.

Attendance below 92% should receive an at risk of persistent absenteeism warning letter and consider if an action plan is required. ([At risk of PA Appendix 4](#))

Attendance below 90% should receive a notice of Persistent Absenteeism and considered for a referral to the Local Authority and/or action plan. ([Notice of PA Appendix 5](#)) ([Meeting request Appendix 6](#)) ([Notice of Referral Appendix 7](#))

Parents/carers are expected to contact school at an early stage and to work with the PSA in resolving any problems together through an action plan. ([Action Plan Appendix 8](#))

Action Plans should be reviewed at least every 4 weeks and revised. Once targets are met a letter informing parents/carers should be sent advising that attendance will continue to be monitored. When targets are not met a revised plan should be agreed with accompanying letter. ([Closed Action Plan Appendix 9](#)) ([Revised Action Plan Appendix 10](#))

The PSA will aim to support families to improve attendance and avoid referrals to Hartlepool Local Authority.

### **Lateness**

Poor punctuality is not acceptable. If a child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, this can be embarrassing for the child and can also encourage absence.

### **How we manage lateness:**

The school is open from **8:40am** and children are expected to be in class by **8:55am** ready for registration.

Registers are marked by **9:00am** and pupils will receive a late mark if they are not in class by that time. Afternoon session registers are marked promptly at 1:00pm.

At **9.25am** the registers will be closed. In accordance with the Regulations, if a pupil arrives after that time they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have an **unauthorised** absence and will be treated in the same way as other unauthorised absences.

- Children arriving late must record their arrival at the office using the electronic signing in system.
- If children arrive late without their parent/carer then a text message will be sent to notify the parent/carer.

If a pupil has a record of persistent lateness parents/carers will be notified in writing and may be asked to meet with the PSA to resolve the problem and agree an Action Plan.

(Punctuality Monitoring Letter Appendix 11)

Parents/carers are welcome to contact school at any time if there are problems with attendance and punctuality.

A monitoring and reward system, 'Beat the Bell', may be used to encourage punctuality or work on routines may be completed with the child and parent/carer. (Beat the Bell Pack Appendix 12)

### **Appointments during the school day**

Parents/carers are asked to minimise time missed due to routine medical appointments.

Pupils should attend school and be signed out at the office for appointments. Parents/carers should show office staff any appointment card, letter or text; if possible the child should return to school following the appointment.

Frequent or regular absence for appointments without evidence will trigger attendance monitoring procedures.

### **Holidays in Term Time**

Taking holidays in term time will affect a child's schooling as much as any other absence and we expect parents/carers to help by not taking children away in school time.

All applications for leave, available from the school office, must be made in advance.

(Application for Leave Appendix 13)

All requests for leave during term time will be unauthorised unless there are exceptional circumstances. (Application for Leave Appendix 13) Parents will receive a copy of the completed application and be informed of the impact the leave will have on their child's overall attendance figures. (Application for Leave letter Appendix 14)

In accordance with Hartlepool Council Procedures (Appendix 15) referrals for FPN notices will be made to the Attendance Service if the holiday is for ten or more sessions and if attendance for the previous 39 school weeks is below 90%.

Applications will be returned to parents/carers and will indicate if a referral has been made to Hartlepool Local Authority. (Appendix School warning letter 16)

### **People responsible for attendance in school are:**

- **Mrs Louise Banks - PSA**
- **Mrs Caroline Reed – Head teacher**
- **Mrs Debbie Anderson - Deputy Head teacher**

**APPENDIX 1**
**Register Codes**

<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>
/	Present (AM)	Present
\	Present (PM)	Present
@	Do not use	
B	Educated off site (NOT dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental Appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	DfES #: School closed to pupils	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Do not use	Not counted in possible attendances
#	School closed to pupils and staff	Not counted in possible attendances
*	DfES Z: Pupil not on roll	Not counted in possible attendances
-	All should attend/No mark recorded	

APPENDIX 2



**CONFIDENTIAL  
ATTENDANCE REFERRAL FORM**

<b>School</b>	_____	<b>Date of Referral</b>	_____
<b>Year Group</b>	_____		
<b>Pupil's Name</b>	_____	<b>Date of Birth</b>	_____
<b>Address</b>	_____	<b>Telephone</b>	_____
	_____	<b>Parent's / Guardians Name(s)</b>	_____
	_____		_____

MALE

FEMALE

PARENTS INFORMED OF REFERRAL

**(PLEASE ATTACH A CURRENT ATTENDANCE PRINTOUT WITH THE REFERRAL FORM)**

<p><b>SEN</b></p> <p>SEN SUPPORT <input type="checkbox"/></p> <p>ONE PLAN <input type="checkbox"/></p>	<p><b>TARGET GROUPS</b></p> <p>FSM <input type="checkbox"/>                      LAC <input type="checkbox"/></p> <p>EAL <input type="checkbox"/>                              CP <input type="checkbox"/></p> <p>CAF <input type="checkbox"/></p> <p>MEDICAL CONDITIONS <input type="checkbox"/></p>
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**ETHNICITY**

WHITE BRITISH  WHITE OTHER  BLACK AFRICAN  BLACK OTHER  ASIAN

OTHER  (please specify)

**SERVICE INVOLVEMENT**

SOCIAL CARE  YOUTH OFFENDING  CAMHS  SUBSTANCE MISUSE

ED PSYCHOLOGIST  PREVENTIONS TEAM  OTHER  (Please specify)

**NAMES OF PROFESSIONALS INVOLVED (If any)**

**SUMMARY INFORMATION: (To include relevant background and action taken by school)**

KEY: FSM – FREE SCHOOL MEALS / LAC – LOOKED AFTER CHILD / CP – CHILD PROTECTION / EAL – ENGLISH AS AN ADDITIONAL LANGUAGE / CAF – COMMON ASSESSMENT FRAMEWORK

Please return this form to School Attendance Team, Child & Adult Services Department, HCETL, Brierton Lane, Hartlepool, TS25 4BY. Telephone: 01429 284366

**APPENDIX 3**

Date \_\_\_\_\_

Dear Parent/carer of: \_\_\_\_\_ Year \_\_\_\_

**This is a standard letter to parents/carers when attendance falls below our school target.**

Your child's attendance record is attached for your reference.

During a recent register check, it was noted that your child's attendance is currently \_\_\_\_%.

**Our school target is 96%.**

Research suggests that even missing a little bit of school year on year, children can leave school with lower grades than they are capable of. Regular school attendance is also important in the development of good social skills, friendships and good routines.

As a school we strive for children to have the best possible chance in life and this includes encouraging good discipline and excellent attendance.

I understand that this attendance figure may be due to a very valid reason but must stress the importance of making sure your child has good attendance for the rest of the school year.

We will continue to monitor attendance and would expect to achieve a target of 96%.

If you wish to discuss your child's attendance, please do not hesitate to contact me.

Yours sincerely

Mrs L Banks

PSA

**APPENDIX 4**

Date \_\_\_\_\_

Dear Parent/carer of: \_\_\_\_\_ Year \_\_\_\_\_

Your child's attendance record is attached for your reference.

Under Government guidelines children who have less than 90% attendance are classed as being **persistently absent**.

**Your child is at risk of falling into this category.**

We must work together to ensure that your child attends school and is on time, arriving before 8.55 am, when morning lessons begin.

We appreciate that from time to time children fall ill however please view this letter as a notification of our concern. It can sometimes be difficult to decide if a child is well enough to attend lessons. Some minor illnesses do not necessarily need a day at home, school can support with medicines etc and will always contact parents if it is felt a child needs to be at home. Please inform school if your child has any on-going medical needs.

All further absence due to illness must be accompanied by medical evidence (such as a GP appointment slip, prescribed medication or prescription slip), if evidence is not provided the absence will be treated as unauthorised. Please contact school in the usual way if your child is absent due to illness.

Further, unauthorised absences may result in a referral to the Local Authority Attendance Service who may take further action. This action could include Fixed Penalty Notices (fines) or prosecution under the Education Act, which can result in further penalties being imposed by the Court.

**We wish to avoid making referrals to the Local Authority;** if there are any circumstances that will affect your child's attendance please do not delay in notifying school.

Yours sincerely

Mrs L Banks

PSA

**APPENDIX 5**

Date \_\_\_\_\_

Dear Parent/carer of: \_\_\_\_\_ Year \_\_\_\_\_

Your child's attendance record is attached for your reference.

Under Government guidelines children who have less than 90% attendance are classed as being **persistently absent**.

**Your child is in this category for our school.**

We must work together to ensure that your child attends school and is on time, arriving before 8.55 am, when morning lessons begin.

We appreciate that from time to time children fall ill however please view this letter as a notification of our concern. It can sometimes be difficult to decide if a child is well enough to attend lessons. Some minor illnesses do not necessarily need a day at home; school can support with medicines etc and will always contact parents if it is felt a child needs to be at home. Please inform school if your child has any on-going medical needs.

All further absence due to illness must be accompanied by medical evidence (such as a GP appointment slip, prescribed medication or prescription slip), if evidence is not provided the absence will be treated as unauthorised. Please contact school in the usual way if your child is absent due to illness.

**The Local Authority Attendance Service regularly check our registers and take note of persistent absenteeism.** This could trigger a referral which could result in further action being taken. This can include Fixed Penalty Notices (fines) or prosecution under the Education Act, which could result in further penalties being imposed by the Court.

**We wish to avoid making referrals to the Local Authority;** if there are any circumstances that will affect your child's attendance please do not delay in notifying school. You will be notified if a referral is made.

Yours sincerely

Mrs L Banks

PSA

**APPENDIX 6**

Date: \_\_\_\_\_

Dear Parent/Carer of \_\_\_\_\_ Class: \_\_\_\_\_

**Attendance Monitoring Procedure**

Your child's attendance record is attached for your reference.

The average expected attendance for primary children is 96%; your child's attendance is currently \_\_\_\_\_ and there are \_\_\_\_\_ sessions of unauthorised absence recorded.

**Attendance below 90% is categorised by the Government as persistent absenteeism.**

Persistent absenteeism could trigger a referral to Hartlepool Local Authority Attendance Service. This can result in Fixed Penalty Notices (fines) being issued to parents/carers or prosecution under the Education Act, which could result in further penalties being imposed by the Court.

School wish to avoid referrals but if a referral is made you will be notified.

I would like to discuss your child's attendance and agree an improvement plan.

Please attend a meeting in school on:

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Please contact me to arrange another date and time if this is not suitable.

Yours sincerely

Mrs Louise Banks

PSA

**APPENDIX 7**

Date: \_\_\_\_\_

Dear Parent/Carer of \_\_\_\_\_ Class: \_\_\_\_\_

Your child's attendance record is attached for your reference.

The average expected attendance for primary children is 96%; your child's attendance is currently \_\_\_\_\_ and there are \_\_\_\_\_ sessions of unauthorised absence recorded.

**Attendance below 90% is categorised by the Government as persistent absenteeism.**

**A referral has been made to Hartlepool Local Authority Attendance Service.**

A Local Authority Attendance Officer will contact you to discuss your child's attendance and agree a plan for improvement. It is important that you meet with the attendance officer.

We hope that this intervention is successful as further **unauthorised** absences can result in the Local authority issuing a Fixed Penalty Notice (fines) or prosecution under the Education Act, which could result in further penalties being imposed by the Court.

In the meantime your child should attend school, on time, every day.

All further absence due to **illness** must be accompanied by medical evidence (such as a GP appointment slip, prescribed medication or prescription slip), if evidence is not provided the absence will be treated as unauthorised. Please contact school in the usual way if your child is absent due to illness.

Yours sincerely

L Banks

PSA

## Attendance Support Plan

<b>Pupil Name</b>	<b>Date of plan</b>	<b>Current attendance%</b> _____	<b>Number of unauthorised absences</b> ____
<b>Class</b>			<b>Late marks</b> ____ <b>Unauthorised late</b> ____
<b>Summary of any absence/punctuality concern</b>			
<b>Pupil view: Reasons for absence/lateness</b>			
<b>Parent view: Reasons for absence/lateness</b>			
<b>Other agencies:</b>			
<b>Targets:</b> Attend school, on time, every day.		<b>Review date.</b>	

Name: \_\_\_\_\_ Support Plan

	Action	By whom	By when
1.			
2.			
3.	Any absence for illness to be supported with medical evidence.	Parent/carer	
4.	Absences that are supported by medical evidence to be authorised.	School	
5.	_____ to arrive in school on time every day. Parent to contact Mrs Banks on 07933348423 if there are difficulties getting the to school on time. Support will be offered subject to staff availability.	Parent/carer  Mrs Banks	
5.	Parent to be kept up-dated about attendance or any other matters affecting their child.	School	
6.	Plan to be reviewed and parent informed of the outcome.		
No unauthorised absences to be recorded.			

Signed School	
Signed Parent	
Signed Pupil	

**APPENDIX 9**

Date: \_\_\_\_\_

Dear Parent/carer of \_\_\_\_\_ class: \_\_\_\_\_

**Attendance Improvement Plan Review**

Registers show that during the monitoring period, <date> and <date>, targets were not met. The targets have been revised and a copy of the new plan is enclosed for your reference.

If your child has no further absences or lateness this term their attendance for the entire academic year will be approximately \_\_\_\_%.

For your reference our school attendance target is 96%.

*Attendance below 90% is categorised by the Government as persistent absenteeism. This can result in referrals to the Local Authority Attendance Service who can issue Fixed Penalty Notices (fines) or make prosecutions under the Education Act.*

You will be notified if a referral is made.

**School wishes to avoid referrals to the Local Authority** and hopes to work with parents/carers to improve attendance, reduce any impact on learning and avoid 'persistent absenteeism.'

**Remember we are here to help and if there are any circumstances that may affect your child's attendance please do not delay in contacting school.**

Yours sincerely

L Banks

PSA

**APPENDIX 10**

Date: \_\_\_\_\_

Dear Parent/carer of \_\_\_\_\_ class: \_\_\_\_\_

**Attendance Improvement Plan Review**

Registers show that during the monitoring period, <date> and <date>, targets were met.

This is good news. The plan will now be closed and school will continue to monitor attendance in accordance with our Attendance Policy.

If your child has no further absences or lateness this term their attendance for the entire academic year will be approximately \_\_\_\_%.

For your reference our school attendance target is 96% and children are expected to attend, on time, every day.

**Remember we are here to help and if there are any circumstances that may affect your child's attendance please do not delay in contacting school.**

Yours sincerely

L Banks

PSA

**APPENDIX 11**

Date: \_\_\_\_\_

Dear Parent/Carer of \_\_\_\_\_ class: \_\_\_\_\_

**Punctuality Monitoring Procedure**

Your child's attendance record is attached for your reference.

Your child has been late for lessons on \_\_\_\_\_ occasions over a \_\_\_\_\_ week period. A late mark is recorded as **L** or **U**. Marks recorded as **U** indicate an unauthorised absence and this can lead to further action from Hartlepool Local Authority Attendance Service.

Please read the notes below which explain what we need to do next. Only the statements marked with a ✓ apply to you.

- We will continue to monitor your child's punctuality and expect an immediate improvement.
- Your child will be monitored through our 'Beat the Bell' intervention for a period of 4 weeks.
- Please come into school to discuss this with me on:  

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You are very welcome to contact me in school at any time to discuss your child's attendance. The school prefers to work with and support families to ensure all our pupils have good attendance and get the maximum benefits from their education.

Yours sincerely

Mrs Louise Banks

PSA

# CONGRATULATIONS

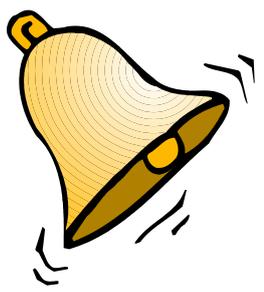


**You Have  
Beaten The Bell**

Name \_\_\_\_\_

Date \_\_\_\_\_

# CONGRATULATIONS



**You Have  
Beaten The Bell**

Name \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX 13**

Application for additional leave in term time (Holidays)

Please complete this application and return to school preferably **2 weeks** before any leave is taken.

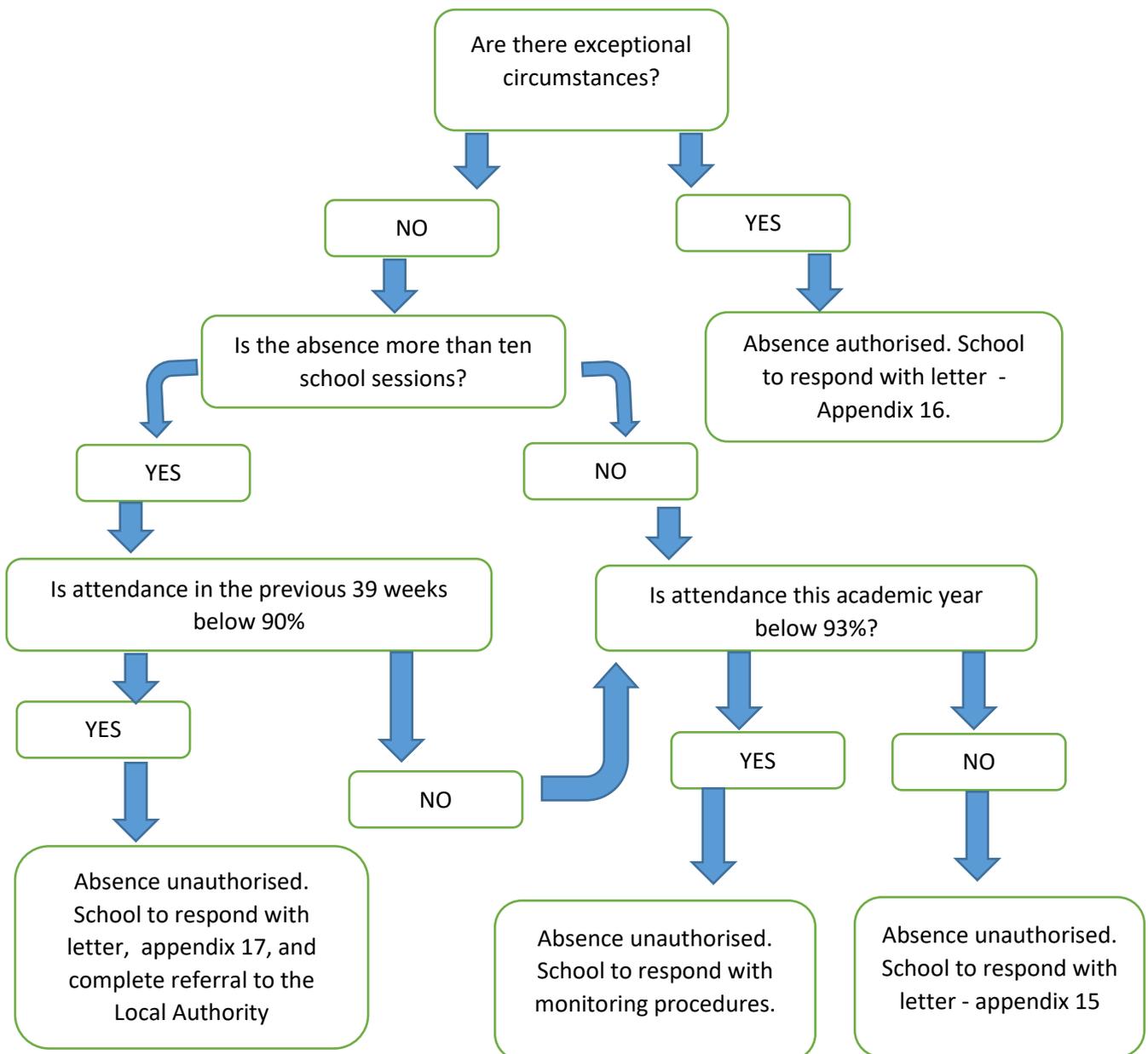
Child's name	Class	D.O.B
Name of parent/carer making application		
First date of absence		
Date of return to school		
Reason for request (do not leave blank)		
Parent/carer sign		Date

*Parents/carers are reminded that there is no automatic right to remove children from education for the purpose of holidays. In doing so their child's progress is compromised and parent/carers may receive a Fixed Penalty Notice, of up to £120, from the Local Authority. Each application is considered on an individual basis and will take into account the child's attendance history.*

*When considering holiday leave parents are asked to avoid the first two weeks of the new academic year (September) and during May when SATS and assessments take place. If your child is a year 6 pupil to avoid July when transition to secondary school is planned.*

School to complete and forward copy to parent/carer with copy of Attendance Certificate			
Child's current attendance		Current number of unauthorised absences	
Application for leave is	AUTHORISED	UNAUTHORISED	
No further action required at this time. (delete as required)			
Monitoring letter attached. (delete as required)			
A referral has been made to Hartlepool Local Authority Attendance Service, letter attached. (delete as required)			
Noted on SIMS – date:			
Signed staff:		Date:	

## Flowchart for the Procedure of Dealing with Leave of Absence Requests (holidays)



**APPENDIX 15**

Date: \_\_\_\_\_

Dear Parent/Carer of \_\_\_\_\_ Class: \_\_\_\_\_

**Additional Leave during Term Time (Holidays)**

We have received your application and enclose a copy of this along with a copy of your child's attendance certificate.

The school attendance target is 96%. Attendance below this is monitored by school and the Local Authority Attendance Service.

**Following this holiday, if your child has *no further absences or unauthorised late marks*, attendance for the whole academic year would be approximately \_\_\_\_\_%.**

The Local Authority can issue Fixed Penalty Notices (fines) for taking holidays during term time. On this occasion you **have not** met the criteria for a Fixed Penalty Notice. The leave will count as unauthorised absence and unless attendance is otherwise very good this could still trigger a referral to the Local Authority Attendance Service.

For your reference; attendance below 90% is categorised by the Government as persistent absenteeism. Persistent Absenteeism can result in the Local Authority issuing Fixed Penalty Notices to parents/carers or prosecutions under the Education Act which can lead to further penalties imposed by the Court.

We will inform you if your child's attendance will be monitored in accordance with our school Attendance Policy or if a referral is made to the Local Authority.

Yours sincerely

L Banks

PSA

**APPENDIX 16**

Date: \_\_\_\_\_

Dear Parent/Carer of \_\_\_\_\_ Class: \_\_\_\_\_

**Additional Leave during Term Time (Holidays)**

We have received your application and enclose a copy of this along with a copy of your child's attendance certificate.

On this occasion the Head teacher is satisfied that your application meets the criteria for **exceptional circumstances** and the application will be **authorised**.

The school attendance target is 96%. Attendance below this is monitored by school and the Local Authority Attendance Service.

**Following this holiday, if your child has *no further absences or unauthorised late marks*, attendance for the whole academic year would be approximately \_\_\_\_\_%.**

The Local Authority can issue Fixed Penalty Notices (fines) for taking holidays during term time. On this occasion you **have not** met the criteria for a Fixed Penalty Notice. The leave will count as absence and unless attendance is otherwise very good this could still trigger a referral to the Local Authority Attendance Service.

For your reference; attendance below 90% is categorised by the Government as persistent absenteeism. Persistent Absenteeism can result in the Local Authority issuing Fixed Penalty Notices to parents/carers or prosecutions under the Education Act which can lead to further penalties imposed by the Court.

We will inform you if your child's attendance will be monitored in accordance with our school Attendance Policy or if a referral is made to the Local Authority.

Yours sincerely

L Banks

PSA

**Warning Letter – Unauthorised Holiday in term time**

Date \_\_\_\_\_

Dear <Individual Parent/Carer Name and Address>

**Education Act 1996 – School Attendance**

I note your request to take your child (insert name of child), (d.o.b.....) out of school during term time during the dates.....to .....

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 states that Head teachers may not grant any leave of absence during term time unless;

- an application has been made in advance to the head teacher by a parent with whom the pupil normally lives with; and
- the proprietor (Head teacher) or person authorised by the Head teacher considers that leave of absence should be granted due to the **exceptional circumstances** relating to that application

After carefully considering your application I have decided **not to authorise** your request as I am not satisfied that the exceptional circumstances criteria has been met.

[Childs name] is expected in school during these dates and any absence will be considered unauthorised absence unless medical evidence is provided to detail otherwise.

I must warn you that failure to ensure your child's attendance is an offence under Section 444 of the Education Act 1996.

If the reasons given for your child's absence from school are not satisfactory then the Local Authority *may* take legal proceedings against you for your failure to comply with the law. This may result in:

- A Penalty Notice requiring the payment of a penalty of up to **£120** , failure to pay the penalty due will result in prosecution before Teesside Magistrates Court
- Prosecution under Section 444 (1) Education Act 1996, where if convicted you may be fined up to **£1,000**.
- Prosecution under Section 444 (1a) Education Act 1996 where if convicted you may be fined up to **£2,500 and/or 3 months imprisonment**.

I ask that you work with the school to ensure that your child attends school everyday.

Yours sincerely

Headteacher