




## Policy for Attendance

‘Turn from evil and do good; seek peace and pursue it’ – Psalm 34:14

### Values

Love – Courage - Respect

Approved by	FGB
Approved on	4 <sup>th</sup> June 2025
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Headteacher	

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## **SECTION 1**

### **RATIONALE**

At Lockerley C of E Primary School we believe that regular and punctual attendance is a prerequisite to developing well-motivated pupils with a positive attitude towards their learning and who take pride in their school. As the DfE document 'working together to improve school attendance' (May 2022) asserts, "Good attendance is a learned behaviour".

At Lockerley C of E Primary School we have an ethos that demonstrates to pupils, parents/carers and the wider community how much we value good attendance. Term times are for education as stipulated by the Government. The school's default position is not to authorise any absence unless for exceptional reason.

Good attendance is everyone's business and barriers to education, although often specific and unique to each family, should be worked on together with all stakeholders; child, parents, wider family, teachers, support staff, the local authority and other local partners. In order to realise our vision of high achievement through a broad and balanced curriculum with opportunities for all, we must ensure that children can access this fairly and this means daily school attendance and punctuality. The routine 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, strong performance, relationships 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 find learning more satisfying
- Regular attenders are more successful in transferring between primary school, secondary school and higher education, employment or training.

In line with the Equality Act, the school will ensure that the Attendance Policy and practice is fair and non-discriminating and that all are treated equally and fairly, irrespective of gender, race, gender identity and sexuality or ability. This includes fair treatment for those with parents or carers who have protected characteristics. The school will also ensure that, where appropriate, reasonable adjustments are made to support disabled children.

### **Purpose**

The purpose of this policy is to ensure good attendance and punctuality for all pupils. It sets out the school's procedures for managing, recording and monitoring attendance, including details of how we will work in partnership with parents/ carers and relevant support agencies. We have this policy in order to promote and prepare children for life in modern Britain.

### **Statutory Duties**

The Education Act 1996 requires that all parents secure full time education for any child of compulsory school age (5-16). Schools must record attendance twice a day, once at the start of the morning session and once in the afternoon. All attendance records must be recorded onto a register, which at Lockerley C of E Primary School, is managed on a computer system. Similarly, the rights of the child are crucially

important. Every child, by law, is entitled to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have.

Parents have a statutory duty to ensure that, if registered at school, their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from school.

It is not a statutory duty for schools to have an attendance policy however, we have one because we believe this is critical to a child's success in school. We do have a duty through the DfE 'School attendance' (2014) document to:

1. Promote good attendance and reduce absence, including persistent absence
2. Ensure every child has access to a full-time education
3. Act early to address patterns of absence

The Governing Body has a statutory duty (Section 175 of the Education Act 2002) to have regard to guidance issued by the Secretary of State with regard to safeguarding and promote the welfare of children and students under the age of 18.

Parents have a statutory, legal duty to ensure their child attends school regularly. The level of attendance and punctuality expected from all our pupils is included in the Home School Agreement, which parents must sign following their child's admissions (statutory).

## **SECTION 2**

### **RESPONSIBILITIES FOR ALL**

#### **2.1 Promoting good attendance**

It is vital that children enjoy coming to school. While being encouraged to attend regularly and on time, they will not be blamed or made to feel unhappy if their parents/ carers are not supportive or effective in this area. A parent/carer's commitment to their child's attendance is detailed in the Home/ School Agreement, which every family signs and should be read in conjunction to this policy. The Home/ School Agreement contains details of how we will work with parents and expectations of what parents will need to do to ensure their child achieves good attendance.

To help us all focus on this, the **school** takes responsibility to:

- Raise awareness of the importance of good attendance through regular updates to parents about their child's attendance.
- Promote a welcoming and positive atmosphere in school, where children feel safe and feel that their presence is valued.
- Enable parents to feel that their support of this policy is recognised by the school as a vital contribution towards their child's education.
- Create attitudes towards high standards of punctuality and attendance, which pupils will be able to retain throughout life.
- Ensure that attendance is maintained effectively and absences are followed up promptly.
- Meet legal requirements, with particular reference to identifying authorised absence.
- Check registers regularly, to note absences and identify patterns of absence and lateness, if they are occurring and communicate concerns to parents on a three weekly basis.
- If absence/ punctuality becomes a matter of concern, use agreed strategies in order to raise parental awareness of the importance of attendance and punctuality, so that they will make more effort to ensure that their child attends school punctually and regularly.
- Involve other agencies when difficulties arise, and the school needs extra support or help as appropriate e.g. the Legal Intervention Team, Supporting troubled families, Education Psychology Service, Children's Services.
- Ensure information on attendance/ punctuality is available for Governors, as required.
- Ensure all staff are aware of the policy and deal consistently with absence and punctuality.
- Ensure good liaison when a change of school occurs.
- Develop incentives for good and maximum attendance.

#### **2.2 To help us all focus on this, classroom staff take responsibility to:**

- Ensure all students are registered accurately
- Promote and acknowledge good attendance with students at all appropriate opportunities
- Liaise with attendance leader on matters of attendance and punctuality (Mrs Kwiatek)
- Communicate any concerns or underlying problems that may account for a child's absence
- Support pupils with absence to engage with their learning once they are back in school

#### **2.3 To help us all focus on this, students take responsibility to:**

- Attend every day unless they are ill or have authorised absence
- Arrive in school on time and play their part in making this happen at home
- Go to all their registrations on time

#### **2.4 To help us all focus on this, parents/ carers take responsibility to:**

- Inform the school on the first day of absence
- Discuss with the Headteacher any planned absence 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 on the first and subsequent days of absence.
- 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
- Not ask their child to hide the truth about absences as this sets children apart from the school and does not help to foster the relationship we strive to achieve

## SECTION 3

### REGISTRATION & ABSENCE

#### **3.1 Registers**

Registers are taken within the first 10 minutes of the morning and afternoon sessions (between 8:45 and 8:55 and between 13:00 and 13:10).

Registers are entered directly by the Class teacher onto Arbor then checked by the admin team each morning. Teachers mark present/ absent and the school office then complete and follow up on any absence. Daily absence reports are created and reasons for absence subsequently recorded using the relevant codes

Registers will be checked by the Admin Officer for regular attendance. The Admin Officer, along with the Headteacher, will review attendance across the school every 3 weeks and take action as below in the case of any concerns raised. Teachers should also be aware and report any concerns they may have to the Headteacher in the interim.

#### **3.2 Absence**

Children are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence. There are two types of absence:

**Authorised (Where the school has accepted the explanation offered as satisfactory justification of absence and approves the pupil absence)**

Absence may generally be authorised for the following reasons:

- Illness, medical or dental appointments;
- Days of religious observance;
- Exclusions;
- Traveller child travelling for the purposes of parent's employment;
- Family bereavement;
- Involvement in a public performance;
- 'Exceptional' occasions (the nature of such occasions will be determined by the school on an individual basis).

**Unauthorised (where the school will not approve the absence due to either no reason of absence being provided, has not approved a leave of absence request or, has received new information that is different to that originally provided)**

Parents will be made aware that the school has the right to authorise or refuse to authorise absences and that the ultimate responsibility to authorise absence rests with the Headteacher.

Parents are asked to telephone school if their child is ill (see section 3.3) and when possible let us know how long they expect their child to be away, if not, a daily telephone call is necessary. A note will be put on the appropriate register to inform the class teacher of the reason for the child's absence on that morning so that the class teacher knows why a pupil is absent. For safeguarding purposes, if there is no contact from home by 9:30am, the Admin Officer will call the family to find out the reason for their absence and check the child is safe.

When the weekly absence report shows that a child has been absent without explanation, parents will be sent a letter requiring a reason to be given. If no satisfactory response is received the parents will be invited to meet with the Headteacher to explain the absence.

During the three weekly monitoring, the Admin Officer and Headteacher will review attendance rates, looking specifically out for children whose attendance is unexplained or under the national average. Letters will be issued 3 weekly to parents of any child/ren who;

- Have an attendance rate below 95% receive attendance letter 1 (Appendix A)
- Received letter 1 and whose attendance has not improved. They receive letter 2 (Appendix B)
- For children whose attendance falls below 90% (defined by the DfE as persistently absent), they will receive letter 3 (Appendix C)

For any child whose attendance falls below 95%, and the vast majority is for illness or medical related reasons where there is not a serious medical issue (i.e. not referred if under the care of a consultant), all absences will be coded as unauthorised pending letters from Doctors or consultants or other medical evidence.

If a child's absence continues and is below 90%, an attendance action plan will be put into place with clear expectations and consequences. If attendance does not improve, the family may be referred to the Hampshire County Council Legal Intervention Team and legal measures taken. For more information on this step, please read the section below on persistent absenteeism. They will receive weekly updates of their child's attendance until it improves to 95%+

Children who are off for medical reasons and under the care of a consultant, will be considered to require measures set out in the DfE guidance 'Supporting Children with medical conditions at school' (Appendix D) which places the imperative on schools to work with parents to find suitable ways of educating and supporting children who are under the care of a health professional.

This is not a policy based on numbers but based on the need for all children to be at school as much as possible so that they develop a flow of learning, can get engrossed in their topics and take a full and active part in school life.

As the attendance figure declines for a child, as detailed above, there will be intensifying support offered for the family and child which may include internal school support through to involvement of outside agencies and referrals to children's services. This places a highlight on the need for good attendance and the school to support the family in achieving this. If a child's absence is below 95%, there should be evidence of support offered and taken up by the parent. Where this is not engaged with by the family and attendance continues to decline, we will involve the support of the Legal Interventions Officer for Attendance and possibly refer the family to the Attendance Legal Panel.

### **3.3 Persistent absenteeism**

A child is classed as a persistent absentee if they miss 10% or more of any available taught sessions with 1 session being equal to half a day. This means that their attendance rate will sit at 90% or below. Any attendance rate this low represents significant absence which is likely to affect a child's outcomes and is not tolerated by the school or Hampshire County Council unless there is a significant reason e.g. Medical grounds, in which case, other arrangements for school should be made in line with national guidance in 'Supporting children with medical conditions in schools' Dec 2015.



If a child has attendance of 90% or less, the school will be in direct contact with the parents in accordance as detailed above. Any persistent absentee will have their case referred to the Legal Intervention Team via a referral to the children's Reception Team (Children's Services) through the internal online form. Where there are separate safeguarding concerns, the school will also refer to CRT using an Inter-Agency Report Form (IARF) which will be triaged by MASH.

### **Legal measures for tackling persistent absence or lateness**

Hampshire schools and Hampshire County Council will use the full range of legal measures to secure good attendance. Legal measures will only be considered where there is unauthorised absence and:

1. **The child or family do not require the support from any agency to improve the attendance**
2. **The child has 10 or more sessions of unauthorised absence and parents are complicit in the child's absence.**
3. **They are in the best interests of the child/ren concerned.**

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 they child is registered, unless the absence has been authorised by the school. The Legal Intervention Team work with the family to offer support in order to ensure the child/ren involved attend school more regularly. Should it not be possible to improve attendance through supportive measures, the team will continue to apply legal sanctions which may lead to prosecution.

The following legal measures will be used for pupils of compulsory school age who are registered at a school:

- Parenting contracts set at Education Planning Meetings
- Parenting orders
- Penalty notices
- Education Supervision Orders
- Prosecution

Where a child has **unauthorised absence** the school must enforce Hampshire County Council's *Code of Conduct: issuing Penalty Notices for unauthorised absence from schools* or follow its guidance on other legal measures for non-attendance. The *Code of conduct* is a statutory document that ensures that powers for legal sanctions are applied consistently and fairly across all schools and their families within the authority. A copy is available from

### **Penalty Notices for non-attendance – Hampshire's Code of conduct**

The code of conduct states that:

Schools or Hampshire Local Authority will issue a Penalty Notice for any unauthorised absence where the pupil has been:

- absent for **10 or more** half-day sessions (five school days) of unauthorised absence during any 100 possible school sessions – these do not need to be consecutive
- persistently late (coded *U*) for up to 10 sessions (five days) after the register has closed

- persistently late before the close of the register (coded L) and where the threshold of 10 sessions (five days) has been met
- absent for any public examinations of which dates are published in advance
- absent for any formal school assessments, tests or examinations where the dates have been published in advance

Unless the issuing of a Penalty Notice would conflict with other intervention strategies in place or other sanctions already being processed.

### **Legal measures for absence taken when the Headteacher has declined parents/ carers' request for leave of absence**

Where a pupil has unauthorised absence due to either:

- 1 non-approval of a parent/ carer's request for leave of absence or
- 2 a holiday that has been taken without permission

And the unauthorised absence (coded G) is for 10 or more sessions (5 days) in any 100 possible school sessions/ 10 week period then a Penalty Notice for non-attendance will be issued.

**If a child has other types of unauthorised absence (coded O and U) and the family or child do not require any agency support to improve the attendance then a single Penalty Notice is issued for either:**

- 1. 10 sessions of unauthorised absence or lateness in any 10 week school period**
- 2. 1 or more sessions of unauthorised absence during a public exam, formal school assessment of testing where dates are published in advance.**

Parents and carers will be warned of the likely hood of a Penalty Notice being issued for unauthorised absence via a letter, through the leave of absence request form, or through the school's attendance policy and website. The Penalty Notice is a fine that is issued to each parent/ carer who condoned (or was responsible for the child) during the period of unauthorised absence for which the fine has been issued. For each case of unauthorised absence the school or Hampshire County Council will decide whether a Penalty Notice is issued **to one or more parents/ carers** for each child. **NB:** This could mean four Penalty Notices for a family with two siblings both with unauthorised absence for holiday, i.e. one Penalty Notice for each child to each parent.

Each Penalty Notice carries a fine of £60 if paid within 21 days of the Penalty Notice being posted. If the fine is not paid within 21 days the penalty is automatically increased to £120 if paid within 28 days. If the fine remains unpaid Hampshire County Council will consider prosecution for the non-attendance. Payment methods are detailed on the Penalty Notice themselves. Penalties are to be paid to Hampshire County Council to help cover the costs of issuing Penalty Notices and/or the cost of prosecuting recipients who do not pay.

**Please note:** If you pay the Penalty Notice and your child has further unauthorised absences additional legal action will be taken. For example, in the event that a Penalty Notice has previously been served to you due to unauthorised holiday, should your child have any future unauthorised leave this will result in further legal action for you, such as prosecution or an Education Supervision Order.

For further information parents/carers can request a leaflet from their school

### **3.4 Punctuality**

School begins at 08:45 and **all pupils are expected to be in school by this time**. Pupils can arrive at school from 08:45 where the children can come straight into classes. No child should be on the playground, unsupervised before this time neither should they be dropped at the school office before this time where they would also be unsupervised. If children arrive at school before 08:45, they will join Breakfast Club which incurs the fee of £4 per session. This ensures that we know they are with an adult and being safely supervised.

Children arriving after 08:55 should report to the school office where they are required to be signed in as late; the registers will have closed at this point. Parents of children who persistently arrive late should be approached and encouraged to ensure that their child arrives at school promptly. This may be done initially by the class teacher and subsequently by the headteacher. It should be explained that any form of lateness is sufficient to interrupt the education of not only their child but also of others in the class.

If a child arrives 20 minutes or more late (after 09:15), with no valid reason given by the parent, this will constitute an unauthorised absence. This will be coded 'U' in line with Hampshire County Council and Department of Education guidance. This mark shows them to be on site, but is legally recorded as an absence.

All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary.

If parents know their child is going to be late for any reason, they should let the school know in advance.

If a pupil is late due to a medical appointment, they will receive an authorised absence, code M. Please be advised that, where possible, doctors and dentists appointments are to be taken outside of school hours or during the 170 days we have as holidays and 5 INSET days.

If the child has a regular pattern of lateness, a note will be sent to the parents (Appendix E) asking them to either to come into school and explain if there is a difficulty causing lateness, or to ensure that punctuality is maintained. In rare circumstances, if the school is aware of the situation, an arrangement allowing some flexibility can be agreed with the headteacher. If lateness persists despite discussions with the headteacher and support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 10 week period, the school or Hampshire County Council will be required to issue parents with a Penalty Notice in accordance with Hampshire County Council's *Code of Conduct: issuing penalty notices for unauthorised absence from schools*.

Repeated unexplained lateness, or lateness with no acceptable reason, will be referred to the Legal Intervention Team as well as Children's Services, if relevant who may issue a penalty notice or prosecution under the Education Act 1996, section 444. Ongoing and repeated lateness is considered as unauthorised absence and will be subject to legal action.

### **3.5 End of day collection**

Please collect your child promptly at the end of the school day. Where late collection is persistent and/or significantly late, the school is obliged to take any uncollected pupil to a place of safety and share concerns, as necessary, with other agencies. The school may place a child into the after-school club and provide the parent/carer with the bill.

### **3.6 What to do if my child is absent?**

Any child not attending school is considered a safeguarding matter. This is why information about the cause of the absence is always required.

**If your child is absent for any reason, you must:**

- Contact us as soon as possible on the first day of absence

**If your child is absent, we will:**

- Telephone you by 09:30 if we haven't heard from you – this is because we have a duty to ensure your child's safety as well as their regular school attendance.
- If we cannot reach you and your child is off school, we may contact the police to make a home visit to check all is well.
- Invite you in to discuss the situation with the Headteacher if absences persist.
- Refer the family to the Legal Intervention Team to secure support. We will automatically do this if attendance is unauthorised and falls below 90%.

#### **3<sup>rd</sup> day absence**

If your child is absent for three days and we have had no contact from parents/ carers, we will send you an email requesting you to get in touch immediately. Follow Hampshire County Council's guidance for children 'missing in education'. We will contact known friends, wider family and potentially police.

#### **10 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 parent/ carer then the local authority is notified that the child is at risk of missing. Children's Services will be contacted as will police. Do please keep the school informed of any absence.

#### **Continued or ongoing absence**

If your child misses 10% (10 sessions in any period of 100 sessions with 1 session being an afternoon or morning) or more schooling across the school year for whatever reason, they are defined as persistent absentees. Absence for whatever reason disadvantages a child by creating gaps in his or her learning. Research shows these gaps affect attainment when attendance falls below 95%. We also know that this level of absence adversely affects your child's mental health and does not encourage a love of school or continuity in learning, consequently making them feel that they are 'behind'. As such, we monitor all absence thoroughly and attendance data is shared with the local authority and Department of Education.

If your child has had absence and their attendance is falling towards or below 90%, we will contact you and, depending on the reasons for the absence, we will draw up a parent/ school contract. Any absence, even for illness unless hospitalisation is required, will not be authorised until attendance returns to more than 95%.

All our persistent absentee pupils and their parents are subject to an Attendance Plan or home school contract. Targets on this plan will be SMART and, if not met, a referral will be immediately made to the Legal Intervention Team.

If your child is absent for a prolonged period of time due to a hospitalisation or extended period of illness, we will follow guidance outlined below for children with medical conditions. Most of these are pre-planned events and we will work closely with each family in this situation to devise a curriculum suitable for remote education and continuity of provision within the means possible for your child.

### **3.7 Pupils with medical conditions or special educational needs and disabilities**

A child has a right to an education regardless of their medical condition or SEND need. The school and family will need to liaise together to shape and provide an education which is appropriate for the child taking into account their need.

For those with medical needs, the school should work with other partners, including those in the Health system, to encourage the scheduling of additional support interventions or medical appointments outside of the school day.

Where barriers can be removed for children which will result in greater attendance, they should be. Pastoral care, if required, should be offered to support the child in school and, on exceptional occasions, a time-limited phased return to school may be appropriate. This will be appropriately risk assessed and timetabled with outcomes of this being shared with the Attendance and Inclusion team at Hampshire County Council.

Should any children fall into these groups, their attendance and procedures in place to remove barriers and support inclusion, with oversight from the Governing body who will also check that the school and/or family is accessing support from other partners. In these situations, families are expected to engage with the school for the benefit of their child and, if this is not the case, may be referred to the Legal Intervention Team.

## SECTION 4

### HOLIDAYS & EXCEPTIONAL CIRCUMSTANCES

#### 4.1 Holidays

The education (pupil registration) (England) regulations 2013, which came into force on 1 September 2013 removed the reference to holidays and extended leave as well as the statutory 10 days. Parents and carers have a legal responsibility to ensure their child is in school every day. There is no longer any discretionary allowance for family holidays during term time.

An application for 'Leave of Absence' is not the same as a 'holiday request'. Leave of absence for family celebrations is not likely to be authorised. The appropriate form requesting the Headteacher's authorisation of absence can be found in **Appendix F**. parents should note however, that if the holiday is unauthorised by the Headteacher, this form acts as a Penalty Notice Warning should there be any unauthorised absence during this period of time.

#### 4.2 Exceptional circumstances

Schools may not grant any leave of absence during term time unless there are 'exceptional circumstances'. Similar to the world of work. Pupils should only be absent or late to school when they are ill or for medication or dental appointments, where these cannot be arranged outside of school hours. Request for absence relating to affordability of holidays will never be authorised. If an event can reasonably be scheduled outside of term time then it would not be normal to authorise absence – holidays therefore are not considered an exceptional circumstance. Exceptional circumstances are at the discretion of the Headteacher who must satisfy themselves that the circumstances warrant granting of leave. If granting leave, the Headteacher will determine the number of days to be authorised which should not exceed a maximum of 5 during the school year for any pupil.

##### **Family visits**

Absences to visit family members are also not normally granted during term time if they could be scheduled for holiday periods or outside school hours.

##### **Bereavement**

Absence for a bereavement of a close family member is usually considered an exceptional circumstance but for the funeral service only, not extended leave. We understand that families may need time together to recover from trauma or crisis.

##### **Religious observances**

Religious holidays and observances are an important part of a child's culture and heritage. Absence for these are often authorised but only the ceremony and travelling time, not extended leave. This is intended for a one-off situation rather than a regular occurring event.

##### **Service families**

Absences may be authorised for families of service personnel if they are returning from, or about to depart on, a long operational tour (of more than 1 month) that prevents contact during scheduled holiday time. The Armed Forces Covenant does not grant automatic right to take children out of school unless exceptional circumstances.

Should parents decide to take the children out of school regardless of the Headteacher's decision, the pupil's absence must be recorded as unauthorised using the appropriate registration code. The parent is then committing an offence and may be issued with a penalty notice or prosecuted under the Education Act 1996, section 444.

All unauthorised and authorised absences will be noted on the child's school record and annual reports to parents.

The attendance action timeline (**Appendix G**) details the process for any absence, including unauthorised absence.

### 4.3

#### Statistics

Attendance information is recorded on Arbor Management Information Systems by the class teacher and checked daily by Office staff and Headteacher.

Individual pupil attendance reports are produced annually for parents and for **children's** records.

An overview of attendance is kept and the records of pupils causing concern, i.e. below 95% are produced and the reasons investigated.

It is the intention of the school and its Governing Body to comply with the advice, framework and general principles set out in the Hampshire LA Document 'Promoting pupil attendance and recording absence' – March 2014 (Appendix D) to be read in conjunction with the DfE 'Advice on school attendance' – January 2014 and 'Improving School Attendance' – August 2022.



# Lockerley Endowed C of E Primary School

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Romsey, Hants

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Head Teacher: Mrs Katy Kwiatek  
adminoffice@lockerley.hants.sch.uk

email:

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## APPENDIX A: Letter 1

Dear

Re: XXX attendance

As you will know, we place great value on a child's attendance at school. Looking at our attendance figures recently, we are concerned to note that XXX attendance percentage for this academic year to XXX is XXX%. This figure is below the government's acceptable guidance of 95%.

Far from this being a numbers game to please external inspections, I am concerned that your child is missing chunks of their learning which will lead to gaps opening up and being hard to fill.

Regular attendance is important for XXX progress in school and your support in this matter is very much appreciated. I am inviting you in to meet with the class teacher to discuss missed learning and how together we can support XXX to catch up and make the most out of their school experience. Please speak to the class teacher to make an appointment.

If you are concerned about sending your child in if they are feeling unwell, please be reassured that we will contact you during the day to update you if they take a turn for the worse or are not themselves.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Kwiatek".

Katy Kwiatek  
Headteacher





## Lockerley Endowed C of E Primary School

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### **APPENDIX B: Letter 2**

Dear

Re: XXX attendance

This letter follows up on the letter sent to you on XXX

We are concerned to note that XXX attendance has not improved since our last letter and is currently XX% which is below the government's expectations for children in school. As highlighted before, regular attendance is important for XXX progress in school and the progress in their learning is suffering due to absences.

We would like to offer you support to improve XXX attendance, therefore, I ask you to contact Mrs Kay in the office to arrange a meeting with myself as soon as possible and before XXX.

Yours sincerely,



Katy Kwiatek  
Headteacher



Lockerley Endowed C of E Primary School

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## **APPENDIX C: Letter 3**

Dear

Re: XXX persistent attendance

This letter follows up on the letters sent to you on XXX and XXX

I am writing on behalf of the Local Authority to remind you of the attendance definition imposed by the Government regarding Persistent Absence. As of September 2015, the Department for Education (DfE) announced that any student whose attendance falls below 90% will be classed as a Persistently Absent student. Therefore, if a student misses 19 or more days over an academic year, they will be classed as Persistently Absent.

Looking at our attendance figures recently, we note that XXX's attendance percentage for this academic year to XXX is XXX%. This is well below the government's acceptable guidelines of 96% and falls into the category of Persistent Absenteeism.

The school is required to take action should a student's attendance become a cause of concern. Such action may include a penalty notice and possible prosecution by the Local Authority.

At this stage, we are obliged to bring the matter to your attention, even though we do appreciate that you are in no doubt aware of the situation.

We will need to meet and draw up an action plan to improve attendance, please make contact with the school office who will arrange a meeting for us to do this within the next 5 working days.

In addition to this, all absence, even that for illness, will now be recorded as unauthorised unless accompanied by a notes from the school nurse, GP or consultant. If your child is under the care of a consultant, and the reason for absence relates to a medical condition they have, we will consider this during our action planning and use the DfE document 'Supporting children with medical conditions' in our targets.

Yours sincerely,



Katy Kwiatek  
Headteacher

**Appendix D:** Supporting Children with Medical Conditions at School

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf)

**APPENDIX E: Lateness letter**



**Lockerley Endowed C of E Primary School**

Butts Green, Lockerley  
Romsey, Hants  
SO51 0JG

Tel: 01794 340485

Head Teacher: Mrs Katy Kwiatek

email: [adminoffice@lockerley.hants.sch.uk](mailto:adminoffice@lockerley.hants.sch.uk)

Dear Re: xxx lateness

We have noticed that xxx attendance percentage for this academic year up to ... is xx% which is below the government's acceptable guidelines of 96%.

AND/OR

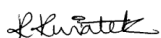
As part of my leadership role, I monitor attendance and punctuality carefully. I am on the front desk or door most days of the week and have noticed through this role and the signing in book that your child/ren have been late on a number of occasions (x out of x in the last x).

Far from this being a 'numbers game' to please external inspections, I am very concerned that your child is missing key elements of their day. The first 20 minutes is devoted to interventions and key retrieval practice of previous learning – the kind of learning that neither you nor we get enough time to do in and out of school without really protecting that time carefully. Also it can be detrimental to your child's confidence and self-esteem if they are frequently missing parts of their learning or walking into a classroom when everyone else is already settled and getting on.

We work in partnership with our parents and pride ourselves on this so if there is anything I or your child's class teacher can do to encourage good punctuality, please do not hesitate to say – this could be from access to our Breakfast Club to helping get them from the car if they are reluctant to leave you. If you feel that there are wider issues underlying why they are coming in late, we would welcome a discussion on these.

At this stage, we are obliged to bring the matter to your attention even though we do appreciate that you are no doubt aware of the situation. We expect there to be a rapid and sustained improvement in xxx's punctuality within the next 5 days which continues for the remainder of this term and throughout the year.

Yours sincerely,



Katy Kwiatek

Appendix F: Leave of Absence Request Form

## Request to authorise absence from school due to exceptional circumstances

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional. **Please note:** There is no general right to authorise absence for a family holiday. If you take your child out of school without permission the absence will be unauthorised and we will consider legal action.

**You are advised not to make any arrangements until your request has been considered.**

### Section A – to the headteacher, I wish to apply for

Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

To be authorised as absent from school (please include dates and time):

from \_\_\_\_\_ to \_\_\_\_\_ (inclusive dates)

If your child has siblings that are also applying for a leave of absence please enter their name and school below:

Child's name(s): \_\_\_\_\_ School(s): \_\_\_\_\_

**Section B** Please explain why you are applying for an authorised absence and the **circumstances** which make your **application exceptional**; and therefore the leave cannot be taken within the normal 13 weeks holiday your child has from school. If you are requesting authorisation to attend a specific event please confirm the date of the event and explain your travel arrangements. If you require additional space please continue on the other side of the page.

**Section C** I am the parent/carer with whom the pupil normally resides. The information I have given on this form is correct.

Signature (parent/carer): \_\_\_\_\_ Date: \_\_\_\_\_

PTO

Education (Pupil Registration) (England) Regulations 2006 have been amended (as of 1 September 2013) to prohibit the proprietor (headteacher) of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

**Section D – for school use only.**

**Tick as appropriate.**

☐ Request approved for \_\_\_\_ number of days from the dates and times \_\_\_\_

☐ A personal discussion with you is requested. Please contact: \_\_\_\_

☐ Request not approved as the circumstances are not considered to constitute an exceptional reason and/or the impact of this absence will affect your child's educational progress.

**PLEASE NOTE: This leave of absence form serves as a Penalty Notice Warning letter to parent/carers. Any unauthorised absence during this period of time may be subject to a penalty notice for non attendance being issued.**

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

Current attendance rate: \_\_\_\_\_

Continuation of section B (if required):

## APPENDIX G ATTENDANCE ACTION TIMELINE

Action	Who?	When?
FGB to approve the attendance policy	FGB	June 23
Send out general attendance leaflet and publish policy on the website	HT	Sept 23
Attendance monitored every 3 weeks and letters actioned to families accordingly	HT % AO	From Sept 23 & every 3 weeks thereafter

Weekly Procedure thereafter:

If child is absent, note left on register. Follow up phone call home if no reason given for absence. Reason for absence logged and recorded on Arbor	AO	Daily
If child not in school, phone home at 9:30am	AO	Daily
Three weekly check	AO & HT	3 weekly
If attendance is less than 96%, AO to send home letter 1. Logged on CPOMS	AO	
If attendance is less than 96% and the family sent letter 1 in previous week, AO to send home letter 2. Logged in CPOMS	AO	
If attendance is less than 90%, KK to send out a letter inviting parents to a meeting and outlining next steps Logged on CPOMS	HT	
Meeting held with parents Logged on CPOMS	HT	90% attendance & after letter 2
If no improvement after 3 weeks, referral made to legal intervention team through Children's services	HT	89.9% or lower
Locality team contacted and referred for penalty notice	HT	10 sessions of continuous unauthorised absence