# Attendance & Absence Policy

| | |
|---|---|
| **Prepared By** | L.Welch |
| **Approved By** | Academy Committee |
| **Approval Date** | September 2025 |
| **Policy Review Date** | September 2026 |

Document Control

| | | | |
|---|---|---|---|
| **Date** | September 2025 | Author | Deputy Headteacher |
| **Date of next review** | September 2026 | Version | 2 |
| **Approved by** | Academy Committee | Status | Approved |

| | | | |
|---|---|---|---|
| **Date** | September 2026 (reviewed) | Author | Deputy Headteacher |
| **Date of next review** | September 2027 | Version | 3 |
| **Approved by** | Academy Committee | Status | |

Summary of Changes (September 2026)

- Section 3.4: Revised to show the distributed leadership for attendance
- Section 4.4: Revised following consultation with ESO to reflect that lateness can result in a fixed penalty fine
- Section 4.5: Rephrasing from truancy call to text message
- Section 4.6: Formally stating that teachers will discuss attendance with parents at parents evenings
- Section 5.1: Additional information that requests for absence by medical professionals will need to be evidenced in writing
- Section 7: Additional information about the distributed leadership at ELT and the use of government comparison sites

## Table of Contents


1. Aims……..…2
2. Legislation and guidance ..... 2
3. Roles and responsibilities..... 2
4. Recording attendance……..……4
5. Authorised and unauthorised absence……....6
6. Strategies for promoting attendance..... 8
7. Attendance monitoring……8
8. Monitoring arrangements……9
9. Links with other policies……..9
10. In conclusion…… 9

Appendix 1: attendance codes ..... 11
Appendix 2: attendance letter 1…… …..14
Appendix 3: attendance letter 2…… 15
Appendix 4: medical evidence letter……..…16
Appendix 5: invitation for a meeting letter……17
Appendix 6: referral to the EWO letter……..…18
Appendix 7: late letter 1……..…19
Appendix 8: late letter 2……..……20
Appendix 9: unauthorised absence letter ……..…21
Appendix 10: leave of absence request form……..22




Hampshire - Isle of Wight - Southampton - Portsmouth
Multi Academy Trust

# HISP Multi Academy Trust
# Tanners Brook Primary School
# Attendance & Absence Policy

## 1. Aims

We are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

In summary, at Tanners Brook primary school we want every child to: -

- Attend school regularly
- Attend school punctually
- Attend school ready to work every day

We will work together collaboratively with parents to ensure that we can address any concerns and support them to aim for every child to achieve 96% attendance or above.

## 2. Legislation and guidance

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

## 3. Roles and responsibilities

### 3.1 The Academy Committee

The Academy Committee is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Head of School to account for the implementation of this policy.

### 3.2 The Co-Headteachers

The Co-Headteachers (Mrs. Dowse and Mrs Mack) are responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils

- Issuing fixed-penalty notices, where necessary

### 3.3 The attendance officer/HLTA

The school attendance officer/HLTA (Mrs. Wareham)

- Monitors attendance data across the school and at an individual pupil level
- Records absence letters on CPOMS
- Reports concerns about attendance to the Deputy Headteacher for Inclusion (Mrs. Welch)
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the Senior Leadership team when to issue fixed-penalty notices

### 3.4 Class teachers

Class teachers are responsible for

- recording attendance daily, using the correct codes, and submitting this information to the school office,
- monitoring the attendance of children in their classes and regularly liaising with parents

### 3.5 School office staff

School office staff are expected to take calls from parents about absence and record it on the school system. They also initiate a text message for all children who are absent each day without a reason given by the parent.

### 3.6 All staff

All staff who are on door duty in the mornings and afternoons are expected to warmly welcome the children and ensure that parents and children feel supported.

All staff should make the children aware of the importance of good attendance/punctuality and children should be praised for good attendance as well as for improvements in attendance.

### 3.7 Parents/Carers

It is the responsibility of the parents/carers to ensure that their child attends school daily. This is a partnership between home and school so we expect parents to talk to us if there are any issues so that we can work together with families to formulate an action plan if needed.

## 4. Recording attendance

### 4.1 Attendance register

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

We will take our attendance register at the start of the first session of each school day. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent

- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8.45am in KS2 and 8.55 am in KS1 and EY on each school day.

The morning register will be taken at 8.45am in KS2 and 8.55 am in KS1 and EY and they will be kept open until 9.00am. The afternoon register will be taken at 1.00pm and will be kept open until 1.05pm

### 4.2 Unplanned absence

The pupil's parent must notify the school on the first day of an unplanned absence by 9.00am or as soon as practically possible (see also section 7).

Please call the school before 9.00am to leave a message or stay on the line to talk to a member of the office staff.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. (See appendix 4)

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorized and parents/ will be notified of this in advance.

If the school is concerned a lack of attendance may be due to a safeguarding issue, we have a duty of care to keep all children safe and therefore our HLTA may visit the children at home or refer to the ESO/Children's Resource Centre (MASH)/Social worker or other appropriate professional. In a similar way if the school is concerned about repeated absence or absence over a prolonged period of time a child could be more at risk and therefore the attendance officer and the Deputy Headteacher will work together to try to engage parents and will refer to external supporting agencies as necessary.

### 4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment.

Please call the school to leave a message or stay on the line to talk to a member of the office staff.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. (Go to section 5 to find out which term-time absences the school can authorise.)

### 4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code (L)
- After the register has closed will be marked as a late arrival after registration (U) using the appropriate code

Repeated lateness will be brought to the attention of the Deputy Headteacher for Inclusion and Late Letter 1 issued (Appendix 7). If there are more than six occurrences in a term, a letter will be sent to the parent – Late Letter 2 (Appendix 8). Regular lateness after the school register has closed may result in a request for a formal notice to improve or a fixed penalty fine

### 4.5 Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent to ascertain the reason, by making a telephone call during the morning and/or send a text message requesting a reason for absence
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

### 4.6 Reporting to parents

Parents will be informed of their child's attendance in their annual report and attendance may be discussed at parents evenings with the class teacher. The Annual report will include:

- The total percentage of sessions attended for the year.
- The total percentage of absences for each child for the year.
- The total number of unauthorized absences

## 5. Authorised and unauthorised absence

### 5.1 Approval for term-time absence

The Co-Headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Co-Headteacher's discretion.

You will need to complete a leave of absence request form (appendix 10) in advance.

Examples of any exceptional circumstances where leave may be granted during term time are as follows:

- If a parent is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue. This would need to be evidenced in writing from the health professional.
- The death or terminal illness of a close relative, only if the Co-Headteacher is satisfied that the circumstances are truly exceptional;
- Out of school programmes such as music, arts or sport operating at a high standard of achievement. Documentary evidence of this event will be required.

If a request meets the above exceptional circumstances but falls within the following times, the Co-Headteacher must be convinced that absence from school is the only option:

1) The first half term of any academic year (applies to all pupils).
2) Year six transition day (for pupils in year six).
3) Year six SATs week (for pupils in year six)
4) Key stage 1 phonics screening week (for pupils in year 1 and 2)
5) Year 4 Times tables checking window (for pupils in year 4)

When considering exceptional term time leave requests, the following factors may help to reach a decision:

- Time of the academic year when the leave has been requested
- Duration of the absence – number of school days being missed
- The child's current attendance and punctuality rate
- Exceptional Term time leave requested/taken in previous academic years for a similar purpose
- Whether parents have considered limiting the amount of time the child would be absent from school e.g., wrapping around school holiday
- Have alternative care arrangements been considered by the parent/carer to limit the time away from school
- Impact on any interventions, assessments or referrals being undertaken with the child or family e.g., family support, social care assessments, CAMHS, SEN
- The impact that the absence will have on the child.
- Whether it falls within any key stage national tests or exams.

**Examples of circumstances NOT considered as exceptional**

- Holidays abroad for the purpose of visiting a sick relative, excepting where that person is seriously ill. Medical evidence will need to be provided.
- Holidays taken in term time due to lower cost/parental work commitments.

The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision.
- There being no suitable transport (and school is not within walking distance).
- The child's participation in an approved public performance.
- Other possible 'exceptional circumstances' where the Head of School may grant term-time holiday e.g., absence following the death of a close member of the family.

### 5.2 Reducing persistent absence

Parents will be made aware of actions which the school will take to follow up absences.

- Every unauthorised absence should be followed up by the school
- Repeated absences (i.e., attendance falls to 90% or below national average) should be brought to the attention of the Deputy Headteacher. A further letter should be sent to the parent and a meeting may be requested to discuss the reasons for absence. These are included as Attendance Letters 3,4 & 5 (appendix 2-5).
- The Education Support Officer (ESO) should be informed.
- A penalty notice is issued.

The Deputy Headteacher will arrange regular meetings with the Education Support Officer to discuss all concerns related to attendance matters. Issues raised will be dealt with in accordance with the service level agreement between the Education Welfare Service and the Governing Body.

The Education Support Officer will be aware:

- Of any unauthorised absences of more than 20% of total attendance.
- Of any reasons where, having checked with the parents, the school has doubts about the reasons given for a pupil's absence.

If a child has many absences through illness, and this gives cause for concern, then the parents should be invited to a meeting by the Deputy Head of School or the Education Support Officer. A medical can be arranged by making a referral to the school nursing team.

### 5.3 Legal sanctions

The local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

- Penalty Notices can be issued to the same parent in respect of the same child within a 3 year rolling period and any second notice within that period is charged at a higher rate;
- The first Penalty Notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second Penalty Notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days. A third Penalty Notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first.
- In the case where the national threshold is met for a third time (or subsequent times) within those three years alternative action should be taken instead. This will often include considering prosecution.

The decision on whether to issue a penalty notice may consider:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

## 6. Strategies for promoting attendance

The most vital part of encouraging good attendance is to ensure that the school is a place to which the children want to come; that the school is a place where the children are treated with respect and feel valued; a place where their needs are being addressed; a place where all children can experience success within a rich, relevant, and diversified curriculum.

Children alone cannot ensure their regular and punctual attendance at school. From the outset parents are encouraged to take an active interest in the work of the school and to build their children's enthusiasm for attending school.

All staff make children aware of the importance of good attendance and children are praised.

Attendance is promoted in a number of ways both individually and collectively. Pupils' attendance is recognised weekly in the celebration assembly and a class from each key stage is rewarded. Pupils with individual excellent attendance are rewarded each term with certificates in assembly and any child with excellent attendance at the end of the school year receives an additional reward such as a 100% attendance pencil and certificate.

## 7. Attendance monitoring

The attendance officer monitors pupil absence daily.

A pupil's parent is expected to call the school in the morning if their child is going to be absent due to ill health (see section 4.2).

A parent is expected to call each day that their child is ill.

If a pupil's absence goes above 3 days, the school will contact the parent of the pupil to discuss the reasons for this.

If a pupil's absence continues to rise after contacting their parent, we will consider involving an Education Support Officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the governing board. The school will also use the Similar Schools analysis in order to identify areas to prioritise as well as celebrate areas/year groups that have performed well.

As part of the school's commitment to improving attendance the weekly ELT meetings will have attendance as a standing item and individual class teachers will receive regular emails that show the attendance rates of key groups in their classes.

## 8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum Yearly by the Deputy Headteacher for School Inclusions. At every review, the policy will be approved by the full governing board.

## 9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

## 10. In conclusion

It is our belief that good attendance and punctuality is at the heart of a child's progress and is fundamental to our school's success. Tanners Brook Primary school greatly appreciates parental support to reduce unauthorized absence. We are committed to working in partnership with parents to enable ALL children to reach their academic potential and to support their social development and for this to happen individual attendance needs to be as high as possible and we all need to play our part.

## Appendix 1: attendance codes

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

| Attendance and Absence Codes from school year 2024-25 (new codes shown in blue) | | | | |
|---|---|---|---|---|
| **New Guidance - Chapter 8** | **Code** | **Description** | **Statistical Meaning** | **Pupil Registration Regulations 2024 Reference** |
| Attending the school | / | Present at the school - morning session | Attending | Regulation 10(2) Table 1 |
| | \ | Present at the school - afternoon session | Attending | Regulation 10(2) Table 1 |
| | L | Late arrival before the register is closed | Attending | |
| Attending a place other than the school | K | Attending education provision arranged by the local authority.<br><br>*Schools must also record the nature of the educational activity* | Attending approved education activity | Regulation 10(3) Table 2, 10(5) and 11(9)(b) |
| | V | Attending an educational visit or trip | Attending approved educational activity | Regulation 10(3) Table 2 and 11(9)(c) |
| | P | Participating in a sporting activity | Attending approved educational activity | Regulation 10(3) Table 2, 10(11) and 11(10) |
| | W | Attending work experience | Attending approved education activity | Regulation 10(2) Table 2, 10(11) and 11(10) |
| | B | Attending any other approved educational activity<br><br>*Schools must also record the nature of the educational activity* | Attending approved educational activity | Regulation 10(3) Table 2, 10(5), 10(11) and 11(10) |
| | D | Dual registered at another school | Not counted as a possible session | Regulation 10(4) Table 3 and 11(9)(a) |
| Absent – leave of absence | C1 | Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment | Authorised absence | Regulation 10(4) Table 3 and 11(2) |

| Attendance and Absence Codes from school year 2024-25 (new codes shown in blue) | | | | |
|---|---|---|---|---|
| **New Guidance - Chapter 8** | **Code** | **Description** | **Statistical Meaning** | **Pupil Registration Regulations 2024 Reference** |
| | | abroad | | |
| | M | Leave of absence for the purpose of attending a medical or dental appointment | Authorised absence | Regulation 10(4) Table 3 and 11(11) |
| | J1 | Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution | Authorised absence | Regulation 10(4) Table 3 and 11(4) |
| | S | Leave of absence for the purpose of studying for a public examination | Authorised absence | Regulation 10(4) Table 3 and 11(5) |
| | X | Non-compulsory school age pupil not required to attend | Not counted as a possible attendance | Regulation 10(4) Table 3 and 11(7) or (8) |
| | C2 | Leave of absence for compulsory school age pupil subject to a part-time timetable | Authorised absence | Regulation 10(4) Table 3 and 11(6) |
| | C | Leave of absence for exceptional circumstances | Authorised absence | Regulation 10(4) Table 3 and 11(11) |
| Absent – other authorised reasons | T | Parent travelling for occupational purposes | Authorised absence | Regulation 10(4) Table 3 |
| | R | Religious observance | Authorised absence | Regulation 10(4) Table 3 |
| | I | Illness | Authorised absence | Regulation 10(4) Table 3 |
| | E | Suspended or permanently excluded and no alternative provision made | Authorised absence | Regulation 10(4) Table 3 |
| Absent – unable to attend school because of unavoidable cause | Q | Unable to attend the school because of lack of access arrangements | Not counted as a possible attendance | Regulation 10(4) Table 3, 10(12) and (13) |
| | Y1 | Unable to attend due to transport normally provided not being available | Not counted as a possible attendance | Regulation 10(4) Table 3 |
| | Y2 | Unable to attend due to widespread disruption to travel | Not counted as a possible attendance | Regulation 10(4) Table 3 |
| | Y3 | Unable to attend due to | Not counted as a | Regulation 10(4) Table |

| Attendance and Absence Codes from school year 2024-25 (new codes shown in blue) | | | | |
|---|---|---|---|---|
| **New Guidance - Chapter 8** | **Code** | **Description** | **Statistical Meaning** | **Pupil Registration Regulations 2024 Reference** |
| | | part of the school premises being closed | possible attendance | 3 |
| | Y4 | Unable to attend due to the whole school site being unexpectedly closed | Not counted as a possible attendance | Regulation 10(10) |
| | Y5 | Unable to attend as pupil is in criminal justice detention | Not counted as a possible attendance | Regulation 10(4) Table 3 and 10(14) |
| | Y6 | Unable to attend in accordance with public health guidance or law | Not counted as a possible attendance | Regulation 10(4) Table 3 |
| | Y7 | Unable to attend because of any other unavoidable cause.<br><br>Schools *must also record the nature of the unavoidable cause* | Not counted as a possible attendance | Regulation 10(4) Table 3 and 10(6) |
| Absent – unauthorised absence | G | Holiday not granted by the school | Unauthorised absence | Regulation10(4) Table 3 |
| | N | Reason for absence not yet established | Unauthorised absence | Regulation 10(4) Table 3, 10(7), (8) and (9) |
| | O | Absent in other or unknown circumstances | Unauthorised absence | Regulation 10(4) Table 3 and 10(9)(b) |
| | U | Arrived in school after registration closed | Unauthorised absence | Regulation 10(8)(b) |
| Administrative codes | Z | Pupil's name entered in advance of start date | N/A | N/A |
| | # | Planned whole school closure – no session to take place | N/A | N/A |

## Appendix 2: Attendance letter 1

Dear

I am writing to you about xxxx school attendance.

Each half term I look at the attendance figures as the government requires us to track this. The expected attendance for a primary age child is at least 96%. Xxxxx attendance falls below this at xx%. Regular attendance is important for academic progress and social development.

If you are not sure whether xxxx is fit for school please send xxxx in, children often pick up through the day. Obviously if xxxx is ill we will call you and send xxxx home.

I will continue to monitor xxxx attendance.

Thank you.

Yours sincerely

Mrs L Welch
Deputy Head Teacher

## Appendix 3: Attendance letter 2

xxxx

Dear xxxx

Re xxxx

At Tanners Brook Primary School, we are committed to providing a full and efficient education to all. We encourage our children to strive for excellence. For a child to reach their full educational achievement, a high level of attendance is essential.

I am drawing your attention to the fact that xxxx attendance has fallen and is currently xxxx

Regular attendance is not just a legal requirement, but it is vital for students to maximize their learning and achieve their full potential here at Tanners Brook Primary School.

Please be aware that we will now discuss your child's attendance with the Education Support Officer and we will be monitoring it carefully over the next few weeks. If it fails to improve, we will be asking you to produce medical evidence in order to authorize any absences.

If you wish to discuss this matter further, or are experiencing difficulties in relation to xxxx attendance, please do not hesitate to contact me, on the above number.

Yours sincerely

Lisa Welch
Deputy Head Teacher

## Appendix 4: Medical evidence letter

*****

Dear ******

Re *******

At Tanners Brook Primary School, we are committed to providing a full and efficient education to all. We encourage our children to strive for excellence. For a child to reach their full educational achievement, a high level of attendance is essential.

I am drawing your attention to the fact that ********** attendance has fallen and is currently *******.

Regular attendance is not just a legal requirement, but it is vital for students to maximise their learning and achieve their full potential here at Tanners Brook Primary School.

Please be aware that you will be required to provide medical evidence to support any future absences for the children. This can be either a doctor's letter, a copy of a prescription for medicine, or the medicine packaging itself.

If you wish to discuss this matter further, or are experiencing difficulties in relation to their attendance, please do not hesitate to contact me, on the above number.

Yours sincerely

Lisa Welch
Deputy Head Teacher

## Appendix 5: Invitation for a meeting letter

Dear

Re:

……. attendance is currently ….., this means s/he has had …… days of absence and has been late on xx occasions since September.

As your child's attendance is at an unsatisfactory level, we would like to invite you into a meeting in school in order that this matter can be resolved and discuss any underlying issues for which we may be able to offer support.

The meeting will be held on ……..at ……. Please report to the school office to sign in. If you do not attend this meeting and your child's attendance does not improve, we will have no alternative but to make a referral to the Education Welfare Service.

Yours sincerely

Mrs L Welch
Deputy Head Inclusions

## Appendix 6: Referral to the EWO letter

[Date]

Dear

Re:

As there has been little or no improvement regarding ……’s attendance I have no option but to refer your child’s absence to the Education Support Service.

Yours sincerely

Mrs L Welch
Deputy Head Inclusions

## Appendix 7: Late letter 1

*******

Dear *******

Re: ********

It has been noticed that ***** has been late into school *** times since September, missing ***** minutes of learning time, which is causing some concern.

Unfortunately, pupils who arrive late after class has started can cause some disruption and a late mark is recorded against them.

May I remind you that pupils are allowed into the playground from 8.30am and it would therefore be appreciated if you could ensure that ****** arrives at school before the start of school at 8.45am for Key stage 2 children and 8.50 for Key stage 1 children.

Yours sincerely

Mrs L Welch
Deputy Headteacher Inclusions

## Appendix 8: Late letter 2

(Date)

Dear

Re:

Further to my previous letter, advising you that …… has been late into school, unfortunately there has been no improvement in his/her punctuality. He/She has arrived late into school a further ….. times last week and this is causing concern as his/her class will have already started. This does cause disruption to the teacher and other pupils and late marks will be recorded on his/her school record.

If there are any concerns you wish to discuss with me, please contact the school to arrange an appointment but in the meantime, I look forward to seeing an improvement in ……'s punctuality.

Yours sincerely

Mrs L Welch

Deputy Headteacher Inclusions

## Appendix 9: Unauthorised absence letter

(Date]

Dear

Re

At Tanners Brook Primary School, we are committed to providing a full and efficient education to all. We encourage our children to strive for excellence. For a child to reach their full educational achievement, a high level of attendance is essential.

We believe you have been on holiday from ……. to ……...

If this is not the case evidence will be needed to authorise …….. absence by …….. or we will have no option but to apply to the local authority for a fixed penalty notice to be issued in line with government guidance.

Regular attendance is not just a legal requirement, but it is vital for students to maximise their learning and achieve their full potential here at Tanners Brook Primary School.

If you wish to discuss this matter further, or are experiencing difficulties in relation to their attendance, please do not hesitate to contact me, on the above number.

Yours sincerely

Lisa Welch
Deputy Head Teacher

## Appendix 10: Leave of absence request form

### Tanners Brook Primary School Leave of Absence Application Form

Parents/Carers/Guardians have a legal responsibility to ensure their child/children's attendance at school. Good attendance is linked to higher achievement. Poor attendance can be the cause of under achievement. Under Government legislation, the Headteacher is only able to authorise leave of absence of a pupil during term time, if they deem the reason/s given for the leave of absence to be exceptional circumstances. The Headteacher will consider your application using the information you have provide below so please include as much information as possible. You will be notified of the Headteacher's decision in writing

**Applications should be received at least three weeks in advance to allow consideration**

**Pupil Information:**

| FORENAME | SURNAME | DATE OF BIRTH | YEAR GROUP | CLASS |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

| **Details of siblings at other schools that will be travelling:** *(Please note that we may contact these school/s in relation to this application)* | |
|---|---|
| **Name of sibling/s** | **Current school/schools** |
| | |

| **I am applying for leave of absence for my child/children:** | | | |
|---|---|---|---|
| ***From:*** | | ***To:*** | |
| **Total number of school days absent:** | | | |

| **The absence cannot be taken outside of term time because… (please explain fully):** | |
|---|---|
| | |
| **Name of City/Country being visited during the leave of absence?** *Please note, we may ask for outbound and inbound flight confirmation concerning the leave of absence.* | |
| **Parent/s email addresses and contact telephone numbers whilst on the leave of absence.** | Email:<br><br>Telephone Number: |
| **Has your child had leave of absence in the last 12 months?**<br><br>*If 'YES', please provide dates/details:* | **YES/NO** |

| **I submit the information above for consideration by the Headteacher:** | |
|---|---|
| **Signed:** | |
| **Printed:** | |
| **Parent/Guardian (please delete as necessary)** | |
| **Date:** | |

**Leave of Absence Application Decision** **For School Use and Completion Only**

**Pupil Information**

| FORENAME | SURNAME | DATE OF BIRTH | YEAR GROUP | CLASS | %ATTENDANCE (over last 12 months) |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

| | |
|---|---|
| **Dates the pupil/s are going to be absent:** | |
| **Number of days the pupil/s are going to be absent:** | |

**Contact made with the sibling/s school/s (date and time called plus information gained):**

| **Having considered this request carefully, my decision is the leave of absence application is:** | |
|---|---|
| Invite parent/s in for a meeting to find out further information regarding their application for Leave of Absence. | |
| Approved – the entire absence will be recorded as authorised (code H). | |
| Not Approved – the absence will be recorded as unauthorised (code G), and the school will not request any further action to take place concerning this unauthorised absence. | |
| Not Approved- the absence will be recorded as unauthorised absence (code G) and the school will request a warning letter to be issued for the unauthorised absence. | |
| Not Approved- the absence will be recorded as unauthorised absence (code G) and the school will request a penalty notice to be issued for the unauthorised absence. | |
| Not Approved- the absence will be recorded as unauthorised absence (code G) and the school will request a prosecution to be instigated for the unauthorised absence. | |

**Explanatory notes regarding the decision:**

| | | |
|---|---|---|
| **Signed:** | | (Headteacher) |
| **Date:** | | |