

## Attendance and Absence Policy

Prepared using:

- Department For Education (DFE) Keeping children safe in education 2023
- DFE Working together to improve school attendance Sept 2022
- Education act 1996
- DFE Children missing in education 2016
- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963

### Statement of intent

School attendance is everyone's responsibility. The Iona Primary School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

Regular and punctual school attendance is important. Parents/carers have the legal responsibility for ensuring their child's attendance. The teachers at our school work to ensure that all pupils are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens. The Trustees have set a 96% yearly attendance target, linked to the DFE working together to improve school attendance, where 96% is deemed 'Good' attendance.

### Why is Attendance and Punctuality Important in a Waldorf School?

Teachers practice a rhythmic approach to learning, building new material in layers over several days. In this way, you could think of our 'lessons' as really being 'blocks of learning' which extend over a number of days. During this period, recall and reflection are used to deepen and consolidate new ideas. Such an approach relies heavily on a regular and consistent daily presence in class. A lesson missed is a 'layer' lost and our best efforts are thwarted if your child is not present every day to benefit from the education we offer.

Establishing habits of good attendance and punctuality are key to helping our children and young people thrive and succeed, both at school and beyond. These good habits will serve them well throughout life.

### Barriers

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

### Aims

We take a whole-school approach to securing good attendance.

We are committed to:

- Improving pupils' achievement by supporting high levels of attendance and punctuality.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Promote a positive and welcoming atmosphere, where pupils feel safe, secure and valued.

- Encouraging pupils to have a sense of their own responsibility.
- Creating an ethos in which good attendance and punctuality are valued by all.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other agencies including the Local Authority (LA).
- Ensuring that parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Regularly monitoring and analysing attendance and absence data to identify individual pupils that may require more support.
- Provide support where identified.

### **Roles and responsibilities**

#### **The Trustee's have overall responsibility for:**

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Working with the management team to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.

#### **The Management team are responsible for:**

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Appointing a member of the management team to be an 'Attendance officer'.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil of statutory school age access 'full-time education and will act as early as possible to address patterns of absence.
- Developing a clear vision for improving attendance.

#### **The Attendance Officer is responsible for:**

- Overall monitoring of attendance and the strategic approach.
- Following up on incidents of persistent poor attendance and conducting meetings as appropriate.
- Assisting parents and pupils with problems which may affect school attendance.
- Referring to other agencies or DSL in school, where there are specific needs and concerns.
- Ensuring that Trustees have attendance data at two intervals a year.

#### **Education staff (Teachers/Teaching assistants) are responsible for:**

- Following this policy.
- Modelling good attendance behaviours.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Taking the attendance register on time, at the relevant times during the school day.
- Form positive relationships with families and build trust between school and home.
- Ensuring that children feel safe and happy to attend school

**The administrative team are responsible for:**

- Collating registers and attendance information onto the school electronic system daily.
- Communicating with pupils and parents with regard to attendance.
- Contacting parents following policy where no contact has been made.
- Recording details of children who are late.
- Creating a weekly review of non-attendance, keeping a running percentage.
- Ensuring the Attendance Officer has weekly information on Friday.
- Informing the LA of any pupil being deleted from the admission and attendance registers.

**Pupils are responsible for:**

- Recognising they have to attend school
- Attending their lessons and any agreed activities when at school.

**Parents are responsible for:**

- Bringing their children to school on a regular basis and for them to be prepared for their day when they arrive.
- Arriving on time.
- Contacting school reception following this policy if the child is not attending.
- Promoting good attendance with their children.
- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- Trying to book medical/dental appointments outside of the school day
- Making requests for absence ahead of time.
- Talking to school as soon as possible about barriers linked to non-attendance.

**Education Welfare Service (LA) are responsible for:**

- Providing a communication link between home and school
- Helping parents to understand their legal responsibilities and rights within the Education system
- Advising parents who to contact within the LA for specialised assistance.
- Liaising with identified school staff
- Undertaking home visits, either pre-arranged or without notice as considered necessary on receipt of a detailed referral.
- Instigating legal proceedings on behalf of the LA including parental prosecutions in the Magistrates' Court and if deemed appropriate, apply for Education Supervision Orders through the Family Court.
- Planning and reviewing casework.
- Providing feedback to schools.
- Offering strategic/policy advice and support in relation to matters of attendance.
- Supporting schools in the management and promotion of improving school attendance.
- Supporting schools in the use of penalty notices and parenting contracts within the provisions of the Anti-social Behaviour Act 2003.

**Definitions**

The following definitions apply for the purposes of this policy:

**Absence:**

- Arrival at school after the register has closed.
- Not attending school for any reason.

**Authorised absence:**

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave (Currently up to 3 days)
- An absence due to a one off event/ family emergency (Evidence might be required)

**Unauthorised absence: (This list is not exhaustive)**

- Parents keeping children off school unnecessarily or without reason
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day
- Treatment of Headlice
- Attending parents' appointments
- Visiting relatives

**Persistent absence (PA):**

- Missing 10 percent or more of schooling across the year for any reason

**Attendance expectations**

The school has high expectations for pupils' attendance and punctuality and ensures that these expectations are communicated regularly to parents and pupils.

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

The school day starts at **8.50am**, and pupils will be in their classroom, ready to begin lessons at this time; therefore, pupils will be expected to be on the school site by **8.45am**.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by **9.00am**. Pupils will receive a late mark if they are not in their classroom by this time. Registered as **L code. (L=Late)**
- The morning register will close at **9.30am**. Pupils will receive a **U code.** (U= after the register closes, which denotes an **unauthorised absence.**
- The afternoon register will be taken at **1.45pm**.
- The afternoon register will close at **2.00pm**.

**Absence procedures****Illness and other legitimate reasons.**

Parents are required to contact the school office via telephone or email on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day. The school will decide in all cases whether to authorise an absence on the basis of the evidence available.

**Holidays in term time (family holidays)**

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 state that schools can no longer grant any leave of absence during term time unless there are **exceptional circumstances**.

If families choose to take their child out of school during term time for an **unauthorised holiday/leave of absence** they will be referred to Education Welfare for a penalty notice to be issued by the Local Authority.

- Penalty notices are issued per parent per child. They are £60 if paid within 21 days rising to £120 if paid after 21 days but before 28 days. If the penalty notice remains unpaid then the Local Authority may instigate legal proceedings against you under section 444(1) of the Education Act 1996. If found guilty of this offence you could be fined up to £1000
- A referral to the Local Authority will be made for a Penalty Notice to be issued if the school is informed or suspect that a family has been on holiday whilst suggesting to the school another reason for absence. It will be up to the family to prove that they have not taken a family holiday
- Children/young people taken out of school for a holiday will have the non-attendance recorded as an unauthorised absence 'G' code
- A child or young person who does not return to school at the end of the recorded unauthorised holiday date will initially be subject to enquiries being made by the school.
- If after ten days of the expected return date, the child/young person has still not returned to school, a referral will be made to the Education Welfare Service for further enquiries to be made.
- Following the above information, if a parent/carer still intends to take their child on holiday during term time, they have a duty to inform the school of this action and give at least 6 weeks' notice of the event
- Parent/carers must complete a 'Leave of Absence' form, obtained from the school office (Appendix 1)

### Responding to non-attendance

The following actions may be applied when addressing concerns around non-attendance to all pupils:

- An email will be sent out, followed by a telephone call if contact is not made by the parent on the day of absence by **9.30am** when registers close.
- Failure to inform the school of reasons for absence will result in an unauthorised absence being recorded. A follow up email will be sent explaining this.
- If face to face or telephone contact appears to be deliberately avoided, we will, as a school, consider unannounced home visits.
- Any child, who is absent for more than 3 days, is required to bring in medical evidence as proof of illness.
- Pupil attendance is reviewed every week
- A letter will be sent out to all parent/carers of pupils whose attendance has fallen below 90% at the end of the first half term (October), when 89% is reached.

### Persistent Absentees

All pupils with an attendance rate of **90%** and below are considered as persistent absentees and will be closely monitored. The following actions will be highly probable for cases below **85% attendance**:

- A letter will be sent out to inform parents of the need for a meeting with the Attendance officer.
- At the attendance meeting an Attendance Improvement Plan will be put in place and review meetings organised as deemed necessary. A copy will be given to parents.
- Further absences until the meeting is held, will be unauthorised.
- It will be expected that at the meeting one of the following is shown to school: a medical certificate, a letter from a medical practitioner, dated prescribed medication or an appointment slip/text message is shared related to the absences.
- If there is little or no improvement in their child's attendance following the meeting or the meeting is cancelled with the attendance officer this may require parents to work alongside the Local authority Education welfare officer to improve their child's attendance and routines.
- A request for service referral will be made to the Education Welfare Service for legal action to be considered, if deemed necessary, if the parents do not work with the school to improve their child's attendance.
- For any child whose attendance falls below 75% - agencies will take full account of all that is known about the child and consider completing a Multi-Agency Referral Form (MARF) for additional support from Children's Social Care

- Whenever possible, the school's Attendance officer will offer support and guidance to avoid poor attendance levels. Looking at alternative support to help avoid those external barriers preventing a parent from bringing a child to school.

### **Lateness**

Issues relating to punctuality will initially be addressed with the parents/carers in the following ways:

- If 5 or more lates are recorded, parents will receive a letter to notify of this. (This might be more lates in the first instance while the new policy is put into place.)
- If a further 5 more lates occur, after the new policy is in place, a call will be made to parents to discuss.
- If no improvement is made, parents will be informed that we will monitor lateness with U codes.
- If there is still no improvement, formal meetings in school will be arranged where attendance targets will be agreed.
- The Local Authority will be asked to issue a Penalty Notice on the school's behalf for any pupil registered late (recorded as U) for 10 sessions or more, in a six-week period.

### **Safeguarding/leave of absence in term time/extended leave of absence**

Any safeguarding issues pertaining to a child being taken out of school in circumstances that cause concern will be addressed directly to the Social Care Duty Team via a Multi-Agency Referral Form (MARF).

Any child absent from school for more than 10 days continuously, will be referred to the Children Missing In Education team after all relevant checks have been made by school

### **Children Missing Education (CMIE)**

Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. Staff should be aware of their school's unauthorised absence and children missing from education procedures and Attendance Policy:

- Parents are expected to contact school on the first day of absence
- School will contact parents if no reason for absence has been given to school.
- School, if no contact has been made, on the previous day, then additional emergency contact numbers will also be called
- Potential home visit if no contact is made, and contact made with any additional agencies who are working with the family (who may be in a better position to visit the family)
- Referral to CMIE if information is gained that the family have moved out of area
- Referral to CMIE if child has not returned after 10 days with no contact from the family after efforts made by school, if we believe the child should or may be removed from roll whether the onward school is known or not
- The Children Missing Education (CME) Officer within the Education Welfare Service will work closely with the school to try to identify the child's current whereabouts/destination
- Both parties will then agree an appropriate time and category to remove the child from the school roll. This includes those children and young people who are expected to move swiftly into appropriate provision; this is in line with The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- After 10 continuous school days of absence and efforts by both the school and CME to find the child prove unsuccessful, the CME Officer will consult the school to discuss whether to remove their name from the school roll. The final decision about removal from a school roll remains with the Headteacher following consultation with the Local Authority via CME
- The school should create a 'lost pupil' record on the national Lost Pupil's Database School to School (s2s) to assist future schools and Children Missing from Education Officers to identify and locate children
- It is the duty of both the Education Welfare Service and school to collaborate in finding the pupil before deleting them from the register
- For further information please contact the CME Officers directly - [cme.educationwelfare@nottinghamcity.gov.uk](mailto:cme.educationwelfare@nottinghamcity.gov.uk)

## Attendance register

The school uses an electronic format to keep attendance registers, to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school
- E = Excluded but no alternative provision made
- H = Authorised holiday (code used in exceptional circumstances)
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Gypsy, Roma and Traveller absence
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- D = Dual registered – at another educational establishment
- Y = Exceptional circumstances
- Z = Pupil not on admission register

When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for three years.

## Authorising parental absence requests

### Leave of absence

At Iona we request that all applications for leave of absence must be made 6 weeks in advance by the parents/carers or corporate parent that the pupil normally resides with. We request that a Leave of Absence form (see Appendix 1) and a conversation with our receptionist be completed. Then, a written response will be provided.

Any leave of absence granted by the school is recorded as authorised absence using the appropriate national code. Periods that are refused are recorded as unauthorised absences. At Iona, when considering such requests we take into account the following:

- Circumstances of the request
- Purpose of the leave
- The pupil's general absence/attendance record over the last twelve months
- The amount of time requested
- Length of the proposed leave
- General welfare of the pupil
- Schools legal duty

As mentioned, such requests receive a response in writing that addresses the following points:

- The expected date of return
- That the parents are expected to contact the school if anything delays the pupil returning to school when expected
- What action will be taken if the pupil fails to return when expected.

Similarly, a letter will be sent out should a request be refused. This will state what action will be taken if the parents/carers ignore the refusal and keep their child away; (Appendix 2) with a follow up letter after their return stating that a referral will be made to the Education Welfare Service for a request for service and/or a penalty notice to be issued (Appendix 3)

### Healthcare appointments

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible and appointments need to be made during school hours, parents will be expected to provide proof of appointments (appointment cards, letters, texts, emails etc.) to obtain approval for their child's absence to attend such appointment. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

### Religious observance

Parents will be expected to request absence for religious observance at least two weeks advance.

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, school may request to see copies of visas. Dates of return should also be agreed prior to the period of leave.

## **SEND- and health-related absences**

Iona Primary School recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

The school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed. All pupils will be supported with their mental health.

### **Managing absences of pupils with health care needs**

- Parents are advised to contact the school on the first day their child is unable to attend due to illness
- Absences of pupils with health care needs will not be authorised unless the family has had prior discussion with school staff about the challenges and difficulties presented by their child's needs; this will enable school to understand the context and complexity of their child's additional health care needs. Iona is committed to supporting all children regardless of their needs and is very much interested in offering support, guidance and referral to the relevant agencies
- Absences of known pupils due to health needs will be authorised (using the relevant codes) unless the school has genuine cause for concern which will trigger attendance and/or safeguarding procedures
- The school will continue to provide support to pupils who are absent from school because of health needs by liaising with the pupil's parents to arrange schoolwork as soon as the pupil is able to cope with the curriculum from home
- To help ensure a pupil with additional health needs is able to attend school following an extended period of absence, a personalised or part-time timetable will be considered. Agreed periods of absence due to a part-time education timetable will be recorded with a C code for pupils of compulsory school age and an X code for non-compulsory school aged pupils
- The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Who is best to support pupil/parent e.g. SENDCo or Attendance officer
- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons if viable.
- Tailored support to meet their individual needs.

### Working with parents to improve attendance

The school will work to cultivate strong, respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

The school will ensure that there are two sets of emergency contact details for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the Attendance officer in advance. The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the attendance officer will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. **The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.**

Where these barriers are related to the pupil's experience in school, e.g. bullying, the attendance team will work with the relevant school staff, e.g. Class teacher, DSL, SENDCo, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the attendance team will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

Appendix 1

APPLICATION FOR LEAVE OF ABSENCE

The Iona Primary School, the Local Authority and Central Government strongly recommend that parents/carers do not take their children out of school during the School term.

Due to changes in Government legislation The Iona School will **no longer authorise holidays in term time.**

**The Education (Pupil Registration) (England) (Amendment) Regulations 2013** state that schools can no longer grant any leave of absence during term time **unless there are exceptional circumstances.**

All applications must be made in advance and are treated on a case by case basis.

The Iona Primary School expects pupils' attendance to be above 94% for 12 months prior to any leave of absence request. Any requests submitted for pupils with attendance below this level may not be granted.

The Iona Primary School has the right to refuse any request for leave of absence and if your child fails to attend during the dates stated on the application form they will incur a 'G' registration mark which denotes an unauthorised absence.

**Please note if your request is refused and you still take your child out of school on these dates, a request will be made to the Education Welfare Service for a Penalty Notice to be issued.**

Penalty notices are issued per parent per child. They are £60 if paid within 21 days rising to £120 if paid after 21 days but before 28 days. If the penalty notice remains unpaid then the Local Authority may instigate legal proceedings against you under section 444(1) of the Education Act 1996. If found guilty of this offence you could be fined up to £1000

The School will inform you by letter if your request for Leave of Absence has be granted or refused.

I, being the parent/carer/guardian of:

PUPIL'S NAME ..... CLASS .....

Wish to request Leave of Absence from School for the pupil named above for the reason of:

.....  
.....

DATES AND NUMBER REQUESTED FOR LEAVE OF ABSENCE

FROM ..... TO ..... NUMBER OF SCHOOL DAYS .....

ADDRESS OF DESTINATION .....

PRINT.....SIGNED ..... DATE .....

ADMISSIONS DEPARTMENT

Authorised/Declined Date:.....

Follow up declined letter sent.

Signed:..... Emma Stacey

## Appendix 2

(Parent's name)

(Address)

Dear (parent's name)

Thank you for your leave of absence application form dated (date).

After careful consideration, your request for leave of absence for (child's name) during term time has been refused for the following reasons:

- **The Education (Pupil Registration) (England) (Amendment) Regulations 2013** state that schools can no longer grant any leave of absence during term time **unless there are exceptional circumstances**.
- Holidays do not fit into the criteria of an exceptional circumstance.
- There are 16 weeks within the academic year that children do not attend school; it is the expectation that holidays and family events, celebrations, visits or gatherings are booked within these periods.
- It is the school's policy that holidays in term time are unauthorised, and this is the view of the Trustee's.

Iona Primary School has the right to refuse any request for leave of absence and if your child fails to attend during the dates stated on the application form, they will incur a 'G' registration mark which denotes as an unauthorised absence.

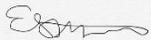
**Please note if you still take your child out of school on these dates, a request may be made to the Education Welfare Service for a Penalty Notice to be issued.**

**A penalty notice incurs a fine of £60 if paid within 28 days increased to £120 if paid after 21 days but within 28 days. This will be issued to each parent and for each child who is not at school on the dates requested.**

By law, all children of compulsory school age must receive a suitable full-time education. You are legally responsible for making sure that «forename» attends regularly. Regular is defined as attending on every occasion that school is open unless the absence has been authorised by the school.

If you feel that your request for the leave of absence is for an exceptional circumstance, then please send any supporting documentation to the school office so we are able to review our decision.

Yours sincerely



Emma Stacey  
Attendance Officer

## Appendix 3

(Address)

(Date)

Dear (parent's name)

Re: (Child's name)

**Unauthorised Leave of Absence from Iona Primary School between (dates)**

I am writing in regard to (child's name)'s absence from The Iona Primary School between the above dates. A request for leave of absence was given to our school office on (dates) and a letter dated (date) was sent to you declining your request.

The letter clearly stated what actions would be taken if you decided to take your child out of school on the requested dates during term time.

As the result of the above absences, your child has incurred a 'G' registration mark which denotes as an unauthorised absence on their attendance record. A referral will be made to the Local Authority which may result in a Penalty Notice being issued.

**Penalty notices are issued per parent per child. They are £60 if paid within 21 days rising to £120 if paid after 21 days but before 28 days. If the penalty notice remains unpaid then the Local Authority may instigate legal proceedings against you under section 444(1) of the Education Act 1996. If found guilty of this offence you could be fined up to £1000.**

Both Iona Primary School and the Local Authority take the issue of school attendance very seriously. Parents have a legal responsibility to make sure that their child attends full time education. Regular attendance gives children the opportunity to reach their full potential and improve outcomes for their future.

Yours Sincerely

Nick Sanders and [Emma Stacey](#)  
Safeguarding Lead and Attendance Lead

**Appendix 4**

(parent's name and address)

(date)

Dear Parent / Carer

**Re. Concerns about school attendance**

Concerns have been brought to our attention regarding (name of child) attendance. (name of child) attendance is currently at (percentage)%. Attendance of below 95% is a cause for concern.

- Attendance of 90% over a year means that a child is missing from school for an average of ½ day per week or 4 weeks of lessons
- When children are absent from school they can easily fall behind with their learning
- Absence can cause problems with friendship groups and self confidence
- All holidays count as absence and holidays taken early in the Autumn term are particularly disruptive to a child's education
- If your child is often absent due to illness, we may be able to give extra support or take advice from the School Medical Service

Our school's attendance target is 96% and with an attendance figure of only (percentage), I am sure you must agree that this amount of absence could be affecting (name of child) studies.

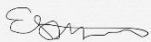
We will be continuing to monitor your child's attendance and hope to see an improvement.

We want to work closely to support you in improving (name of child) attendance.

If you wish to discuss the contents of this letter with me further, please contact us on 0115 9415295.

A meeting will be requested if attendance drops below 85%. We hope to see an improvement.

Your sincerely



Emma Stacey  
Attendance Officer

## Appendix 5

*(insert full name of parent)*  
*(insert full address)*

Date : *(insert date)*

Dear *(insert name)*

**Re: *(insert child name and attendance percentage)***

*(insert name of pupil)*'s attendance now stands at *(insert attendance %)*. Your child is now deemed as a persistent absentee.

Studies confirm that poor attendance at school directly impacts on a pupil's achievement. It is essential that *(insert name of pupil)* improves *(his/her)* attendance in order to increase the chances of academic success.

In order to discuss this matter further I am inviting you to attend a meeting at school with me on:

*(insert day)*  
*(insert date)*  
*(insert time)*

At this meeting an attendance improvement plan will be developed in order to address any barriers you child may be experiencing and to look at strategies to support their attendance.

School will continue to monitor your child's attendance. Should this fail to improve *(insert pupil name)* may be discussed at a Targeted Support Panel with the Local Authority.

We are committed to working with you to improve your child's attendance. If you wish to discuss this matter further, please contact me on 0115 9415295.

Yours sincerely



Emma Stacey  
Attendance Officer

## Appendix 6

(Parent's name)

(Address)

Dear Parent,

I am concerned about the amount of occasions (*name of child*) has been late this school year.

\_\_\_\_\_ has been late (L) \_\_\_\_\_ times and has been late after register closed (U) \_\_\_\_\_ times. This is at least the same amount of time as having a total of \_\_\_\_\_ days off and is a concern.

Please be aware, that part of our legal duty is to monitor attendance. The Education Welfare Officer for Nottingham City Council and I are reviewing attendance and the late children every 8 school weeks.

If you are having any problems in a morning that you would like immediate support with, please speak to your class teacher or make an appointment to see myself via Shirley in reception. Support can be arranged via Early Help referrals; we can make this referral together.

Children arriving late miss the opportunity to integrate into the class and ensure a smooth transition into school. This can also be disruptive to the rhythms and routines of the class.

Yours sincerely,



Emma Stacey  
Iona education quality assurance

Appendix 7

Iona Attendance

**On-going Procedures**

Parents are to contact school on the first day of their child's absence

**Absent without reason 1<sup>st</sup> day**

Email sent  
 Telephone contact attempted  
 Management may carry out a home visit (if PA)

**Absent for 3 or more days**  
 ( without contact)  
 Telephone contact attempted  
 Home visit by Management Team  
 Proof of illness required to authorise absence

**Attendance below 90%-86%**  
 Attendance letter sent  
 Attendance monitored

**Punctuality**

**Late 5 times**  
 Punctuality letter sent  
 Late arrivals monitored

**Attendance remains a concern/ below 85%**

Education welfare officer involvement.  
 Meeting or home visit required.

**Late 10 times**  
 A call/meet with parent organised by staff member

**Attendance remains a concern/ below 85%**

Attendance officer to contact parents by letter to invite to meeting  
 Further absences unauthorised unless proof of illness provided.  
 EWO requested for support

**Continued Lates with little or no improvement**

Parent contacted by attendance officer  
 Lates after register closes marked as unauthorised 'U'

**Attendance remains a concern/ below 85%**  
 Referral to the Education Welfare  
 For Legal Action to be considered`

**Continued Lates with little or no improvement**  
 Referral to the Education Welfare  
 Penalty Notice

The Iona School