

ATTENDANCE POLICY

Date: September 2023

Date for review: September 2024



St Day and Carharrack Community School

We are the CHANGE-MAKERS of OUR WORLD!

OUR VISION

ENJOYING, ENGAGING, EXCELLING

Happy, healthy children, **enjoying** learning for life - surrounded by kind, respectful relationships and **engaging** in rich learning experiences. **Together** we will enable and encourage **ALL** our children to discover their unique gifts of character, talents and abilities. Our children will enthusiastically contribute to society, **excelling** in all they choose to do. They will communicate confidently, listen openly, think critically and question respectfully – our children will be the responsible **Change-Makers of Our World**.

OUR SCHOOL AIMS:

*to live our vision and values through our behaviours
It starts with every one of us!*

People – placing kindness at the centre of our community to grow healthy, trusting, listening relationships to enable everyone to be responsible, respectful, self-sufficient, valuable members of our local, national and global communities

Place - creating a safe learning environment both in and out of the classroom where children's voices are heard, the bravery, risk-taking and uniqueness of everyone is encouraged and celebrated - to grow our 'CHANGE –MAKERS'

Purpose - living our values of **ENJOYMENT**, **ENGAGEMENT** and **EXCELLENCE** to deliver high quality, inclusive education in order that all learners achieve and exceed their personal best – to **be brilliant**

LIVING OUR VALUES:

ENJOYMENT

*Laughing
Loving
Learning*

ENGAGEMENT

*Communicating
Collaborating
Contributing*

EXCELLENCE

*Be your best
Be even better
Be brilliant*

Chair of Governors: Andrew McFarland

Signed:

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1. Introduction, aims and why regular attendance is important

St Day & Carharrack Community Primary School is committed to providing an ambitious educational experience for all children. We believe that if children are to fully benefit from education, excellent attendance is crucial. In partnership with our families, our school promotes, encourages and celebrates high attendance for all our children. Any problems that impede full attendance are identified and addressed as speedily as possible.

Regular and punctual attendance of children at school is, under Section 7 of the Education Act 1996, a legal requirement. Parents/carers are responsible for ensuring that any child of compulsory school age receives efficient full-time education that is suitable to their age, ability and aptitude and to any special educational needs the child may have.

It is very important therefore that parents/carers make sure that their child(ren) attends school regularly and this policy sets out how in partnership we will achieve this. Our school is committed to meeting our obligations with regards to school attendance by:

- Ensuring there is a welcoming atmosphere that makes children feel safe and valued
- Promoting and stressing the importance of good attendance and reducing absence, including persistent absence and lateness
- Ensuring every child has access to the full-time education to which they are entitled
- Acting early to address patterns of absence

For a child to reach their full educational achievement a high level of punctual school attendance is essential throughout the whole of their academic career. It is essential for children to attend school regularly and on time in order to maximise the opportunities available to them.

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

Regular attendance is important because it affects learning. Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning and well-being. Absence disrupts teaching routines and will inevitably cause gaps in learning and limit progress.

Ensuring a child's regular attendance at school is the parents'/carers' legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

Government action to improve attendance, includes measures designed to prevent holidays taken in term time, and therefore the school has made the decision not to authorise any holidays. Absence requests will only be authorised in 'exceptional circumstances' and providing that adequate written notice of twenty days is given in advance for this to be considered.

Failing to attend school on a regular basis is considered a safeguarding matter. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, we will adhere to:

- Protecting children from maltreatment.
- Preventing impairment of children's mental and physical health or development.
- Ensuring that children are growing up in circumstances consistent with the

provision of safe and effective care.

- Taking action to enable all children to have the best life chances. (Working Together to Safeguard Children)

However, we do accept that illness is inevitable on some occasions.

Every opportunity will be used to convey to children and their parents/carers the importance of regular and punctual attendance. Our attendance targets are for all children to achieve above 96% with attendance over 97% seen as good and excellent attendance. A level of attendance under 95% is not considered to be regular attendance and will be flagged with families to ensure timely support. Any child who has attendance under 90% is classified as a “persistent absentee” (PA). Where a child’s attendance falls below 95%, their attendance record is reviewed and action will be taken including any of the following: referral to the Local Authority’s Education Welfare Officer, contact home by a member of staff, invitation to parents to attend an attendance clinic with their child (if appropriate) and the Local Authority’s Education Welfare Officer or request for medical evidence. These actions will be considered for all children and activated where necessary to help and support the child and their family to improve attendance at school.

2. Legislation and guidance

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

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- This policy also refers to the DfE’s guidance on the [school census](#), which explains the persistent absence threshold.

3. Roles and responsibilities

3.1 The Governing Body

The governing body is responsible for monitoring attendance figures for the whole school, on at least a termly basis. It also holds the Headteacher to account for the implementation of this policy.

3.2 The Headteacher

The Headteacher is responsible for:

- Implementation of this policy at the school
- Whole school absence data and reporting it to governors
- Supervising staff with monitoring the attendance of individual pupils
- Providing evidence for prosecution to Cornwall Council

- Providing evidence for fixed-penalty notices to Cornwall Council
- Monitoring of attendance data across the school and at an individual pupil level
- Working with Education Welfare Officers (EWO) to reduce absence and lateness across the whole school population
- Ensuring the correct use of the school system used to record and monitor attendance

3.4 Class teachers

Class teachers are responsible for taking the class register twice a day and submitting this information to the school office. The register is taken on SIMs (School Information Management System). Class teachers positively promote good attendance and alert SLT to any concerns they have or any patterns they notice in regards to attendance.

3.5 School Office staff/Designated Attendance Officer

Designated staff are expected to take calls from parents about absence and record any explanations provided on the school system.

Any unexplained first day absences are promptly followed up by the designated office staff or Attendance Officer with a text or telephone call home to the parents/carers to ascertain the reason for the non-attendance.

4. Recording attendance

4.1 Attendance register

The register is an accurate reflection of a pupil's attendance and a legal document which may be used as evidence in court. The decision on whether to authorise an absence rests with the Headteacher. The class teacher will record attendance of a child once during the AM and/or PM register.

We keep an attendance register using SIMs 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. See appendix 1 for the DfE attendance codes.

The office staff will make any notes on the register with details of the reason for the absence.

4.2 Lateness and punctuality

A pupil who arrives late after the school gate has closed at 8.55am -

- If they arrive before the register has closed at 9.05am- they will be marked as **late**, using the appropriate code
- If they arrive after the register has closed children will be marked as **unauthorised late**, using the appropriate code. This means that children arriving after this time will receive a

mark that shows them to be on site, but this will not count as a present mark. It will mean that they have an **unauthorised absence** unless the explanation for the late arrival is accepted by the Headteacher, in which case they will be marked as late using the appropriate code.

If your child has a persistent late record, you will be asked to meet with a member of school staff and/or the Education Welfare Officer to resolve the problem. Please feel free to approach us at any time if you are having problems getting your child to school. Should we be unable to resolve any ongoing lateness issues, we reserve the right to bring forward the close of register. This may mean that your child's lateness could be recorded as unauthorised which could result in the Education Welfare Service considering enforcement proceedings against you. We will always inform you in writing should this action be necessary.

5. Understanding types of absence

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school for an unavoidable reason like illness/medical appointments which unavoidably fall in school time, emergencies, or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings. Examples of this type of absence include:

- Parents/carers keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained or where supporting evidence has not been received
- Children who arrive at school too late to get a mark
- Shopping, looking after other children or birthdays
- Day trips and holidays in term time

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant or anxious about attending school, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse.

Any pupil who has persistent lateness or attendance below 93% may be asked to provide medical evidence.

5.1 Following up absence

Parents/carers are asked to contact the school office on the first day of absence by 8.30am and every subsequent day unless notified in advance. Contact can be made by telephone on 01209 820456. Reasons for absence must be provided to the school office. The school office will then code the child's absence electronically and will keep a record of all telephone calls received on the individual child's attendance record

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

- Follow up on their absence with their parent/carer to ascertain the reason
- Ensure schools safeguarding protocol and process is followed
- Identify whether the absence is authorised or not
- Identify the correct attendance code to use

It is important that parents make the school aware of any absence for children in the interests of their welfare and legal compliance

5.2 Reporting to parents

Attendance is reported to parents every term. Parents may also request attendance figures for their child from the office.

In addition, we notify parents in writing when a child's attendance falls below 95%, 93% and 90% respectively.

Please note: a pupil is classified as a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents' fullest support and co-operation to tackle this. We monitor all absence thoroughly. PA pupils are tracked and monitored carefully. The school looks at ways to support the family with improving attendance and may involve the education welfare officer as needed.

5.3 Legal sanctions

Where a child is absent from school without authorisation, the parent(s) will be committing an offence under the Education Act 1996. School have the right to submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the Penalty Notice may result in legal action.

Absence not authorised by the school may result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Cornwall Council may also apply for the costs incurred in taking the matter to Court. Schools will collaborate with the Education Welfare Officer who will oversee this process on behalf of school

5.4 Leave of Absence in term time

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away in term time. Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

There is no automatic entitlement in law to time off in school time to go on holiday and the government made an amendment to the Education (Pupil Registration) (England) Regulations 2006 in September 2013 to reflect this.

Leave of absence shall not be granted unless —

- (a) an application has been made in advance to the Headteacher by a parent with whom the pupil normally resides: and
- (b) the Headteacher, or a person authorised by the Headteacher in accordance with paragraph (z), considers that leave of absence should be granted due to the exceptional circumstances relating to that application.

All applications should be made in writing to the Headteacher at least 20 school days prior to the requested leave date. Where the decision is made not to authorise leave in term time, school will inform parent/carers in writing. Please do not book a holiday before being given permission for absence from the school.

A general guide for parents is leave for any holiday, activity or event that could be arranged during the annual 13 week holiday time would not be authorised.

On any occasion that school refuses a request for leave in term time, should a parent/carers proceed with the leave it will be recorded as code (G) (family holiday not agreed or in excess of agreement), on school's register.

Where a leave of absence has been unauthorised, penalty notices will be considered in line with Cornwall Council's Code of Conduct for issuing Penalty Notices in respect of unauthorised absence or children present in a public place whilst excluded from school. We will ensure that an additional member of SLT/a Governor or EWO considers the exceptional circumstance before any decision is made to unauthorise a leave of absence request where the issue of a Penalty Notice is required.

Failure to notify and/or request leave of absence in term time, providing at least 5 days notice may result in all absence being recorded as (O) (unauthorised absence not covered by any other description).

If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act.

Penalty Notices are issued per liable parent, per child and each carry a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the Penalty Notice may result in legal action. Absence not authorised by the school may result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Cornwall Council may also apply for the costs incurred in taking the matter to Court.

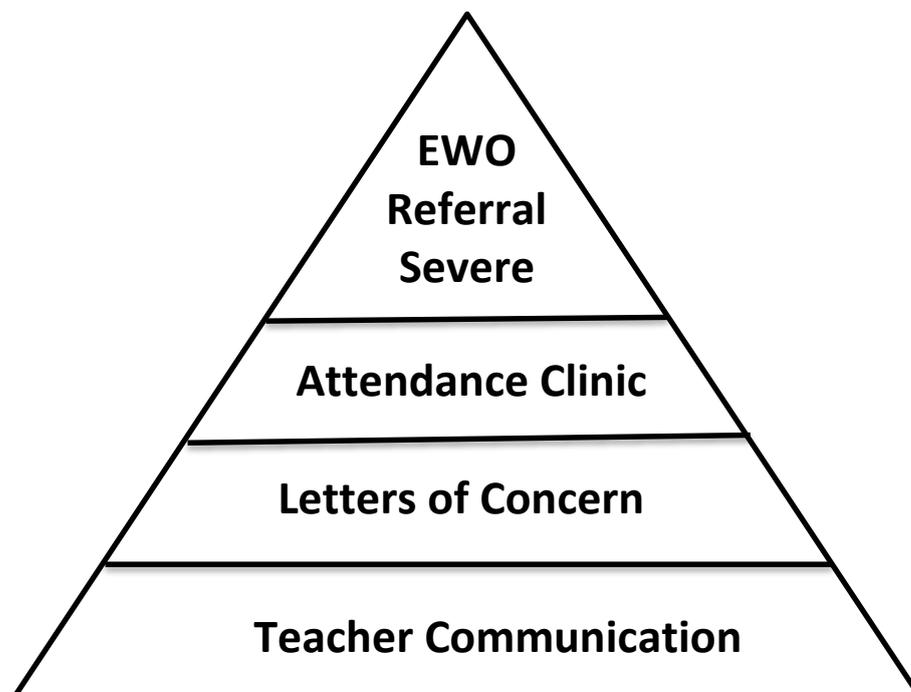
6. Strategies for promoting good and excellent attendance

We promote good attendance by making parents/carers, children and staff aware of its importance and their responsibilities. Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff. We support good and excellent attendance by:

- Giving families weekly attendance reminders in the Newsletter, stressing the importance of good attendance. Attendance features on the agenda of school induction, parent-partnership meetings, school reports, newsletters and Governor Meetings
- Promoting, rewarding and encouraging children to be an attendance 'HERO' (Here Every day, Ready and On-time)
- Sending termly letters of congratulations to good attendees – achieving good to excellent attendance 96% - 100% at the end of each term
- Presenting certificates to those children who make a substantial improvement to their attendance
- Holding attendance clinics at which the EWO and Headteacher meet with parents/carers and children where problems have arisen
- Agree individual attendance plans with children and parents/carers where attendance is 93% or below - and review these regularly until attendance improves. This could involve internal interventions to support specific reasons for absence (eg. TIS, music therapy)
- Refer families to EWO - for children who fall below the attendance threshold agreed between the school and Education Welfare Services currently 90%
- Promoting healthy competition between year groups to celebrate attendance achievements
- Making St Day & Carharrack Community Primary School a place where children want to be – through enjoying, engaging and excelling in their learning.
- Seeking the views of all stakeholders (including children and parents/carers) on attendance
- Having a named Governor with responsibility for Attendance. This is updated on the school website, under 'About Us'.

Our Attendance Targets

The target for the whole of St Day & Carharrack Community Primary School is 96% and above. We aim to keep whole school persistent absence at a minimum and below 10% – by following the support interventions below.



The Role of Families in supporting good and excellent attendance

- To support children with attending school regularly and punctually, in keeping with the expectations of St Day & Carharrack School:
Doors open at 8.45am for children to enter their classrooms. Children are expected to be in school by 8.55 am at the latest. School gates are locked at 8.55am. Children arriving after the gates have been locked are classed as 'late' and need to go to the school office with a parent where the time will be recorded and marked as late. Registers close at 9.05 am. Any child arriving after the registers have closed will be marked as 'Late after registers closed' – which is defined as an 'unauthorised absence'. Lateness will be addressed by the Headteacher and persistent lateness will be reported to the Educational Welfare Officer to arrange a joint meeting
- Booking appointments at the end of the school day to avoid missed learning. If children need to leave school for appointments before the end of the day (3.10pm) we must have written permission from parents/carers and it must be authorised by the school office. Parents need to collect from the school office so the child can be signed out
- To understand the importance of good attendance and encouraging your child to be an attendance 'HERO'
- Parents/carers understand and support the importance of regular attendance and good punctuality as a valuable feature of school life. Parents follow key messages via - newsletters, parent-partnership evenings, school website, the school office, teachers and letters home
- Parent/carers to provide medical support for absences, if requested to do so by the school. This ensures staff are adequately informed about presenting medical need and aware of appropriate provision
- To read the details of each child's record of attendance included in the annual report sent home to parents/carers

7. Attendance monitoring

The school office monitors pupil absence on a daily basis. Attendance is reviewed at least every half term by the Headteacher and reported to Governors termly. The school will compare attendance data to the national average and share this with the governing board.

A pupil's parent/carer is required to inform the school before 8:45am if their child is going to be absent due to ill health.

Regular contact will be made during periods of absence by the school.

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

The Role of All Staff at St Day & Carharrack Community Primary School

- St Day & Carharrack Community Primary School makes use of an electronic system to record and monitor attendance. Class Teachers record attendance via the SIMS network twice a day – morning and afternoon.
- St Day & Carharrack Community Primary School's attendance record is maintained electronically and supervised by the senior secretary and Headteacher

- Any unexplained first day absences are promptly followed up by the school office with a telephone call home to the parents/carers to ascertain the reason for the non-attendance
- The Class teacher/school office completes all explained non-attendance promptly, using the approved codes to record absences
- Punctuality is monitored by all staff and appropriate action is taken to redress persistent late arrival at school or to lessons
- Class teachers will communicate with families of pupils missing more than a day of school
- Class teachers will communicate with families of pupils identified as being at risk of Persistent Absence, to identify any barriers to learning.
- Staff challenge and support families who do not arrive on time and seek a reason for lateness for their child. Class teachers/ office staff record the student's lateness electronically using the SIMS system
- Should a punctuality problem persist parents/carers will be contacted. Further problems are referred to the EWO

Role of the Education Welfare Officer and Headteacher

- To assist in the monitoring of attendance, weekly attendance checks are provided to the Headteacher by the school office
- The class teacher and senior secretary must report any attendance concerns to the Headteacher. In cases of unauthorised absences contact with home by the school office is required immediately, following consultation with the Headteacher
- Senior Leaders meet half termly to discuss attendance and identify children, strategies and actions
- The EWO meets termly with the Headteacher to review the attendance in every year group. The EWO is provided with data by the school office and follows up agreed absences which are below 90% or that are giving cause for concern e.g. persistent lateness
- Headteacher and EWO initiate a formal meeting involving Parents/carers when attendance falls below 93% to agree a plan to improve attendance. This will involve setting targets, agreeing strategies with an agreed date for review.
- For children with persistent absence due to illness, the EWO or Headteacher contacts parents/carers. Following an investigation and an agreed action plan, the EWO and Headteacher continue to monitor attendance and review the agreed plan should the attendance not improve. The EWO, Headteacher or school office may ask parents/carers to provide medical evidence to the school for consideration before any further absences are authorised. Any medical evidence presented must relate to the absence(s) recorded by the school, should be specific and correspond directly to the missed days of learning. If the school deems the presented medical support for the absence(s) to be satisfactory, the absence will be authorised. A standard letter is used to request this
- Any child who continues to have **persistent absence below 90%** despite support from school is formally referred to the EWO for investigation. This may involve visiting family homes. Continued persistent absences that are not authorised by the school may lead to the EWO initiating legal proceedings against parents/carers. This may involve penalty notices and/or prosecution in the Magistrates Court

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every year by the Headteacher in consultation with the Governors.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Medical Needs Policy
- Special Educational Needs Policy

Appendix 1 – Attendance Visual

Appendix 2 - Encouraging Good Attendance

Appendix 3 – EWS Flowchart

Appendix 4 – Attendance Codes

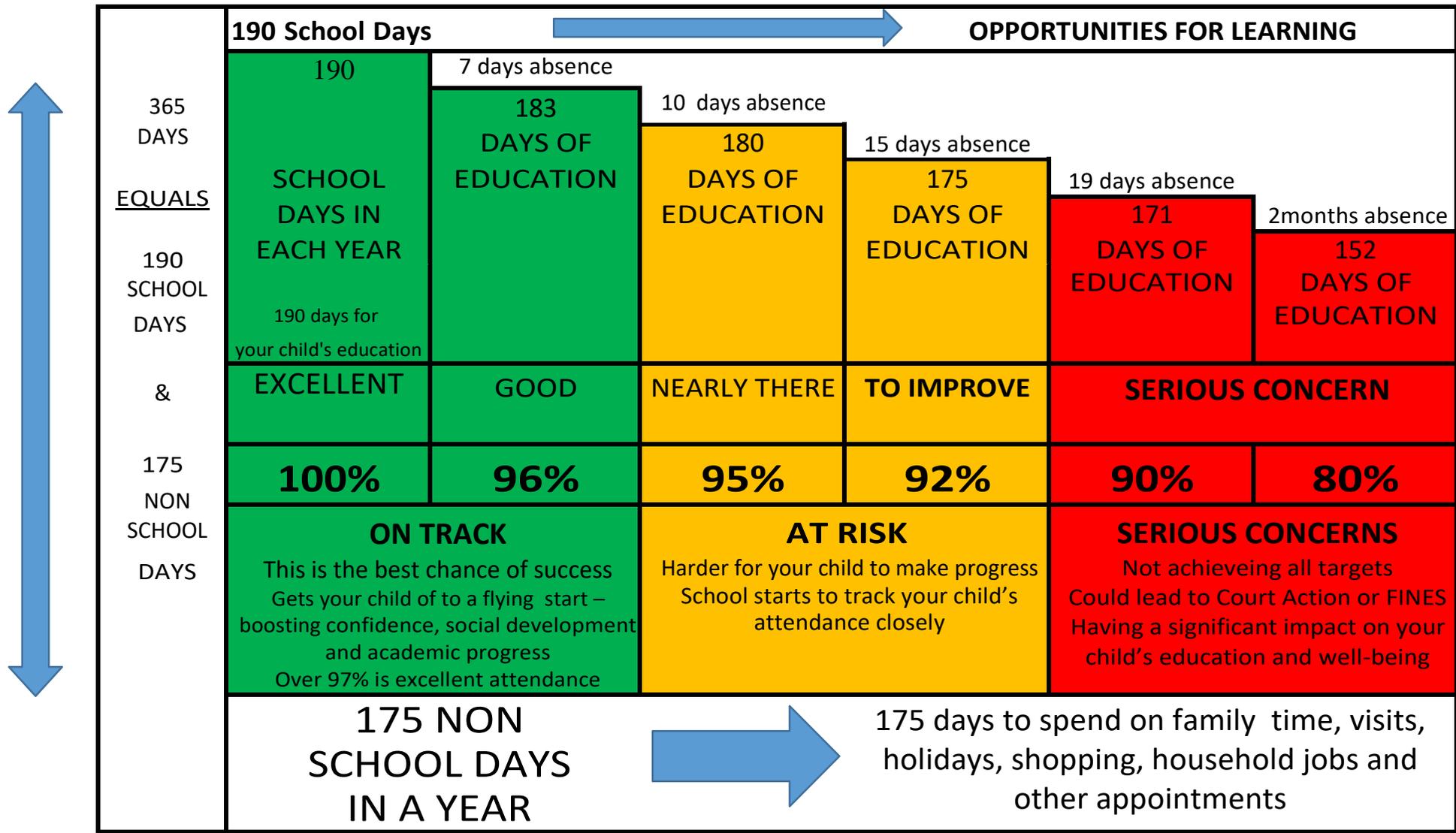
Appendix 5 – Attendance Letters

1. **Unexplained absence letter**
2. **Attendance letter 1 (below 95%) – Early Support Letter**
3. **Attendance letter 2 (93% and below) – Formal Meeting**
4. **Attendance letter 3 (below 90%)**
5. **Absence Request not accepted**
6. **Absence Request Accepted**

Appendix 6 – Absence Request Form

Appendix 1

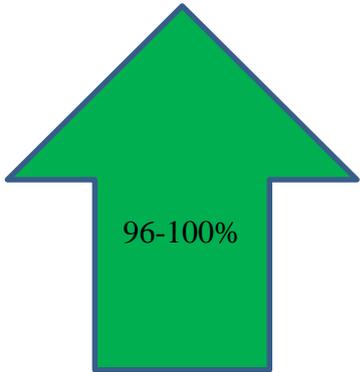
ST. DAY & CARHARRACK COMMUNITY SCHOOL



If you are concerned about your child's school attendance or would like advice, then please contact the school. We work closely with the Educational Welfare Officer to meet with parents when attendance is falling to 90%.

Gaps in education can mean your child will not reach their full potential.

Encouraging Good Attendance at St Day & Carharrack Community Primary School



**Good to
Excellent
Well Done!**

Certificates of Praise – letters sent home termly

Letter 1
*At 95%
Early support letters sent out*

Letter 2
*At 93% and below -EWO/
Headteacher – agree plan
Medical evidence required*

Letter 3
*Under 90% with 10
unauthorised absences*

Referral to the EWO
If interventions and agreed plan is not reducing absence, the fast track process is started.

Fast Track referral and the start of the legal route:

- *1st Warning*
- *Education Planning Meeting*
- *Final Warning*
- *10 further unauthorised absences*
- *Court*

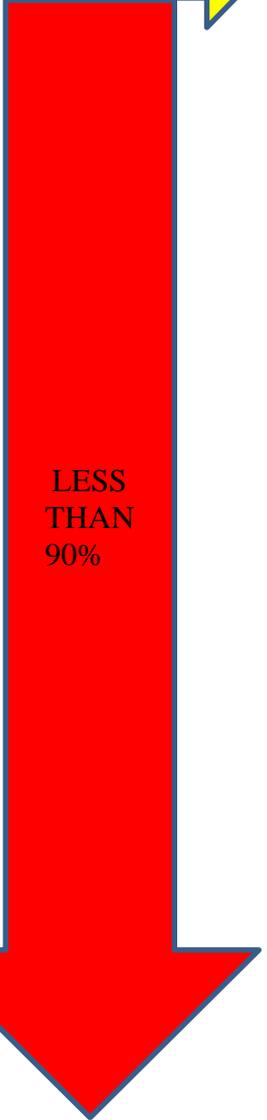


AT RISK
Less chance of success. Makes it harder for your child to make progress.

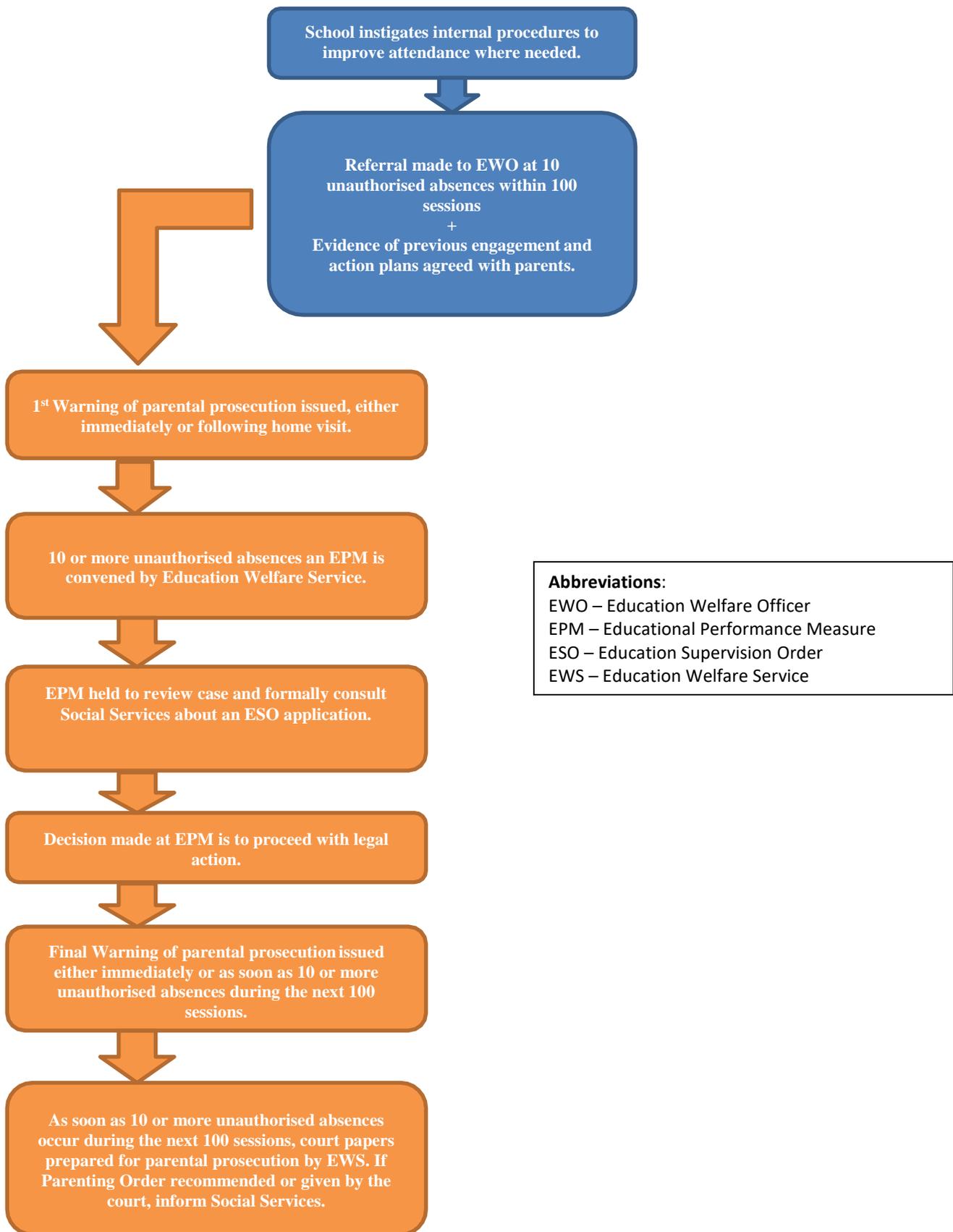
SERIOUS CONCERNS
ANYONE BELOW 90%
Considered by the Government to be a **Persistent Absentee** and to be at risk of the potential for negative impact on future life opportunities.
SCHOOL WILL:

- Offer appropriate support
- Discuss concerns with Parents/Carers
- Invite Parents to attendance clinics
- No longer automatically authorise absences and therefore will require medical or other evidence to support absences.

Attendance closely monitored by school and targets set for immediate and sustained improvement.
School will closely monitor attendance and refer to the EWO if no immediate and sustained improvement.
The EWO will investigate absences and consider if Local Interventions are necessary and appropriate.



Appendix 3



Appendix 4

The following national codes will be used to record attendance information.

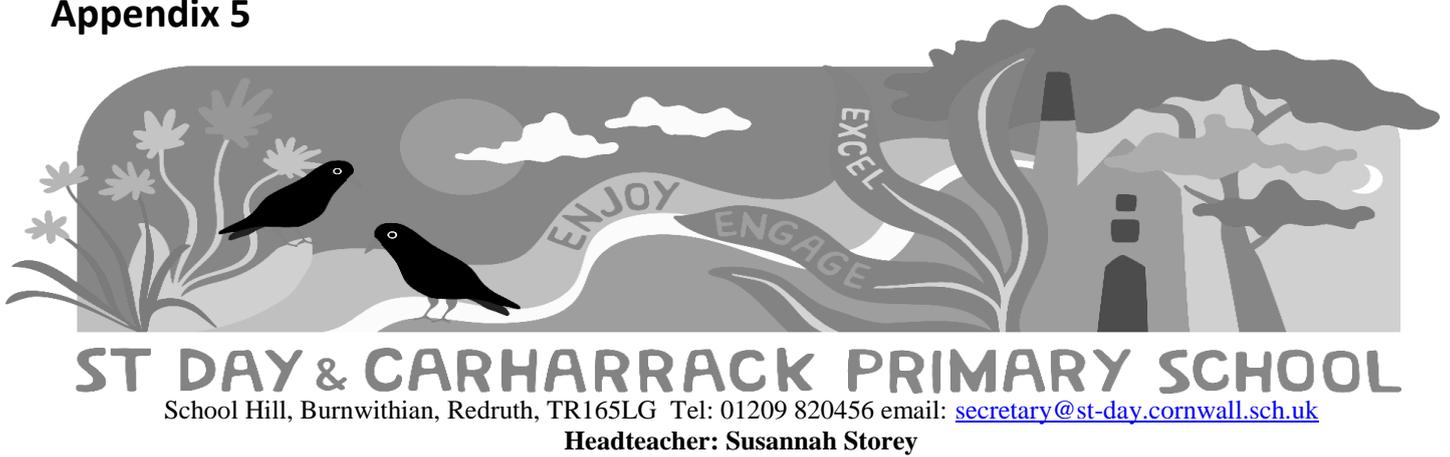
Code	Definition	Scenario
/	Present (am)	Present
\	Present (pm)	Present
L	Late (before registers closed)	Present
B	Educated Off-site (NOT dual registration)	Approved Education Activity
D	Dual registration (I.e. pupil attending other establishment)	Approved Education Activity
J	Interview	Approved Education Activity
P	Approved sporting activity	Approved Education Activity
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity

Code	Definition	Scenario
Authorised absence		
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
E	Excluded (No alternative provision)	Authorised absence
H	Family Holiday (Agreed)	Authorised absence
I	Illness or medical or dental etc. appointments)	Authorised absence

M	Medical/dental appointments	Authorised absence
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
Unauthorised absence		
G	Family holiday (Not agreed <u>or</u> days in excess of agreement)	Unauthorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (Not covered by any other code/description)	Unauthorised absence
U	Late (after registers closed)	Unauthorised absence

Code	Definition	Scenario
X	Untimetabled sessions for non-compulsory school-age pupils Not attending in circumstances relating to COVID-19	Not counted in possible attendances
Y	Unable to attend due to exceptional circumstances	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

Appendix 5



SALUTATION

ADDRESS

DATE

1. **Unexplained absence letter**

Dear **SALUTATION**

NAME REG

According to our records, NAME has been absent for the periods shown below.

Period of Absence

We are legally required to record reasons for absence from school.

I would be grateful if you could complete the slip below to explain why NAME was absent in order to update HIS/HER records.

If we do not receive a response within ONE week of this letter the absence will be recorded as unauthorised.

In future please could you ring the school on each and every day of NAME's absence.

Yours sincerely

Headteacher



ST DAY & CARHARRACK PRIMARY SCHOOL

School Hill, Burnwithian, Redruth, TR165LG Tel: 01209 820456 email: secretary@st-day.cornwall.sch.uk

Headteacher: Susannah Storey

SALUTATION

ADDRESS

DATE

2. **Attendance letter 1 (below 95%) – Early Support Letter**

Dear **SALUTATION**

NAME YEAR REG

St Day & Carharrack Community Primary School and the Education Welfare Service recognise that attending school regularly and on time has a positive impact on learning, progress and achievement and will best prepare our children for their adult life.

Following routine monitoring of all children's attendance at school, it has been identified that NAME's attendance is below 95%. This is below national school average and unacceptable at St Day & Carharrack Community Primary School.

We accept that there may well be genuine reasons for absence, such as illness or routine medical appointment but «his_her» attendance is now at «**percentage_attendance**» and we have a duty to inform you that your child's attendance is now considered unsatisfactory.

We hope that by bringing this to your attention you will support school to ensure your child gains the greatest benefit that they can from their education, by regular school attendance.

The government expectation is for all children to be achieving 96% attendance or above in order to maximise their educational opportunities.

Please be aware that should your child's attendance at school fail to improve, we will have to pass the matter to our Education Welfare Officer, who will contact you at home to discuss your child's school attendance and agree support.

Please feel free to contact me to discuss any issues or concerns you feel may be impacting on your child's ability to establish and maintain a regular attendance pattern.

Yours sincerely

Headteacher



ST DAY & CARHARRACK PRIMARY SCHOOL

School Hill, Burnwithian, Redruth, TR165LG Tel: 01209 820456 email: secretary@st-day.cornwall.sch.uk

Headteacher: Susannah Storey

SALUTATION

ADDRESS

DATE

3. Attendance letter 2 (93% and below) – Formal Meeting

This may give you a direct window to the practitioner, should you have safeguarding concerns.

Dear **SALUTATION**

NAME YEAR REG

Following my previous letter informing you that your child's attendance had fallen to below 95%, I have now identified through continued monitoring, that **NAME's** attendance has deteriorated further to «**percentage_attendance**» This is significantly below the national attendance expectations of 96%.

I understand that there has been a high rate of illness this term, and as such, the absences are authorised up to this point. As **NAME's** attendance has fallen **below 93%**, in accordance with school's policy on absence, the decision has been made **not to authorise any further absence**. You are required to provide medical evidence to the school for consideration before any further absences are authorised. Any medical evidence presented must relate to the absence(s) recorded by the school, should be specific and correspond directly to the missed days of learning. If the school deems the presented medical support for the absence(s) to be satisfactory, the absence will be authorised. We understand that this may not always be easy for you to gain, so are happy to liaise directly with your supporting medical professional, if you provide us with signed, written confirmation to do so.

You are invited to attend a formal meeting with the Headteacher and Educational Welfare Officer to agree a plan to improve your child's attendance.

This is a supportive meeting – we want -----in school achieving what **he/she** is capable of.

We look forward to seeing you on.....at..... and finding a solution that works for everyone.

Yours sincerely

Headteacher



ST DAY & CARHARRACK PRIMARY SCHOOL

School Hill, Burnwithian, Redruth, TR165LG Tel: 01209 820456 email: secretary@st-day.cornwall.sch.uk

Headteacher: Susannah Storey

SALUTATION

ADDRESS

DATE

4. **Attendance letter 3 (below 90%)**

Dear **SALUTATION**

NAME YEAR REG

You will be aware that I have written to you on two separate occasions to inform you of school's concerns in respect of your child's absence from school.

Your child's attendance at school has deteriorated further and NAME is currently only achieving «**percentage_attendance**»%. As a result of this, your child has now moved into the **persistent absentee** (PA) category.

Absence at this level is causing considerable damage to your child's education and will seriously affect their learning. St Day & Carharrack Community Primary School is committed to ensuring your child achieves their full potential and recognises that this can only be accomplished with your assistance.

We have been left with no alternative other than to refer the case to the Educational Welfare Service for their consideration.

If you wish to discuss help or support with any aspect of attendance please do not hesitate to contact me directly.

Yours sincerely

Headteacher



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Headteacher: Susannah Storey

SALUTATION

ADDRESS

DATE

5. Absence Request not accepted

Dear **SALUTATION**

I am writing regarding your request to take NAME out of school on DATE until DATE.

The law states that a planned absence from school should only be authorised for children in exceptional circumstances. Here at St Day & Carharrack Community Primary School, we recognise that there are occasions when it is appropriate to authorise an absence; we look at each request on its own merit, taking into account purpose, attendance and impact on your child's learning. We rarely authorise a request for children during the term of statutory assessments.

Under the circumstances, we regret that on this occasion we are unable to authorise your request for absence. If NAME does not attend school on the dates concerned, the absence will be recorded as unauthorised as it does not meet the threshold for 'exceptional circumstances'.

If you decide to still take your child out of school, without permission, you will be committing an offence under the Education Act 1996. We may refer the matter to the Education Welfare Service who may decide to take legal action against you. A penalty notice can be issued under Section 444A and 444B of the Education Act 1996. This carries a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the penalty notice will result in Court action. Persistent absences not authorised by the school may result in a prosecution in the Magistrates Court, leading to fines up to £2,500 and/or custodial sentences.

Yours sincerely

Headteacher



ST DAY & CARHARRACK PRIMARY SCHOOL

School Hill, Burnwithian, Redruth, TR165LG Tel: 01209 820456 email: secretary@st-day.cornwall.sch.uk

Headteacher: Susannah Storey

SALUTATION

ADDRESS

DATE

6. **Absence Request Accepted**

Dear SALUTATION

Further to your request to take **NAME** out of school on DATE until DATE, I am writing to confirm that this has now been authorised.

We rarely authorise requests for absence during term time, however in this instance we believe these are exceptional circumstances.

This decision is based upon your child maintaining good attendance up to the first date of the requested absence.

Yours sincerely

Headteacher

Appendix 6

ST DAY AND CARHARRACK PRIMARY SCHOOL EXCEPTIONAL CIRCUMSTANCES - ABSENCE REQUEST FORM

Research has proved that good attendance at school is important and is directly linked to children’s attainment. Your child must attend school regularly, especially to gain qualifications for their future employment. Research shows that pupils perform better if their parents or carers emphasise the importance of attending school.

You have a legal duty to make sure your child attends school regularly and punctually. The school and the Local Authority monitor your child’s attendance and will take action if it is poor.

Please complete the form below - a minimum of 20 days prior to the first date of the requested leave.

To: The Headteacher

I wish to apply for the following leave of absence during term time:

Child’s name Class and year Group

First day of absence Last day of absence Total number of days absent:.....

Name of Parent(s)/Carer(s):.....

Please fully explain the exceptional circumstances that you would like the school to consider. This section must be completed. Please continue on a separate sheet if needed.

Signature of Parent(s)/Carer(s) :Date:.....

If you are a seasonal worker and are contractually disallowed from taking leave during the school holidays, please attach a copy of your contract or supply the name and address of your employer, in support of your request.

NOTES TO PARENTS/CARERS

The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent/carer with whom the child normally lives. Permission **must** be sought in **advance**. If the circumstances relating to this request are considered exceptional and the absence is authorised by the school, the authorising of the absences will be conditional on the child(ren) attending satisfactorily up to the date covered by this request. Please note it is highly unlikely we will be able to authorise any absence leading up to statutory assessments.

Warning: If you take your child out of school, without permission, you will be committing an offence under the Education Act 1996 and this will be recorded as an unauthorised absence. We may refer the matter to the Education Welfare Service who may decide to take legal action against you. A penalty notice can be issued under Section 444A and 444B of the Education Act 1996. This carries a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the penalty notice will result in Court action. Persistent absences not authorised by the school may result in a prosecution in the Magistrates Court, leading to fines up to £2,500 and / or custodial sentences.

Office use only			
Date form received:	No of school days absence requested	% Attendance (current year)	<input type="checkbox"/> Absence authorised Code ____
Date letter sent to parents:		% Attendance (previous year)	<input type="checkbox"/> Absence unauthorised Signed _____ HT

Meeting with Governors on: Exceptional Circumstances: Yes / No

AVOIDABLE ABSENCE IN TERM-TIME

IMPORTANT: Please read carefully the information below.

WARNING: If you allow your child to miss school in term time for an avoidable reason without obtaining the prior approval of the school, you may be issued with a Penalty Notice* per parent per child, or made the subject of court proceedings under section 444 Education Act 1996.

As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason.

THE FACTS	THE LAW
<p>School aged pupils in Cornwall maintained schools are expected to attend punctually on the 190 days that the school is open. Whilst there are a number of unavoidable reasons why a pupil might be away from school (illness, medical appointments, exclusions etc), the legislation is clear that any avoidable absence may only be authorised by a school if there are exceptional circumstances.</p> <p>WHAT YOU SHOULD CONSIDER</p> <p>Research suggests that children who are taken out of school may never catch up on the learning they have missed. This may affect test results and can be particularly detrimental if the child is studying for statutory examinations.</p> <p>Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.</p> <p>If the school is unable to authorise the absence and the child is still taken out of school, this will be recorded as unauthorised absence and you may receive a £60* fine per parent for each child.</p>	<p>The law allows schools to consider individual requests to authorise a future avoidable absence. However before the school can authorise any such requests, they must satisfy themselves that there are exceptional circumstances which justify such a decision. It is entirely the responsibility of the parent submitting the request to provide sufficient information/evidence in order to establish this fact. The request for leave must come from a parent with whom the child normally resides</p> <p>If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.</p> <p>If the child is away from school for a total of four weeks or more, the school may have the option to take the child off roll subject to the Education (Pupil Registration) (England) Regulations 2006.</p> <p>In the case of unexpected extended absence, it is advisable that the parent fully informs the school as to the reasons. If a child is removed from roll, there is no guarantee that the child will regain a place at the school.</p>

<p><u>Unavoidable absence from school will be authorised if it is for the following reasons:</u></p> <ul style="list-style-type: none"> -Genuine illness -Unavoidable medical / dental appointments (but try to make these after school if at all possible) -Days of religious observance -Seeing a parent who is on leave from the armed forces -External examinations -When Traveller children go on the road with their parents -Exceptional circumstances such as bereavement 	<p><u>Absence from school will not be authorised for:</u></p> <ul style="list-style-type: none"> -Any type of shopping -Looking after siblings or unwell parents -Minding the house -Birthdays -Resting after a late night -Relatives visiting or visiting relatives
<p>Please contact your child's teacher if you wish to discuss this issue.</p> <p>The law requires parents to ensure their children receive an efficient full time education, and every minute of every day is important. Please help them not to miss any of this valuable time.</p> <p>We hope that when you have read this leaflet you will consider that your child's education is too important to allow them to miss school for avoidable reasons.</p>	