



Bishops Down Primary School

Attendance Policy 2024

<u>Staff Responsible for Review</u> Senior Management Team	<u>Date of review</u> March & April 2024
<u>Governors Responsible for Review</u> Chair of Governors C&L Committee	<u>Date discussed with staff</u> April 2024
<u>Date of Adoption in Governor Minutes</u> 17.072024	<u>Date of Next Meeting</u>

<u>Record of Review and Amendments</u>	
<u>Date</u>	<u>Brief Details of Changes</u>
Page 6	Changes to the timings of the school day.
Page 8	Changes to threshold for Penalty Notices In accordance with DfE Working Together to Improve Attendance Aug 2024

This policy will be reviewed at least annually, and following any concerns and/or updates to national and local guidance or procedures

This policy is written in line with the DfE guidelines, “Working together to improve school attendance” February 2024.

CONTENTS

1. AIMS	4
2. LEGISLATION AND GUIDANCE	4
3. ROLES AND RESPONSIBILITIES	4
3.1 The Governing Board	4
3.2 Headteacher.....	5
3.3 Senior leaders.....	5
3.4 Class Teachers	5
3.5 School staff (admin/office)	5
3.6 Parents/carers	5
3.7 Pupils	5
4. RECORDING ATTENDANCE	6
4.1 Attendance register	6
4.2 Unplanned absence	6
4.3 Planned absence.....	6
4.4 Lateness and punctuality	6
4.5 Following up unexplained absence	7
4.6 Reporting to parents/carers	7
5. AUTHORISED AND UNAUTHORISED ABSENCE	8
5.1 Approval for term-time absence	8
5.2 Legal Sanctions	8
6. STRATEGIES FOR PROMOTING ATTENDANCE	9
7. ATTENDANCE MONITORING	9
7.1 Monitoring attendance	9
7.2 Analysing attendance	9
7.3 Using data to improve attendance	9
7.4 Reducing persistent and severe absence	9
8. MONITORING ARRANGEMENTS	9
9. LINKS WITH OTHER POLICIES	9

Appendix 1 Late letter (Code L)

Appendix 2 Late letter (Code U)

Appendix 3 Absence Letter

Appendix 4 School Attendance Meeting Letter

Appendix 5 School Letter Warning re: Penalty Notice Referral

Appendix 6 Unauthorised absence confirmation of PN request

Appendix 7a Response to Leave Request (Not Authorising)

Appendix 7b Response to Leave Request submitted retrospectively (Not Authorising)

Appendix 8 Unauthorised leave confirmation of PN request

Appendix 9 School letter where they believe a holiday was taken

Appendix 10 Traveller Attendance letter

Appendix 11 Traveller Absence due to travelling

Appendix 12 School Referral Pathway

Appendix 13 Green and Amber School Letters

1. AIMS

At Bishops-Down Primary and Nursery School, we are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance.
- Reducing absence, including persistent and severe absence.
- Ensuring every pupil has access to the full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Building strong relationships with families to ensure pupils have the support in place to attend school.

We will also promote and support punctuality in attending lessons.

2. LEGISLATION AND GUIDANCE

This policy meets the requirements of the working together to improve school attendance 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

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools
- Working Together to Improve School Attendance 2024

3. ROLES AND RESPONSIBILITIES

3.1 The Governing Board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos.
- Making sure school leaders fulfil expectations and statutory duties.
- Regularly reviewing and challenging attendance data.
- Monitoring attendance figures for the whole school.
- Making sure staff receive adequate training on attendance.
- Holding the headteacher to account for the implementation of this policy.

3.2 The Headteacher (Attendance Lead) Senior Leaders

The Headteacher is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement.
- Providing regular attendance reports to governors.
- Working with School Liaison Officers to tackle persistent absence.
- Implementation of this policy at the school.
- Issuing fixed-penalty notices, where necessary.
- Leading attendance across the school.
- Offering a clear vision for attendance improvement.
- Evaluating and monitoring expectations and processes.
- Having an oversight of data analysis.
- Devising specific strategies to address areas of poor attendance identified through data.

3.3 Senior Leaders

The school leaders are responsible for:

- Implementation of this policy at the school.
- Monitoring school-level absence data and reporting it to the governors.
- Supporting staff with monitoring the attendance of individual pupils.
- Monitoring the impact of any implemented attendance strategies.
- Arranging calls and meetings with parents to discuss attendance issues.
- Delivering targeted intervention with support to pupils and families.

3.4 Class Teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office for morning and afternoon sessions.

3.5 School staff (admin/office)

School staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system.
- Call parents when a child has missed morning registers to find out where they are and to support attendance
- Provide a daily report to the headteacher regarding attendance

3.6 Parents/carers

Parents/carers are expected to:

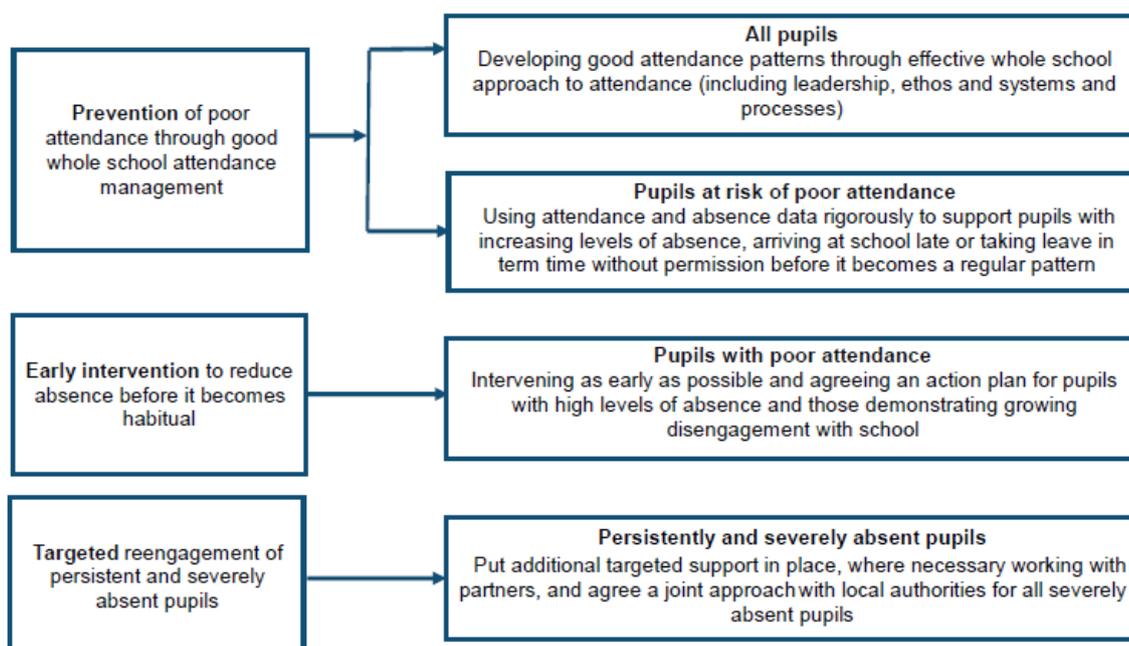
- Make sure their child attends every day and on time.
- Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence and advise when they are expected to return.
- Provide the school with more than 1 emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.

3.7 Pupils

Pupils are expected to attend school every day on time.

At Bishops-Down Primary School we believe that promoting good attendance is everyone's responsibility. The Dfe Working Together to Improve School Attendance document 2024, provides further guidance on measures and processes:

Effective school attendance improvement and management



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 and once during the second session. 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
- Amended entry
- Reason for the amendment
- Date on which the amendment was made
- Name a position of the person who made the amendment

We will also record:

- Whether the absence is authorised or not.
- The nature of the activity if a pupil is attending an approved educational activity.
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances.

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

From September 2024, the school gates open will be open at 8.30am on each school day and closed at 8:45am when the register is taken and the school day starts. The register for the second session will be taken after lunch at 1pm.

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8.45am or as soon as practically possible by calling the school office. We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 3 days or there are doubts about the authenticity of the illness, the school will ask for medical evidence, e.g. a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

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

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance and provides evidence of the appointment. This can be done by sending a request to the school office.

However, we encourage parents/carers 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/carer 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.
- After the register has closed will be marked as absent, using the appropriate code.

Pupils arriving after this time must enter school by the main entrance and report to reception where their name and the reason for lateness will be recorded.

Frequent lateness after the register has closed (U) will be discussed with parents and carers and could provide grounds for prosecution or a Penalty Notice.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call parents on the first day of unexplained absence to ascertain the reason. If the school does not receive a response, we will call the pupil's parent/carer on the morning of the second day of unexplained absence. If the school cannot reach any of the pupil's emergency contacts, the school may carry out a home visit to the pupil's address or ask the police to carry out a welfare check.
- Identify whether the absence is approved or not.
- Identify the correct code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session.
- Call the parent/carer on each day that the absence continues with explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving their School Liaison Officer.

4.6 Reporting to parents/carers

The school will inform parents about their child's attendance and absence levels via yearly written reports. Parents also receive a Green letter (96%-100% attendance) or Amber letter (93%-95% attendance) termly to communicate great attendance or attendance that has slipped and needs parent awareness for improvement, respectively.

5. AUTHORISED AND UNAUTHORISED ABSENCE

5.1 Approval for term-time absence

The Headteacher will only grant a leave of absence to a pupil during term time if he/she consider there to be 'exceptional circumstances'. A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as the examples indicated below:

- Service personnel returning from a tour of duty abroad where it is evidenced the parent or carer 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's or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a wedding or funeral of a person in the immediate family.

No parent or carer will be penalised for any Covid-19 related absence.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office.

The Headteacher will require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness (including mental illness) and medical/dental appointments (see section 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/carers belong. If necessary, the school will seek advice from the parents'/carers' 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.
- Other possible 'exceptional circumstances' where the Headteacher may grant an absence.

5.2 Legal Sanctions

The DfE Working Together to Improve Attendance document published Feb 2024 will revise penalties as outlined below from the 19th August 2024.

The school or local authority can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age. A Penalty Notice can be issued when;

- A child is absent for 10 sessions (5 school days) in a period of 10 school weeks. A school week is defined as any week where there is at least 1 school session. INSET days and Banks Holidays are not included.
- The 10 sessions can be consecutive days or not.
- The period of 10 school weeks can span different terms and different academic years. (E.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).
- When the threshold of 10 sessions have been met, the school will monitor for a further 20 school days as set out in the Notice to Improve letter to parents. (Appendix 3)

When a school becomes aware that the threshold has been met, we will make the following considerations to decide whether to issue a penalty notice in each individual case:

- Is support appropriate in this case? If yes, we may decide to continue with the existing support without a penalty notice or issue a Notice to Improve if that support is not working or is not being engaged with. A penalty notice can be issued if either has not worked.
- If no, for example a holiday in term time, a penalty notice should be issued subject to the other conditions below.
 - Is a penalty notice the best available tool to improve attendance and change parental behaviour for this particular family or would further support or one of the other legal interventions be more appropriate?
 - Is issuing a penalty notice in this case appropriate after considering any obligations under the Equality Act 2010 such as where a pupil has a disability?
 - (For local authorities only) Is it in the public interest to issue a penalty notice in this case given the local authority would be responsible for any resulting prosecution for the original offence in cases of non-payment?
- If the answer to those questions is yes, then a penalty notice should be issued. If not, another tool or legal intervention should be used to improve attendance.

A penalty notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution. If repeated penalty notices are being issued and they are not working to change behaviour they are unlikely to be most appropriate tool. Therefore, from autumn term 2024, only 2 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 £80 if paid within 21 days and increased to £160 if paid within 28 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 a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions. (The DfE Working Together to Improve Attendance: page 59-60)

6. STRATEGIES FOR PROMOTING ATTENDANCE

- The school celebrates 100% attendance with class certificates.
- Classes who achieve 100 points from their daily Ready to Learn charts can request a suitable reward.
- Challenges and incentives are held termly for pupils who achieve 100% attendance during the challenge time set.

7. ATTENDANCE MONITORING

7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data fortnightly, half-termly, termly and yearly across the school and at an individual pupil level.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern.
- 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.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance and use this analysis to provide targeted support to these pupils and their families.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to governors and other school leaders to facilitate discussions with pupils and families.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Hold regular meetings with parents/carers of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.
- Provide access to wider support services to remove the barriers to attendance.

8. MONITORING ARRANGEMENTS

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by Senior Leadership Team. 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:

- Safeguarding Policy and Procedure
- Child Protection Policy
- Behaviour Policy

Appendix 1 Late letter (Code L)

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

I am writing to express my concern over the number of occasions that «forename» has been arriving late at school. Below for your information is a summary of attendance indicating the days «forename» was late (Code L):

«dates_of_lates_before»

Total lates before registration closed: «total_lates_before» half day sessions

At our school the register is taken at ?? am and at ?? pm.

A pupil's lateness will seriously disrupt their learning and can be embarrassing for your child.

I am sure you share my concern and would wish to work with the school to improve punctuality. If we can help in any way, perhaps via our School Nurse or Family Liaison Officer, please do not hesitate to contact us.

Yours sincerely

Headteacher

Appendix 2 Late letter (Code U)

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

I am writing to express my concern over the number of occasions that «forename» has arrived after the register has been closed. Below for your information is a summary of attendance indicating the days «forename» was late (Code U):

«dates_of_lates_after»

Total lates after registration closed: «total_lates_after» half day sessions

At our school the register is taken at ?? am and is closed at ?? am for the morning session and taken again at ?? pm and closed at ?? pm for the afternoon session. Pupils arriving after the register has closed will be marked 'U' which records the absence as unauthorised for that session.

Arriving after the register has closed is seriously disrupting your child's learning and is impacting on their overall attendance.

Persistent late arrival may lead to a referral for a Penalty Notice or a referral to the Local Authority School Liaison Officer for further action and possible prosecution.

If «forename» continues to arrive late after the register has closed we will contact you to arrange a meeting at the school.

Yours sincerely

Head Teacher

Appendix 3 Absence Letter

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

I am writing to express my concern over the number of occasions that «forename» has been absent from school. I attach for your information a summary of attendance indicating the days «forename» was absent.

A pupil's absence can seriously disrupt their learning, not only do they miss out on teaching while they are away but they are less prepared for future lessons when they return.

I am sure you share my concern and would wish to work with the school to improve «forename»'s attendance. If we can help in any way, perhaps via our School Nurse or Family Liaison Officer, please do not hesitate to contact us.

Yours sincerely

Head Teacher

Appendix 4 School Attendance Meeting Letter

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re: «forename» «surname»

Despite previous warnings, I note with concern that your child's attendance at school has made no significant improvement. «forename»'s attendance at school is currently «percentage_attendance»% which means «he_she» has missed «total_authorized_absences» half day sessions for authorised absence and «total_unauthorised_absences» half day sessions for unauthorised absence. This will have an impact on your child's education which we cannot ignore.

As there has been no improvement in «forename»'s attendance, I must advise you that further absences from school as a result of illness may require medical evidence (e.g. copy of a prescription, Doctors/Dentist appointment card). If medical evidence is not provided when required, further absences will be marked as unauthorised.

I am inviting you to attend a School Attendance Meeting. The time and date have been set for ?? at ?? It is important that you and «forename» attend this meeting for us to explore the issues around poor attendance. The meeting will be attended by:

??

If this appointment is inconvenient, I would be grateful if you could contact me so that an alternative time can be arranged.

If you do not attend this meeting and «forename»'s absence continues to deteriorate, a referral may be made to the Local Authority School Liaison Officer for further action and possible prosecution.

Thank you for your co-operation.

Yours sincerely

Head Teacher

The School

Appendix 5 School Letter Warning re: Penalty Notice Referral

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

At our school we consider attendance of utmost importance and I am therefore bringing this information to your attention.

Our monitoring process has shown that «forename» has been absent from school for a total of «total_unauthorised_absences» unauthorised half day sessions. I refer you to legislation regarding Penalty Notices.

'As from 2005, Kent Local Authority (LA) introduced Penalty Notices for unauthorised absence from school of at least 10 sessions (5 days) during any 100 possible school sessions.' A separate Penalty Notice can be issued to each parent and for each child.

On receipt of the Notice, the penalty will be £120, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the LA.

Please note this is a warning letter that a Penalty Notice could be requested if a total of 10 unauthorised sessions (5 days) are reached.

Should you wish to discuss this matter further please do not hesitate to contact me.

If further unauthorised absence occurs you will be contacted and invited in for a meeting at the school.

Yours sincerely

Head Teacher

Appendix 6 Appendix 6 Unauthorised absence confirmation of PN request

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

With reference to our letter dated ??, «forename» has now reached a total of «total_unauthorised_absences» half day sessions of unauthorised absence. As a result we will now be requesting a Penalty Notice from the Local Authority.

A separate Penalty Notice can be issued to each parent and for each child.

Yours sincerely

Head Teacher

Appendix 7a Response to Leave Request (Not Authorising)

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Request for leave during Term-Time

For the attention of the parents of «forename» «surname»

I have received your request to take «forename» out of school for a family holiday between ??date and ??date, a total of ??Number of school sessions.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

The School's Attendance Policy confirms that:

- agreement to each request is at my discretion, acting on behalf of the Governing Body
- each case will be judged on its merits
- my decision is final
- leave cannot be authorised retrospectively

I have considered your request but I am writing to confirm that on this occasion the leave will not be authorised. If you decide to take «forename» out of school I will be making a request for a Penalty Notice to be issued.

Penalty Notices are issued to each parent of each child and the amount of the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.

Yours sincerely

Head Teacher

Appendix 7b Response to Leave Request submitted retrospectively (Not Authorising)

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Request for leave during Term-Time

For the attention of the parents of «forename» «surname»

You failed to apply in advance for permission for «forename» to be absent from school.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

The School's Attendance Policy confirms that:

- agreement to each request is at my discretion, acting on behalf of the Governing Body
- each case will be judged on its merits
- my decision is final
- leave cannot be authorised retrospectively

As stated above, I am unable to authorise leave retrospectively and I will be making a request for a Penalty Notice to be issued.

Penalty Notices are issued to each parent of each child and the amount of the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.

Yours sincerely

Headteacher

Appendix 8 Unauthorised leave confirmation of PN request

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Name: «forename» «surname» DOB: «date_of_birth»

With reference to our letter dated **??date**, the leave of absence taken between **??date** and **??date** has now been recorded as Unauthorised Absence and as a result a Penalty Notice has been requested.

A separate Penalty Notice can be issued to each parent and for each child.

Yours sincerely

Headteacher

Appendix 9 School letter where they believe a holiday was taken

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

You failed to apply in advance for permission for «forename» to be absent from school.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence, except in exceptional circumstances. ***(State why you are treating this absence as a family holiday and/or why there are no exceptional circumstances)***

Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

I am unable to authorise leave retrospectively therefore this absence will be recorded as unauthorised absence, where a child has 10 unauthorised sessions within 100 school session a Penalty Notice may be issued.

The Penalty Notice gives you the opportunity to pay a penalty instead of being prosecuted for failing to secure your child's regular attendance at school. The amount of the penalty is £120 per parent, per child, but if payment is made by you within 21 days of receipt of this Notice it will be £60 per parent, per child. If you pay this penalty within the time limits, no further action will be taken against you in connection with the offence, i.e. your liability for the offence will be discharged.

Yours sincerely

Head Teacher

Appendix 10 Traveller Attendance letter

«addressee»
«address_block»

«date_of_printing»

Dear «salutation»

Traveller Absence **«forename» «surname»**

I am writing to say how concerned I am over the number of times «forename» has been absent from school. This academic year «forename» has missed «total_authorized_absences» authorised half day sessions and «total_unauthorised_absences» unauthorised half day sessions achieving an overall attendance rate of «percentage_attendance»%.

Traveller children have to attend school for 380 sessions (190 days) each year, which is the same for all children and you are at risk of being referred to the Local Authority School Liaison Officer if «forename»'s attendance falls below 90%. I am unable to authorise any absence during term time unless there are exceptional circumstances or if you will be travelling for occupational purposes and agree this with the school in advance.

If you would like to speak to me about «forename»'s attendance, please telephone the school to make an appointment.

Yours sincerely

Head Teacher

Appendix 11 Traveller Absence due to travelling

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Traveller Absence

«forename» «surname»

Thank you for contacting me to say that «forename» will be absent from school from **??Date** as you will be travelling due to your work.

The law allows me to authorise «forename»'s absence if your trade or business means that you have to travel from place to place. However, you have not let me know when «forename» is likely to return to school. Unless you contact me during the next 10 school days to confirm a date, I will refer «forename» to the Local Authority as a Child Missing Education.

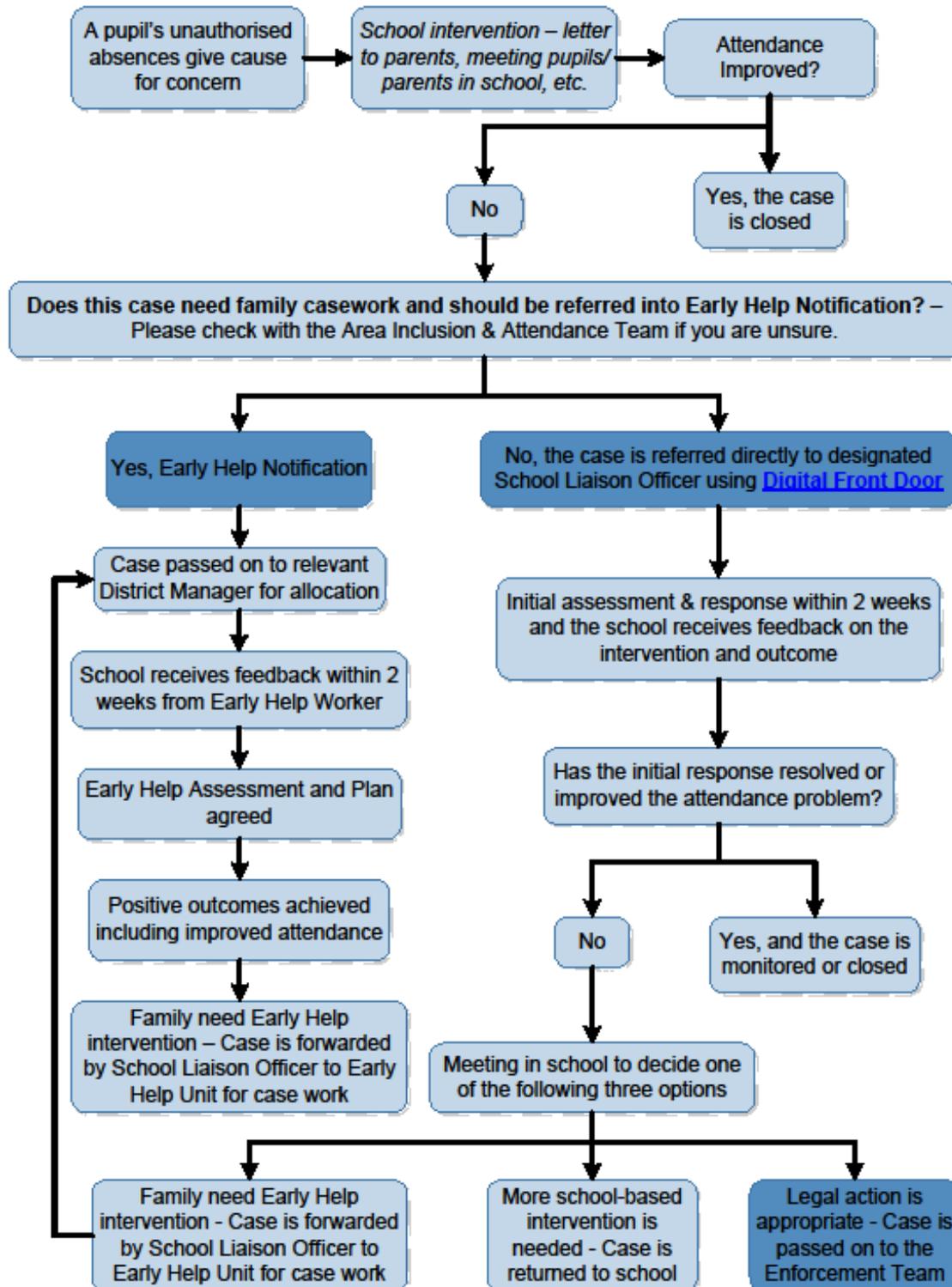
After 20 days absence, there may be grounds to take «forename»'s name off the school roll and you will have to re-apply for a school place when you return.

Yours sincerely

Head Teacher

Appendix 12 School Referral Pathway

Kent School Referral Pathway – Pupil Attendance



Appendix 13a Green Letter

Parent/Guardian of:

Dear Parent/Guardian

As part of the DfE's new 'Working Together to Improve School Attendance' guidance, we are now required to regularly update parents with their child's attendance, therefore I am writing to congratulate on excellent attendance of for terms

Our aim is for all pupils, wherever possible, to achieve an attendance of 96% or above by the end of the year and we use the following table to help us to monitor attendance and provide support if needed:

Attendance %	Potential number of school days missed in one academic year (September to July)
96 – 100%	Up to 7.5 days missed by the end of the school
93 – 95%	Up to 13 days missed by the end of the school year
90 - 92%	Up to 19 days missed by the end of the school year
Less than 90%	More than 20 days missed by the end of the school year (if attendance is 80% child is missing up to 38 days)

We would like to take this opportunity to thank you for your support in helping your child to achieve this.

If you have any queries regarding attendance, please do not hesitate to contact the school office.

Yours sincerely

Mrs L Johnson
Headteacher

Parent/Guardian of:

Dear Parent/Guardian

As part of the DfE's new 'Working Together to Improve School Attendance' guidance, we are now required to regularly update parents with their child's attendance, therefore I am writing to inform you that attendance for terms was

Our aim is for all pupils, wherever possible, to achieve an attendance of 96% or above by the end of the year and whilst we understand that some illness is expected, regular absence can seriously disrupt learning and it is important that we ensure that any absences are fully authorised (illness or medical appointments) and not holidays.

We use the following table to help us to monitor attendance and provide support if needed:

Attendance %	Potential number of school days missed in one academic year (September to July)
96 – 100%	Up to 7.5 days missed by the end of the school
93 – 95%	Up to 13 days missed by the end of the school year
90 - 92%	Up to 19 days missed by the end of the school year
Less than 90%	More than 20 days missed by the end of the school year (If attendance is 80% child is missing up to 38 days)

There is still an opportunity for this percentage to increase over the summer term. Children will receive their final whole year attendance figure in their annual school report.

If you require any support regarding your child's attendance, please do not hesitate to contact the school office.

Yours sincerely

Mrs L Johnson
Headteacher