



Kindness Empathy Respect Responsibility Honesty Resilience

**Hospital and Home Education learning Centre**

# **ATTENDANCE AND PUNCTUALITY POLICY**

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## **ATTENDANCE AND PUNCTUALITY POLICY**

HHELC has adopted this Common Attendance Protocol from Nottingham City Council. This has been agreed through the Governing Body.

### **1. Introduction**

Pupils/students need to attend school regularly and be equipped to learn. The latter, including punctuality is a precondition of social inclusion and a prerequisite to effective learning. Irregular school attendance is a contributory factor in social exclusion and underachievement. Pupils/students who fail to attend school regularly are more likely to be the victim of crime themselves or to become exposed to offending behaviours by others. Pupils/students should attend the school in which they are registered, on time.

### **2. Whole School Involvement/Partnerships**

In order for this policy to be effective it is essential that attendance and punctuality become 'EVERYONE'S BUSINESS'. School level: class teachers; school administration staff; children; parents/carers; Head Teacher; Governors; SENCO and School Nurse Team. Also to include Local Authority Admissions and Exclusions; Attendance Improvement Officer and Nottingham City Council Education Welfare Team including MARAC.

Also, we aim to forge an awareness of this policy with medical staff administrators (Doctor and Dentist Reception); Housing; Neighbourhood Team; Police; Schools IT for SIMS input.

### **3. Roles and Responsibilities**

#### **Head Teacher**

- To ensure legal requirements are being met with regard to attendance.
- To be responsible for the operational management of the attendance policy.
- To remind staff at the beginning of the academic year about the contents of this policy and correct procedures for completing registers.
- To discuss attendance with parents and children who are admitted to HHELC part way through a term.
- To have systems in place to ensure that authorised and unauthorised absence is analysed.
- Send letters home to parents/carers whose child/young person missed more than 10% of their educational entitlement during the previous half term.
- To follow up individual pupils/students and analyse attendance data to identify trends.
- To refer cases to the Attendance Improvement Officer or EWS as necessary to discuss any attendance issues which have arisen.
- To discuss with teachers any individuals who are not attending regularly.

#### **Governing Body**

- To be aware of the Attendance and Punctuality Policy.
- Perform their duties as critical friends within governors Pupils and Personnel meetings.
- Report snap shot attendance data across HHELC to the Full Governing Body termly

#### **Office Manager/Office Staff**

- Record attendance electronically on the 'Sims Attendance module.'
- Monitor every individual's attendance for irregular patterns and absences: refer to Attendance Improvement Officer/EWS as necessary.
- Produce attendance reports as requested.

#### **Parents**

- To send their child/young person to school every day and on time.
- To send their child/young person to school ready to learn and with necessary equipment e.g. PE kit
- If the child/young person is ill, inform school providing a reason.
- If it was not possible to provide a reason on the day of the child's/young person's absence, to send a note into school explaining child's/young person's absence.
- To work with school to maintain good attendance and/or improve attendance.

## **Class Teachers**

- To ensure that pupils/students attend school regularly it is important that teachers monitor their register to detect any absence patterns that are emerging and report any concerns to the Head Teacher.
- To ensure registers are completed in accordance with this policy.
- To communicate verbal messages from parents/carers to the office/attendance team.
- To work to raise the level of enjoyment and commitment to learning among children/young people, making them want to come to school.

## **4. The Law**

Under Section 7 of the Education Act 1996, the 'parent' is responsible for making sure that their child/young person of compulsory school age receives efficient full-time education that is suitable to the child's/young person's age, ability and aptitude.

Compulsory school age is defined as beginning from the age of five when a child should attend school from the start of the term commencing on or after their fifth birthday.

Section 444(1) of the Education Act 1996 states, "If a child of compulsory age who is a registered pupil at a school fails to attend regularly at the school, the parent is guilty of an offence. You may be liable on summary conviction to a fine not exceeding level 3 on the standard scale: A MAXIMUM FINE OF £1000".

Section 444(1A). If in the circumstances mentioned in subsection (1) the parent knows that their child is failing to attend regularly at the school and fails without reasonable justification to cause him/her to do so, they are guilty of an offence. You may be liable on summary conviction to a fine not exceeding level 4 on the standard scale: A MAXIMUM FINE OF £2500 or IMPRISONMENT FOR A TERM NOT EXCEEDING THREE MONTHS or both.

## **5. Registers**

Registers are a statutory legal document, which must be completed accurately by a member of the teaching staff. Attendance registers are taken twice a day - at the start of the morning session and at the start of the afternoon session. For Home Education, a seasonal register is kept instead of a daily morning/afternoon one.

Please refer to Appendix 2 for a breakdown of the codes used in our school.

Where a member of staff is in any doubt about attendance codes they should seek assistance from the school office, who may in turn obtain advice from the Attendance Improvement Officer or Education Welfare Service.

## **6. Absences**

Where a pupil/student is absent without a known reason, this will be recorded as an 'N' code until a reason is ascertained. Whenever pupils/students are absent and their parents have not told the school the reason for absence, such as not contacting the school to advise it that the pupil/student is ill, the school must mark the pupil/student as unauthorised absence. It can change this mark at a later date if parents provide a satisfactory reason for their child's/young person's absence.

### **Authorisation of Absence**

Once a reason for the absence has been given then the absence will be given a code. This may be either authorised or unauthorised. Any absence whether authorised or unauthorised is an absence. Only unauthorised absence would be considered in the event that the pupil would need to be referred to EWS for a Penalty Notice or Court action. **It is important to note that an absence is authorised by the school and is not the decision of the parent.**

If a member of staff is concerned that an absence/pattern of absences is not justified, then this should be reported to the Head Teacher/Head of School/SENCO who may request the Attendance Improvement Officer to visit the family.

Before such a referral is made, the school should try to establish why a pupil/student is absent. Even where a reason is offered for an absence, the school may feel that the reason is unacceptable and the matter should be referred to the Head Teacher/Head of School/SENCO. Similarly, where a pupil/student is missing school regularly through illness it may be appropriate to contact the school nurse and the Attendance Officer so that a 'Health Day' meeting can be

arranged. Medical evidence may be requested and is at the discretion of the Head teacher for the length of time which it is valid.

If an unauthorised absence has not had a valid reason given after the duration of two school weeks, then the mark is to remain unauthorised.

### **Walking Distances**

The following information is taken from “Keeping Pupil registers: (The Education (Pupil Registration) (England) Regulations 2006)”

Children under the age of 8 years are not expected to walk further than 3.219 kilometres (2 miles) whilst those who are 8 years or older not expected to walk further than 4.82 kilometres (3 miles). Where children live further than these distances from a maintained school, local authorities are normally expected to make arrangements for children’s transport between home and school, to board nearer to the school or to transfer to a school nearer to home.

If a child is absent because:

- the school is not within walking distance;
- the school and local authority are not required to arrange the pupil’s transport;
- the transport provide by the child’s parents fails;

The absence must be recorded as authorised absence. Children who live within walking distance but normally travel by other means, such as the local service bus or parents’ car, are expected to walk if that transport is not available. If the transport is provided by their school or LA, such as the school bus or a public transport pass, and is unavailable due to, for example, the roads being impassable the pupils may be marked as “school partially closed”.

### **Categorising Absence**

Children/young people should only be away from school if they are ill or have a medical appointment. It is not acceptable for children/young people to be away from school for day trips, shopping, haircuts or purchasing school uniform and shoes. The codes that the school consistently use to categorise absence can be found on Appendix 2.

### **Integrating pupils/students who have been absent for an extended period of time or never attended school before**

There are three main types of pupils/students that need reintegrating successfully back into education and school. These are:

- Children who have got to the age of six or seven years and never attended a school before;
- Children/young people who have had a lengthy period in hospital;
- Parents who have had difficulty in getting their child/young person into school for whatever reason.

For all of the above an initial meeting is held with parents, EWS and the Head Teacher to discuss and agree a programme that will benefit the child/young person. In exceptional medical circumstances a school health worker will be invited to attend the meeting. The agreed programme is put into place at the earliest convenience, with follow up meetings to discuss progress/worries.

### **7. Medical Appointments**

Parents are requested to make routine medical appointments in school holidays or after school. If this is not possible, appointments should be made at the start or near to the end of the school day. If an appointment is made for the afternoon, then the child/young person would be expected to attend school in the morning (unless due to the nature of the appointment, this was not possible). If the appointment was made for the morning then the child/young person would be expected to be returned to school for the afternoon session.

**It is not necessary to have a whole day off school for a routine medical appointment.**

### **8. Missing Children**

If a child/young person is absent for a longer period than 10 school days, refer to EWS. If absent for 20 days or more, they will be removed from roll and placed on the National ‘Missing Child Register’.

## **9. Referring cases to the Education Welfare Service (EWS)**

The remit of EWS changed from September 2015 and the Persistent Absentee percentage changed from 15% absence to 10% absence. Rather than each school having their own Education Welfare Officer (EWO), schools now refer to EWS where each case is allocated to an EWO. This means that a school could have a different EWO for each case allocated.

How to refer:

- 1) Obtain the list of pupils/students with the trigger amount of sessions of unauthorised absence. (EWS have these figures for the academic year).
- 2) Remove any that have triggered due to unauthorised holidays or unauthorised lates.
- 3) Remove any that have unauthorised absences but school do not want to refer (there should not be many of these).
- 4) Save the remaining attendance certificates as a word document.
- 5) Send a CAF form, (general details plus section 1 to be completed) – this is a referral tool not a CAF at this point. General details can be populated through SIMS.
- 6) Identify pupils/students that already have a CAF, FIP involvement, YOT involvement, Social Care involvement or CAMHS Tier 3 (with a Care Programme approach).
- 7) Send the attendance certificates to [caf.educationwelfare@nottinghamcity.gov.uk](mailto:caf.educationwelfare@nottinghamcity.gov.uk) When the list is sent, inform which pupils apply to point 6.
- 8) EWS will reply with the outcome of the referral.

### **Immediate Referral**

Any child/student who has 20 unauthorised absences over a 10 week period will be referred to EWS.

Any pupil/student who accumulates 10% unauthorised absence may be referred to the Education Welfare Service.

## **10. First Day Contact/Safeguarding Children's Welfare**

HHELC operates 'first day contact' with parents if no notification for absence has been received. This contact will either be through a personal call to the pupil's/student's preferred contact.

The following is taken from "Keeping Pupil Registers, 2006":

*"Pupils are absent for a variety of reasons which are personal to them and give no cause for concern. Some pupil's absence, whether single days, part of a pattern or persistent, is an indicator of wider needs which must be addressed as part of the work to secure good attendance. It is vital that all staff in schools and local authorities are alert to this possibility and try to identify and address the underlying causes of pupil absence. Where appropriate, staff should refer pupils to other agencies and work with those agencies".*

## **11. Collecting Children/Young people After School**

Children/young people, where appropriate, should be collected promptly at the end of the school day. Regularly requesting to take children/young people out of school early for any reason is not acceptable without the permission of the Head Teacher who may grant permission in exceptional circumstances.

We reserve the right to refer families to Social Care for children/young people who are repeatedly not collected by parents at the end of the school day as we consider this to be wilful neglect.

The school also reserves the right to take children/young people, who are not collected, to the local police station when the parents cannot be contacted to find out why the child(ren)/young person(s) have not been collected.

## **12. Leave of Absence**

Amendments have been made to the 2006 regulations in the **Education (Pupil Registration) (England) (Amendment) Regulations 2013**. These amendments, as described below, came into force on 1<sup>st</sup> September 2013.

### **Term-time holiday**

The Education (Pupil Registration) (England) Regulations 2006 previously allowed Head Teachers to grant leave of absence for the purpose of a family holiday during term time in "special circumstances" of up to ten school days leave per year. Headteachers could also grant extended leave for more than ten school days in exceptional circumstances.

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 Head Teachers may NOT grant ANY leave of absence during term time unless there are *exceptional circumstances*. Head Teachers should determine the number of school days a child/young person can be away from school if the leave is granted.

The Head Teacher will consider any request for a leave of absence using certain criteria such as the pupils'/students' attendance at the point of the request. This is likely to be twelve months prior taking into account attendance levels of 95% or above (the correct % will be on the Leave of Absence form for the individual school). Leave of absence is generally a period that has not been planned for or where the absence is authorised, but not a holiday, e.g.

- a) an emergency which requires a child/young person to accompany their parent abroad;
- b) extended absence for religious purposes;
- c) for service personnel and other employees who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's/student's education and;
- d) when a family needs to spend time together to support each other during or after a crisis.

All applications for leave of absence MUST be made in advance by the parent(s), carer(s) or corporate parent that the pupil/young person normally resides with.

**Schools are able to refuse the whole period requested by a pupil's/student's parents, grant part of the period and refuse the remainder, or grant the whole of the period requested.** Any leave of absence granted by a school must be recorded as authorised using the appropriate national code – Appendix 2. Periods that are refused must be recorded as unauthorised.

HHELC school takes the following into account when considering a request for leave of absence:

- a) the amount of time requested;
- b) age of the pupil/student;
- c) the pupil's/student's general absence/attendance record;
- d) proximity of SAT's and public examinations;
- e) length of the proposed leave;
- f) pupil's/student's ability to catch up the work;
- g) pupil's/student's educational needs;
- h) general welfare of the pupil/student;
- i) circumstances of the request;
- j) purpose of the leave;
- k) frequency of the activity; and
- l) when the request was made.

When a leave of absence has been granted, school will send a letter containing the following information:

- a. the expected date of return;
- b. that the parents are expected to contact the school if anything delays the pupil/student returning to school when expected; and
- c. what action will be taken if the pupil/student fails to return when expected.

If the request for a leave of absence is denied then a letter will be sent (see Appendix). This letter will explain the reasons for the refusal and what action will be taken if the parents ignore the refusal and keep their child/young person away.

A pupil/student who takes 10 days leave (whether authorised or not) in an academic year will only attain **94.7%** attendance. *Ofsted expectancy of 95% to achieve 'good'*.

If parents do not apply for leave of absence in advance of taking it, the pupil/student must be recorded as unauthorised absence using code G – see Appendix 2 codes.

If a school does not agree absence and the pupil/student goes on holiday, absence is unauthorised (Code G). A penalty notice may be issued for unauthorised holiday. If parents keep a child/student away for longer than was agreed, any extra time is recorded as unauthorised (Code G).

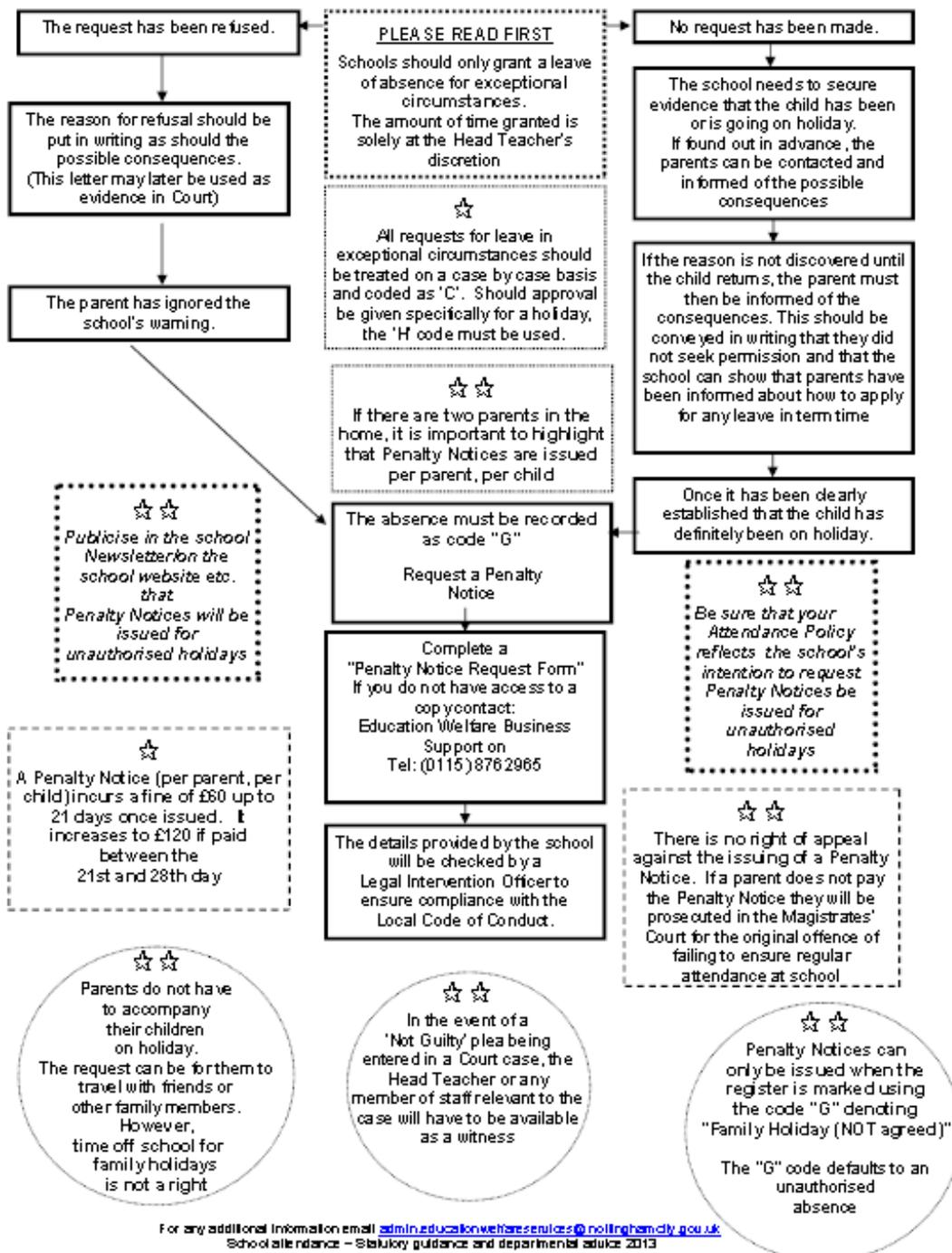
Holidays which are taken for the following reasons will not be authorised:

- availability of cheap holidays;
- availability of the desired accommodation;
- birthday celebrations
- poor weather experienced in school holiday periods; and
- overlap with beginning or end of term.

In a small number of cases schools could have concerns about a pupil's/student's welfare, such as that the pupil/student will be forced into marriage whilst abroad. In such cases, the school should seek support from the local authority. Further information is available at <http://www.everychildmatters.gov.uk/socialcare/safeguarding/forcedmarriage/>



## PENALTY NOTICES FOR UNAUTHORISED LEAVE IN TERM TIME SCHOOLS' FLOWCHART



## **SAFEGUARDING/HOLIDAYS IN TERM TIME/EXTENDED HOLIDAYS**

Any safeguarding issues pertaining to a child/young person being taken out of school in circumstances that cause concern should be addressed directly to the Social Care Duty Team covering the area where the child/young person lives.

In the secondary phase, if there are concerns that the pupil/student may be coerced into forced marriage, the following information should be obtained (discreetly) prior to any pupil/student going abroad; the child's/student's name and date of birth; parents' names; any address where the pupil/student may be staying overseas; details of travel plans and contact details of relatives remaining in the U.K.; a photocopy of the child's/student's passport; any information that the pupil/student is aware of. This information would assist any investigation by the relevant Embassy/High Commission, should the pupil/student fail to return.

### **13. RELIGIOUS OBSERVANCE**

Nottingham City is a vibrant and diverse city that promotes respect for the faiths and values of all its communities. There are many religions celebrated in our schools and it is important that we recognise the diversity of the school population.

It is acknowledged that different schools have different arrangements according to the ages of the children/students, the type of school and the percentage of pupils/students from different religious backgrounds. This section promotes community cohesion by recognising the diverse needs of all sections of the school community.

In Nottingham City one day for each religious festival (no more than three days in any one academic year) should be counted as authorised absence. The Pupil Regulations 2006 state that absence for religious observance should be treated as authorised (absence) '**on a day exclusively set apart for religious observance by the religious body to which the parent belongs**'. Additional days off for shopping or for extended celebrations should be treated as unauthorised absence.

In respect of pilgrimages, schools may request to see copies of visas. Dates of return should also be agreed prior to the period of leave. Parents should be advised about this policy and procedures regarding unavoidable delays in returning or taking extended leave that has not been authorised by the school.

#### **14. Dealing with punctuality issues**

Any pupil/student arriving after the school start time will be recorded as an **L** in the register which signifies late. Any pupil/student arriving after the close of register will be recorded as **U** which will therefore denote an unauthorised absence.

The Local Authority will use the following as a trigger that allows schools to request a Penalty Notice. This applies to both Primary and Secondary phase:

**Any pupil/student registered late (recorded as U) five times in a four-week period. (Refer to the 'Lates' Penalty Notice Flow Chart – this is after the section below 'late book').**

#### **Lateness**

Pupils/students who arrive at school late will need to sign in to the late book at main reception. This will ensure that teachers know the pupil/student has been registered in school. This is vitally important for safety in the event of a fire/school evacuation so that ALL pupils/students in school are accounted for.

Lateness will be monitored regularly along with absence. If lateness starts to occur frequently, then parents will be spoken to by class teacher/person responsible for attendance in school. If this does not improve in a two week period then late letter 1 will be issued (see Appendix 3) which states that the pupil's/student's punctuality will be monitored for 4 weeks.

After 4 weeks if there has been an improvement then Late Letter 2 (see Appendix 4) will be sent. This is an acknowledgement and well done letter on the improved attendance.

If there is no improvement then parents will be invited into school for a meeting - Late Letter 3 (see Appendix 5) with the Head Teacher/Attendance Improvement Officer/school staff responsible for attendance.

If the parent does not attend the meeting then Late Letter 4 will be sent see, Appendix 6

*"The parent should be informed in writing that should their child/young person continue to be late the school will request a Penalty Notice to be issued".*

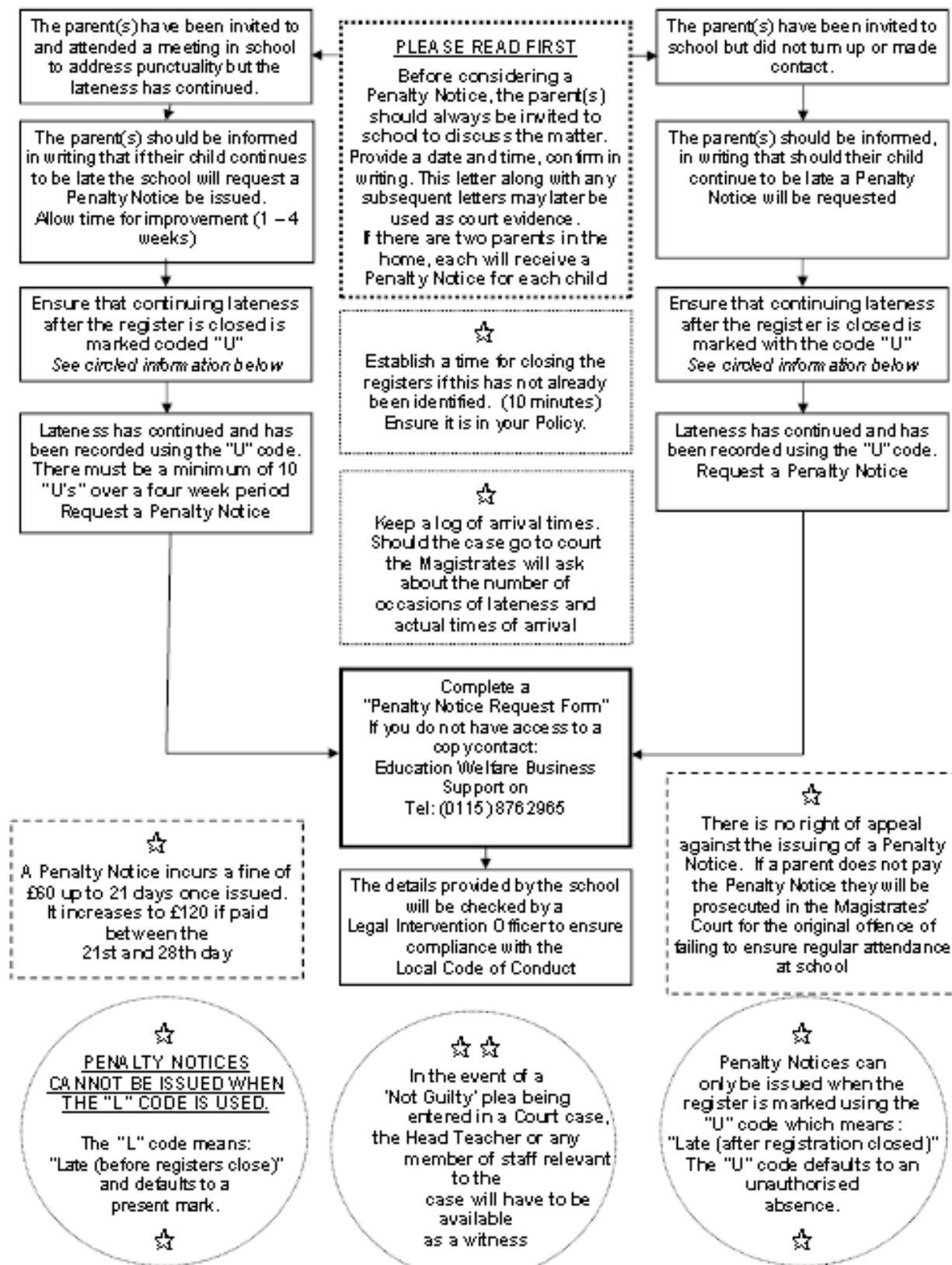
After a further 4 weeks if there is an improvement then late letter 2 will be sent – attendance improved (Appendix 4).

If there is no improvement then a Penalty Notice will be requested from EWS and Late Letter 5 sent (Appendix 7).

#### **Late Book**

Late marks are transferred to the individual pupil's/student's database on SIMs. The number of minutes late should be recorded as this is a requirement should the case be passed for Penalty Notice.

## PENALTY NOTICES FOR LATES - SCHOOLS' FLOWCHART



For any additional information email [admin.educationwelfare@nottinghamcity.gov.uk](mailto:admin.educationwelfare@nottinghamcity.gov.uk)  
 School attendance – Statutory guidance and departmental advice 2013

## **15. Dealing with Common Ailments**

The web link below has been provided by NHS colleagues. It contains the most up to date information with regard to incubation and exclusion periods.

<http://www.nhs.uk/Planners/birthtofive/Pages/Childhoodillnesshub.aspx>

Minor Ailment Clinics (Health Days) have been found to be successful in a number of schools. This is where a member of school staff, Attendance Improvement Officer, school nurse and parent and pupil have an attendance meeting in school to discuss the attendance. The idea is that if any issue arises then one member of the panel could address this e.g. illness or issue in school etc.

### **KEY DOCUMENTS AND REFERENCES**

- Absence and Attendance Codes
- Keeping Pupil Registers

Appendices:

1. Penalty notices code of conduct
2. Absence Codes
3. Late letter 1 – 4 weeks to improve
4. Late letter 2 – well done letter
5. Late letter 3 – parent invited to meeting
6. Late Letter 4 – parent didn't attend meeting
7. Late Letter 5 – referral to EWS for Fixed Penalty Notices
8. Leave Request Form
9. Leave refusal letter
10. 90% attendance Letter
11. 2<sup>nd</sup> letter – no improvement – medical evidence – AIO to contact
12. 2<sup>nd</sup> letter – no improvement – medical evidence – meeting invite
13. Attendance well done letter

## Appendix 1

### Penalty Notices Code of Conduct

#### NOTTINGHAM CITY COUNCIL: CHILDREN AND FAMILIES

#### Penalty Notices for Truancy, Excluded Pupils, Persistent Lateness, Unauthorised Holidays in Term Time -Local Code of Conduct

##### Introduction

1. This Code of Conduct will govern all Penalty Notices issued in respect of children of compulsory school age who are registered at a maintained school, a Pupil Referral Unit, an Academy, a City Technology College, or a City College for the Technology of the Arts, and those attending alternative provision within the jurisdiction of Nottingham City Council, hence referred to as the LA (Local Authority).
2. In the context of the Local Code of Conduct the term “school” will cover all the above-mentioned educational establishments, including Pupil Referral Units and attendance at alternative provision arranged by the LA.
3. The purpose of the Code is to ensure that Penalty Notices are issued consistently and fairly across the LA.
4. Penalties are set at £60 to be paid in 21 days and £120 to be paid in 28 days. If the penalty is paid, the absence covered by the Penalty Notice cannot be cited again.
5. The LA is responsible for the operation and administration of the Penalty Notice scheme. To ensure consistency all Penalty Notices shall be issued by the LA for and on behalf of those persons designated by the regulations as having authority, i.e. schools, limited to Head Teachers, Deputy Head Teachers and Assistant Heads Teachers, authorised LA staff, the Police, Community Support Officers and other accredited persons.
6. An unauthorised absence level of 25% or more over a period of six school weeks will be used as a general trigger guide. However, shorter timescales may be applied depending on the circumstances of the unauthorised absence or truancy.

##### Penalty Notices that can be issued by the LA on behalf of schools

7. When a child has been absent without the authorisation of the school in accordance with paragraph 6.
8. Holidays taken in term time not authorised by the school.
9. Persistent lateness after the register has closed.
10. Excluded pupils failing to attend provision after the fifth day of exclusion.
11. Excluded pupils seen in a public place within the first five days of the exclusion.

##### Penalty Notices that can be issued directly by the LA or on behalf of other partner

12. Cases recommended by a Senior Education Welfare Officer (Manager) following a case review.
13. As part of the LA’s fast-track to attendance procedure.
14. Where a pupil has been stopped on more than one occasion during a three-month period by the Youth Issues Team or other accredited persons having authority to do so.
15. On behalf of neighbouring local authorities in accordance with agreed protocols.

##### Limitations

16. A parent will be issued with no more than three Penalty Notices, relating to the same child, in any twelve month period.
17. A Penalty Notice shall only be issued in compliance with the Local Code of Conduct. The Education Welfare Officer for the school must be informed.
18. Penalty Notices shall not be issued if legal proceedings under Section 444 of the Education Act 1996 are under consideration or are in progress, unless used within the framework of the LA’s fast-track procedure.
19. The LA reserves the right to limit or restrict the use of Penalty Notices at any time if the number of requests or court cases resulting from non-payment compromises the effective administration and/or integrity of the scheme.

##### Non-payment

20. If the Penalty Notice is not paid in full before the expiry of the period for paying it, the LA shall institute proceedings in accordance with Section 444 of the Education Act 1996.

##### Withdrawal of Penalty Notice

21. The LA may only withdraw a Penalty Notice where:

- it ought not to have been issued i.e. it has been issued outside the terms of the Local Code of Conduct or where no offence has been committed; or
- it has been issued to the wrong person; or
- it contains material errors.

### Service of Penalty Notices

22. Service will be by first class post and 2 days are allowed for postal delivery.

### Definition of parent

23. The term “parent” used in the code of conduct is that defined by Section 576 of the Education Act 1996 and Section 2 of the Children Act 1989.

### Appendix 2

Code	Description	Statistical Meaning	Physical Meaning
/	Present (AM)	Present	In for whole session
\	Present (PM)	Present	In for whole session
B	Educated off site (NOT Dual reg)	Approved Educational Activity	Out for whole session
C	Other Authorised Circumstances	Authorised absence	Out for whole session
D	Dual registration (attending other estab)	Approved Educational Activity	Out for whole session
E	Excluded (no alternative provision made)	Authorised absence	Out for whole session
F	Extended family holiday (agreed)	Authorised absence	Out for whole session
G	Family holiday (NOT agreed or days in excess)	Unauthorised absence	Out for whole session
H	Family holiday (agreed)	Authorised absence	Out for whole session
I	Illness (NOT med/dental appointments)	Authorised absence	Out for whole session
J	Interview	Approved Education Activity	Out for whole session
L	Late (before registers closed)	Present	Late for session
M	Medical/Dental appointments	Authorised absence	Out for whole session
N	No reason yet provided for absence	Unauthorised absence	Out for whole session
O	Unauthorised absence (not covered by other code)	Unauthorised absence	Out for whole session
P	Approved sporting activity	Approved Educational Activity	Out for whole session
R	Religious observance	Authorised absence	Out for whole session
S	Study leave	Authorised absence	Out for whole session
T	Traveller absence	Authorised absence	Out for whole session
U	Late (after registers closed)	Unauthorised absence	In for session
V	Educational visit or trip	Approved Educational Activity	Out for whole session
W	Work experience	Approved Educational Activity	Out for whole session
X	Non-compulsory school age absence	Attendance Not Required	Out for whole session
Y	Enforced closure	Attendance Not Required	Out for whole session
Z	Pupil not on roll	Attendance Not Required	Out for whole session
#	School closed to pupils/students	Attendance Not Required	Out for whole session

### Appendix 3 – Late Letter 1 – notify lates, 4 weeks to improve

Date

Parents of

Dear Parents

It has been noted that **child's/student's name** has been frequently arriving late to school.  
(please see attached attendance certificate).

Attendance and punctuality is a very high priority at HHELC. It is vital that your child/young person arrives in good time for school. Regularly arriving late not only disrupts the teacher and pupils/students, it also causes embarrassment for your child/young person.

Please ensure that your child/young person arrives at school at 8:45am so that they can be registered by their teacher and receive an attendance mark when the register is taken. **If your child/young person continues to arrive after the register has closed you may be issued with a Penalty Notice for lateness.**

We will be closely monitoring the punctuality of your child/young person over the next 4 weeks and reviewing the situation at the end of this period.

If you wish to discuss this matter then please make an appointment in school.

Yours sincerely

Name of  
Head Teacher

**Appendix 4 – Late letter 2 – well done letter**

Date

Parents of

Dear Parents

Further to the letter sent to you on ..... regarding your child/young person, .....’s frequent lateness to school, I am very pleased to inform you that there has been a significant improvement.

**Well done! - Thank you for your effort and support in ensuring your child/young person arrives at school on time.**

If you foresee any further issues with timekeeping then please feel free to make an appointment in school.

Yours sincerely

Name of  
Head Teacher

**Appendix 5 – Late Letter 3 – Parent invited to meeting**

Date

Parents of

Dear Parents

Further to my letter dated ..... and after monitoring your child/young person .....’s punctuality to school over the past 4 weeks, I regret to inform you that there has not been any improvement (see attached registration certificate).

Therefore, I invite you to attend a meeting in school with myself and the Attendance Improvement Officer on the date and time below;

**Insert date and time**

If your child/young person continues to arrive after the register has closed you may be issued with a Penalty Notice for lateness.

During this meeting we will discuss any issues you have and will look to arrange a way forward.

If you have any queries then please contact me.

Yours sincerely

Name of  
Headteacher

**Appendix 6 – late letter 4 - Parent didn't attend meeting**

Date

Parents of

Dear Parents

Further to my letter dated ..... I invited you to come into school to discuss your child/young person .....’s lateness/punctuality. Unfortunately, you did not attend the meeting.

Therefore, I am writing to advise you that **your child’s/young person’s punctuality will be monitored for 4 weeks. If there is no improvement and your child/young person continues to arrive at school late, then you will be issued with a Penalty Notice.**

**If there are two parents in the home then each will receive a Penalty Notice for each child/young person concerned.**

If you have any queries then please contact me.

Yours sincerely

Name of  
Headteacher

**Appendix 7 – Late Letter 5 – referral to EWS for Penalty Notice**

Date

Dear **Name of Parent/Carer,**

With reference to my letter dated **date**. I am writing to you once again regarding your child/young person, **name's** frequent late arrival at school.

The Education Act 1996 states that it is the responsibility of the parent to ensure that their child/young person attends school regularly and **punctually**. Failure to do so results in you, the parent, committing an offence.

To date, **name of child/young person** has been late for **number** sessions, of which, **number** sessions have been recorded as unauthorised absences.  
(Please see attached copy of your child's attendance certificate).

**As there has been no significant improvement, a request has been submitted for Education Welfare to issue a Penalty Notice under Section 444 of the Education Act.**

It is regrettable that this course of action could not be avoided. Please ensure your child/young person arrives on time to avoid similar action in the future.

Yours sincerely

Name of  
Head Teacher

**Appendix 8 –**

**Application for Approved Leave of Absence**  
(including family holidays during term time)

To: the Head Teacher HHELC

Child's/student's name ..... class .....

**To be completed by parents**

I wish to apply for my child/young person to be granted leave of absence:

from ..... (first day of absence) to ..... (last day of absence)

Total number of school days: .....

The reason for this request is: .....

.....

.....

Has your child/young person previously been granted leave of absence during the current school year? Yes / No

If 'Yes' how many days leave were granted and why?

.....

The exceptional reason why leave should be granted for a holiday during term time is as follows:

Parent in Services (recent return from tour or exercise) Yes / No

Other reason: .....

.....

Parent's signature ..... date .....

**Appendix 9 – Leave of Absence/holiday refusal form**

To the parents of .....

With regard to your application for leave of absence for the period between

..... and .....

Having considered your application carefully, my decision is:

- to approve your application and record the absence as authorised\*
- not to approve your application as it does not fall into one of the categories below:
  - a) an emergency which requires a child/young person to accompany their parent abroad;
  - b) extended absence for religious purposes;
  - c) for service personnel and other employees who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's/student's education and;
  - d) when a family needs to spend time together to support each other during or after a crisis.
  - e) other reason:

.....

Your child's/young person's attendance for this/previous school year so far is ..... %

Should your child/young person not attend school on the above dates, the absence will therefore be recorded as unauthorised\*

\*schools are legally required to record pupil absences as authorised or unauthorised.

**Please note, where a pupil/student has irregular attendance and the absences are recorded as unauthorised, the Local Authority may issue a Fixed Penalty Notice under section 444(1)/(1A) of the Education Act 1996 which states, "If a child/student is of compulsory school age who is a registered pupil/student at a school and fails to attend regularly, their parents are guilty of an offence." You may be liable to a fine of up to £2500 and could also receive a criminal record.**

Signed:

Head Teacher

Date:

**Appendix 10 – 90% attendance letter**

Date

Dear Parent/Carer

**School Attendance for**

The School's attendance target is ...%.

**This letter is to inform you that your child's/young person's attendance is currently below 90% subsequently they have appeared on our Persistent Absence Report. Even though we have authorised unavoidable absences, for example, Hospital admissions/appointments etc, the Government classes attendance below 90% as persistent absence.**

Your child's/young person's attendance level is            %.

We are constantly striving to achieve the best outcome for each and every pupil/student, and this can only be met by good attendance. Therefore we will review your child's/young person's attendance in four weeks.

If you wish to discuss this letter further, please do not hesitate in contacting the school office to arrange an appointment.

I enclose a copy of your child's/young person's attendance certificate.

Thank you for your co-operation with this matter.

Yours Sincerely

Head Teacher

**Appendix 11 – 2<sup>nd</sup> attendance letter, no improvement – medical evidence/AIO contact**

Dear Parent/Carer

**School Attendance for**

The School's attendance target is ...%.

Further to our letter dated , we still have concerns about your child's/young person's attendance. Since date his/her attendance has not improved and is now at % with periods of absence.

**The Government classes attendance below 90% as persistent absence.**

We would like you to come into school and discuss your child's/young person's attendance as a matter of urgency.

To enable us to authorise future absence due to illness, we require medical evidence i.e.

- Appointment card with child's/young person's name
- Hospital letter
- Written prescription
- Prescription box with child's/young person's name and dated label

Please refer to the school's attendance policy which can be found on our school's website for further clarification.

Thank you for your co-operation in this matter.

I enclose a copy of your child's/young person's attendance certificate.

Yours Sincerely

Head Teacher

**Appendix 12 – 2<sup>nd</sup> attendance letter, no improvement – medical evidence/meeting**

Dear Parent/Carer

**School Attendance for**

The School's attendance target is ...%.

Further to our letters dated , we still have concerns about your child's/young person's attendance. Since date his/her attendance has not improved and is now at % with periods of absence.

**The Government classes attendance below 90% as persistent absence.**

**You are now invited to attend a meeting in school with the Head teacher and Senco as a matter of urgency on:**

To enable us to authorise future absence due to illness, we require medical evidence i.e.

- Appointment card with child's/young person's name
- Hospital letter
- Written prescription
- Prescription box with child's/young person's name and dated label

**If your child's/young person's attendance does not improve then you may be issued with a Penalty Notice.**

Please refer to the school's attendance policy which can be found on our school's website for further clarification.

Thank you for your co-operation in this matter.

I enclose a copy of your child's attendance certificate.

Yours Sincerely

Head Teacher

**Appendix 13 – Attendance Well Done Improvement Letter**

Date

Dear Parent/Carer

**School Attendance for**

The School's attendance target is ...%.

Further to the letter sent to you on \_\_\_\_\_ regarding your child's/young person's frequent absence from school, we are very pleased to inform you that there has been a significant improvement.

**Well done! Thank you for your effort and support in ensuring your child/young person attends school regularly.**

If you foresee any further issues with your child's/young person's attendance then please feel free to make an appointment.

I enclose a copy of your child's/young person's Attendance Certificate.

Yours sincerely

Head Teacher