



Wessex
Learning Trust
We Learn Together!

Attendance Policy

Date approved by Trust Board: September 2020
Review Date: September 2021

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Wessex Learning Trust Attendance Policy

This policy will be reviewed by the Board of Trustees annually.

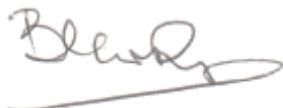
A handwritten signature in black ink that reads "Gavin Ball". The signature is written in a cursive style with a large, looped initial 'G'.

Signature:

Name: Mr Gavin Ball

Position: Chief Executive

Date: 04/09/20

A handwritten signature in black ink that reads "Brian Kirkup". The signature is written in a cursive style with a large, looped initial 'B'.

Signature:

Name: Mr Brian Kirkup

Position: Chair of the Board

Date: 04/09/20

1. Introduction

1.1. The Wessex Learning Trust expects all learners to attend school and to strive towards an attendance of 95% or higher. Excellent attendance is crucial if learners are going to make the most of the educational opportunities available to them. The Trust therefore seeks to create an environment which fosters co-operation between learners, parents/carers, Somerset Education Safeguarding Team, and staff in the pursuit of positive attendance and the prevention of absence.

2. Aims

2.1. The aims of this policy are:

- To create a Trust ethos where learners are happy to attend school in order to produce their best and maximise their potential.
- To promote learner’s welfare and safeguarding.
- To establish a safe physical environment that values learners’ wellbeing.
- To establish positive working habits in relation to attendance and punctuality which will prepare learners for the rigour of the world of work and life-long learning.
- To encourage learners to be active participants in their school and wider community.
- To ensure that learners attendance figures are of the highest possible standards with good attendance being celebrated.

3. Objectives

3.1. The objectives of this policy are:

- To ensure that accurate attendance records are established and maintained.
- To establish clear systems and procedures for dealing with learner’s attendance.
- To make clear to learners, parents and staff their respective responsibilities in relation to attendance.
- To enhance the learning partnership between learners, parents and the school.
- To raise the profile of attendance as an issue relating to performance and achievement and to address problems before they become serious.
- To reward excellent attendance.
- To support those learners and families who, for genuine reasons, may experience attendance problems.
- To investigate where there is unexplained or persistence absenteeism to protect educational outcomes.

Above 97%: Less than 6 days absence a year Excellent attendance demonstrating an active engagement with school and learning, likely to lead to the best grades and positive future prospects
95%: 10 days absence a year These pupils are likely to achieve good grades and form positive habits for the future
90%: 19 days absence a year Learners are missing four weeks of school per year and are classified as “Persistent Absentees”. They will face difficulty achieving their best
85%: 29 days absence a year Learners are missing six weeks of school per year. It will be almost impossible to keep up with work, and could result in legal action being taken by the Local Authority

4. The Responsibilities of Learners

4.1. The responsibilities of learners are:

- Be punctual to school every day arriving on site by the beginning of the day.
- Be punctual to registration, lessons and any school activity (e.g. trips).
- Stay on site from the start of the school day until the end, unless given permission by a member of staff to be off site.
- Sign in at the school office if late for any reason.
- In the event of illness, speak to staff and go to the school office for attention.
- If leaving the site for an appointment, learners should meet their parents, guardians or carers at the school office and sign out.

5. The Responsibilities of Parents/Guardians or Carers

5.1. The responsibilities of parents/guardians or carers are:

- Promote a positive approach to attendance by ensuring that learners attend on a regular basis, on time and only have time off in exceptional circumstances.
- Avoid family holidays or unauthorised absence during term time.
- Telephone the school on the morning of absence before 9.30 am if their son/daughter is ill.
- Confine medical or dental appointments to out of school hours where possible.
- Return their child to school after their medical/dental appointment.
- Share relevant medical information with the school to ensure that learners can access education and be fully supported.
- Support a part-time timetable or re-integration plan if this has been agreed by the school.
- Support learner safety measures by signing their child into the school on their return; signing their child out of the school if appropriate, with a pre-arranged appointment.
- Ensure their child's attendance at public examinations. Failure to attend without a medical certificate will result in an invoice for examination fees.
- Contact the child's tutor or class teacher with any concerns about their attendance.
- Support sanctions imposed on learners who are late or found truanting from school.
- To work in partnership with the school and Somerset Education Safeguarding Team when necessary

6. The Responsibilities of Staff

6.1. The responsibilities of staff are:

- To accurately mark the register at the start of each AM and PM period using the codes in Appendix 1)
- To alert the attendance team or senior teacher of any learner's unexpected absence.
- To offer guidance to any learner whose attendance falls below an acceptable standard.
- To disseminate attendance figures to learners and parents/carers through reports, assemblies, presentations etc.
- To celebrate learners who demonstrate continual positive attendance.
- To investigate unexpected absence with parents, guardians, and the Somerset Education Safeguarding Team and to initiate disciplinary procedures where necessary.
- To celebrate learners who demonstrate consistently high or improved attendance
- To follow the procedures set out in the flow chart in Appendix 2, for the 12 Week Rolling program, to monitor attendance, and (where appropriate) communicate with parents using the lettings in Appendix 3 and 4.

7. Authorised Absence

7.1. Examples of potentially authorised absences are listed below, although the ultimate authorisation of any absence lies with the Headteacher.

- Illness (based on the context of historical patterns we will decide if evidence should be provided).
- Urgent medical or dental treatment if an appointment out of school hours cannot be sought.
- Family Bereavement or extreme family trauma.
- Funeral of a close family relative (e.g. parent, sibling, grandparents, aunt/uncle).
- Wedding of a close family relative.
- Learner pregnancy (tuition is provided for a short period of “maternity leave”).
- A learner who has been granted leave to perform through licensing.
- Interviews or open days at other educational establishments.
- Fixed term or permanent exclusion.
- Court appearance of a young person if being prosecuted or required as a witness.
- Days set aside for religious observance by the religious body to which the child’s parent and the child belong.
- Children of service personnel returning from operational duties.
- Dual registration.
- Travellers when travelling.
- An approved sporting or musical activity.
- Alternative provision off-site, organised and/or approved by the school.
- Work Experience (occasionally we will allow work experience outside of the school’s designated work experience week to fit in with the availability of the employer).
- NHS or Police worker with evidence of directed leave.
- Other exceptional circumstances at the discretion of the Headteacher – however absence granted under exceptional circumstances will be limited to a single instance per year.

7.2. Ordinarily the Trust requires a written request for absence, received at least 5 working days before the requested absence (except in circumstances where prior warning is not possible).

8. Unauthorised Absence

8.1. Unauthorised absence is an unacceptable and unnecessary absence from school and may result in the imposition of sanctions. The Trust does not permit holidays during term time and where parents remove their child for an unauthorised holiday the matter will be referred to the Somerset Education Safeguarding Team from the Local Authority and may lead to a warning penalty notice, fine or prosecution. Examples of unauthorised absences include the following, although the final decision for what is deemed unauthorised rests with the Headteacher.

- Missing lessons.
- School refusal.
- Post-registration absence.
- Lateness (except where LA transport caused the lateness).
- Holidays in term time.
- Parentally condoned absence.
- Truancy.
- Inappropriate medical absence or lack of medical evidence provided.
- Insufficient explanation given where the learner is a persistent absentee or the school has made reasonable attempts to clarify the reason for absence.
- Persistent and unexplained absence.

8.2. In very exceptional circumstances leave may be authorised by the school by a request to the Headteacher or designated person, for instance for the family of Forces Personnel on leave from a foreign posting, exceptional significant family events (e.g. the funeral of a close family member).

9. Consequences of Unauthorised Absence

- 9.1. The Trust is proactive in ensuring high levels of school attendance and undertakes to do the following:
- Operation of a 'first day' calling system. If a pupil is absent and there is no known reason for this absence then the attendance administrator will attempt to contact the parent/carer. However, it is still the school's expectation that the parent/carer make the school aware if their child is absent from school.
 - Regular meetings will take place between the appropriate staff within each school (Head Teacher, Head of House, Class Teacher etc.). Learners falling below 95% attendance will trigger action in line with the procedure detailed on Appendix 2.
 - Where a learner is absent for more than three days, without explanation or valid reason, a written enquiry will be made by the attendance administrator. Unexplained absences must not be allowed to continue without action.
 - The School will inform the Education Safeguarding Officer when 10 unauthorised sessions have been reached in the last 12 weeks. Under Section 444 of the Education Act 1996, parents/carers may be prosecuted if they fail to ensure their child's regular attendance and these absences are unauthorised. Penalty notices may be issued to parents/carers who are considered capable of, but unwilling to work towards improving their child's attendance.
 - Tutors/class teachers should check on long periods of explained absence or regular short absence. This shows interest and concern and may also highlight possible problems, e.g. condoned absence (i.e. minding the house, looking after siblings, shopping during school hours), bullying, home difficulties, or pupils not coping with work at school. Such instances should be referred to the relevant senior member of staff, who will put together a plan to resolve any issues in consultation with other welfare staff. As part of this plan it may also be necessary for the attendance administrator to contact parents to request evidence (e.g. medical) of any future absences, to avoid them being coded as unauthorised.
 - Absence of a known truant or any absence that is suspicious to the tutor/class teacher in its nature should be investigated immediately. Where truancy is suspected/confirmed, parents/carers will be informed immediately. If a tutor/class teacher is unable to do this through teaching commitments the support of other staff should be sought.
 - Where a learner's attendance continues to give cause for concern in spite of instigating our internal policy, then the Somerset Education Safeguarding Team will need to become involved and fixed penalty fines may be issued.
 - Where absence is unexplained despite the interventions previously mentioned or where fixed penalty fines have not been paid, the Trust will pursue the prosecution of the parents, guardians or carers.

10. Local Authority (LA) attendance service

- 10.1. The local authority has responsibility to deliver the LA's statutory duties to:
- Ensure that parents/carers enable their children to receive a full-time education appropriate to their age, ability and any special educational needs, either by regular attendance at school or otherwise;
 - Undertake legal proceedings in respect of the LA's statutory responsibilities;
 - Regulate child employment;
 - Advise on child protection.
 - The school staff will liaise on a regular basis with the attendance administrator. Attendance data will be examined and individual learners targeted for improvement, and supported through a fortnightly meeting.

11. Medical Issues

- 11.1. Parents are requested to keep the school informed of any significant medical issues which are likely to affect attendance or progress at school.
- 11.2. Parents are requested to give consent to the school for them to liaise with the family G.P. or medical services using the pro forma attached (Appendix 5)
- 11.3. Prolonged absences should be covered by a medical certificate (GP's charge parents for this service). Medical evidence for any medical appointment should be provided before the appointment. In cases of prolonged absence though for medical reasons the school will devise an educational plan with information from the lead Medical Professional to reflect the individual learner's needs. This may also include a reintegration plan on return to school.
- 11.4. Learners with poor attendance will be required to certificate any absence from the school by a Medical Practitioner.

12. Legal Position on Absence

- 12.1. In April 2017 the Supreme Court clarified the definition of regular attendance to be attendance "in accordance with the rules prescribed by the school". Therefore if an absence is not authorised by the school, the pupil's attendance is deemed to be irregular or unauthorised.
- 12.2. Parents have a legal responsibility to ensure that their child attends school on a regular basis.
- 12.3. Under Section 444 of the Education act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, their parent(s) are guilty of an offence. This applies to both resident and non-resident parents who may both be subject to legal sanctions if their child fails to attend school regularly. It also applies to others who may not be a parent, but may have day to day care of the child.
- 12.4. Parents with more one than school aged child need to be aware that each child's irregular attendance is dealt with as a separate matter.
- 12.5. Unauthorised absence from school can result in a number of different outcomes for parents and children. Each case is considered individually.
- 12.6. The school will refer cases of unauthorised absence that meet the threshold for legal sanctions to the Local Authority, unless there are reasonable grounds for not doing so. The outcome of a referral to the Local Authority may be a penalty notice or prosecution.
- 12.7. Penalty notices are intended as a sanction for low level offences and a tool to support improved school attendance. They are an alternative to prosecution, and may not be issued if prosecution is considered to be a more appropriate response to a pupil's irregular attendance.
- 12.8. A pupil's unauthorised absence from school could result in one of the following:
- Penalty notice – The penalty is £60, payable within 21 days, rising to £120 if paid between 22 and 28 days. Failure to pay will result in prosecution. Fines are payable to the Local Authority.
 - Prosecution – Prosecution could lead to fines of up to £2500 and/or 3 months imprisonment (See DfE statutory guidance on School attendance parental responsibility measures for more information).

12.9. As explained above, penalty notices and prosecution proceedings are issued to each parent with responsibility for the child and are issued for each child with irregular attendance. For example, in the case of penalty notices, if two siblings had irregular school attendance, and there were two parents with responsibility for the children, four penalty notices would be issued. Penalty notices cannot be paid in instalments.

13. Sharing of Information within the Trust

13.1. The Trust reserves the right to share information about absence/absence requests with other Trust schools where there is a safeguarding concern.

14. Missing Children in Education

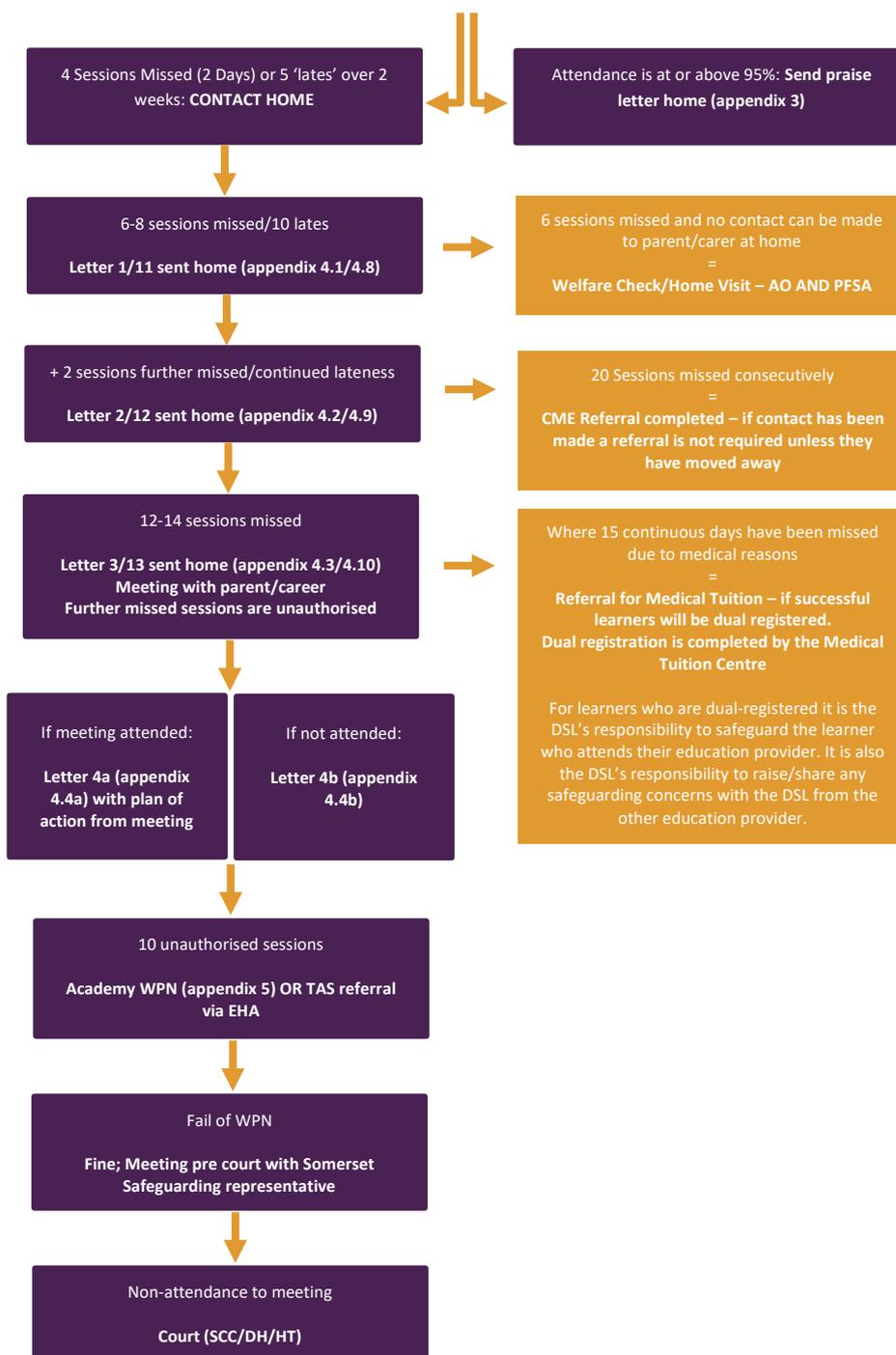
14.1. If a learner or family seemingly disappears, The Trust complies with the Government guidelines in that every attempt will be made to make contact with the family and ascertain a forwarding address/school. In such cases a 'Missing In Education' form is completed and forwarded to the LA. In such cases the school will liaise with the Somerset Education Safeguarding Team and take advice from them as to when it is appropriate to remove the learner from the school role. Where a child is deemed missing the learner's record should be passed to the LA via the Somerset Education Safeguarding Team.

DfE Attendance Codes

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Other unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Days set aside exclusively for Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late and arrived after registers closed	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity

D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y	Where the school site, or part of it, is closed due to unavoidable cause; or the transport provided by the school or local authority for pupils (who do not live within walking distance) is not available; or where a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school; or a pupil is detained in custody for less than four months	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

Attendance Flow Chart – 12 week Rolling Programme



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Key
Praise
Low Attendance
Term Time Absence
Lateness
Medical

N.B. These letters are intended as guidance and templates, and thus you are encouraged to adapt and amend them as appropriate to each individual situation.



Praise Letter for Attendance over 95%

INSERT SCHOOL HEADER

Date

Parental salutation

Address

Dear Parental Salutation

Learner's Name

Tutor/Class Teacher

I am writing to you in order to extend a message of congratulations to **<learner's name>** who has consistently demonstrated a brilliant commitment to their education this term, achieving an attendance rate of over 95%. This achievement sets **<learner's name>** apart as a shining example to other learners, and I hope it will encourage others to aspire to similar levels.

As I'm sure you will agree, attendance is one of the single biggest factors affecting a child's outcomes in school. If **<learner's name>** continues to achieve this level of attendance it is safe to say they will be in a good place to succeed in future public examinations and have the best prospects for the future.

I hope to see this level of attendance continuing and be able to celebrate **<learner's name>** again in the future.

Please pass on my congratulations!

Yours sincerely

XXXX

Head of House/Headteacher etc.

INSERT SCHOOL FOOTER



Letter 1 – First warning of Low attendance

INSERT SCHOOL HEADER

Date

Parental salutation

Address

Dear Parental Salutation

Learner's Name

Tutor/Class Teacher

I am writing with regard to <learner's name's> attendance. As you may be aware, the school has a legal responsibility to monitor learner's attendance. As you can see from the attached attendance record, <learner's name's overall attendance is running at xx%> / <learner's name has had x number of days off to date>.

The school is aware that absence can be for genuine reasons, however if there is an underlying reason for <learner's name's> low attendance, such as an ongoing health issue, please let us know so we may offer support. Poor attendance does impact on <results: learners with 90% or lower attendance generally achieve one grade lower in public examinations/learner's achievements at school as well as their personal, social and emotional development>, which puts learners under increasing pressure, so we are here to help and intervene at an early stage if you require any support or advice.

If there are any issues that you would like to discuss please feel free to contact me. In the meantime we hope that <learner's name's> attendance will improve over the coming months.

Yours sincerely

XXXX

Head of House/Headteacher etc.

INSERT SCHOOL FOOTER



Letter 2 – Continued Concern over Low Attendance

INSERT SCHOOL HEADER

Date

Parental salutation

Address

Dear Parental Salutation

Learner's Name

Tutor/Class Teacher

Further to our previous letter dated <dd/mm/yyyy>, we remain concerned about <learner's name's> attendance as <s/he> has had further absences. Their attendance is currently <XX%>, which is significantly lower than average. We do appreciate that absence can be for genuine reasons; however we have had no information about any underlying illnesses or issues. If there is any medical reason that you need us to be aware of, please forward any relevant medical information as soon as possible.

If absence continues we may have to request that absences are supported by medical evidence or invite you in for a meeting.

In the mean-time we hope that <learner's name's> attendance will improve over the coming months.

Yours sincerely

XXXX

Head of House/Headteacher etc.

INSERT SCHOOL FOOTER



Letter 3 – Invitation to meeting to discuss continued low attendance

INSERT SCHOOL HEADER

Date

Parental salutation

Address

Dear Parental Salutation

Learner's Name

Tutor/Class Teacher

As you are no doubt aware, the school monitors and reviews learner's attendance throughout the academic year.

As you can see from the attached Registration Certificate, <learner's name's> attendance is currently at <XX%>.

Whilst we understand that this may be due to genuine reasons such as ill health or ongoing medical conditions, we would like you to attend a meeting here at the school on <date> at <time>.

This meeting will give you the opportunity to discuss any underlying problems or concerns you have that may affect <learner's name's> attendance and also to arrange or plan any support strategies that could help to improve their attendance. Please be aware that further absences will not be authorised without medical evidence.

I look forward to meeting you on <date> and await your confirmation that you will be able to attend. If you have any queries, please do not hesitate to contact the academy.

Yours sincerely

XXXX

Head of House/Headteacher etc.

Cc: Education Safeguarding Officer

INSERT SCHOOL FOOTER



Letter 4a – Following a meeting with parents to discuss low attendance

<letter requires specific adaptation to be appropriate for the outcome of individual meetings>

INSERT SCHOOL HEADER

Date

Parental salutation

Address

Dear Parental Salutation

Learner's Name

Tutor/Class Teacher

Thank you for attending the meeting on <date>.

We appreciated your **honest and open approach at the meeting**.

We are keen to support <learner's name> in <his/her> education and excellent attendance is vital in order for <his/her> to flourish, to facilitate this we would aim for <his/her> attendance to be at least 95%. We often witness first-hand the pressures that learners find themselves under when they miss significant amount of learning.

Thank you for trying to schedule any medical or orthodontic appointments out of school hours, however should an appointment occur during the school day we would ask that <learner's name> returns to school as soon as the appointment is over. We obviously wish to avoid any possible legal proceedings in relation to attendance so wish to clarify that any future un-evidenced absences will be unauthorised, and result in a referral to the Education Welfare Service for a Warning Penalty Notice, which could result in a fine. For illness, we would not necessarily require a medical certificate but a photocopy of a prescription, appointment card or hospital letter would be sufficient.

We hope to avoid a referral, but if <learner's name's> attendance <drops to XX% again/does not improve>, absence will be unauthorised and a referral will be made.

Thank you for your support in this matter.

Yours sincerely

XXXX

Head of House/Headteacher etc.

Cc: Education Safeguarding Officer

INSERT SCHOOL FOOTER

**Letter 4b – Following failure to attend a meeting to discuss low attendance****INSERT SCHOOL HEADER**

Date

Parental salutation

Address

Dear Parental Salutation

Learner's Name**Tutor/Class Teacher**

I wrote to you on <date> regarding <learner's name's> low attendance, and invited you to attend a meeting here at the school on <date> at <time> to discuss ways of supporting <learner's name's> to improve <his/her> performance. Unfortunately you failed to attend this meeting and we received no communication from you regarding cancelling or rearranging it.

<Learner's name's> attendance is currently at <xx%>. Statistics show that learners with persistent low attendance are much likely to significantly underachieve than their peers. As such, the school has a legal responsibility to communicate with parents about low attendance and the purpose of this meeting was to discuss with you the implications of further absences.

As a result of the meeting being missed, I am writing to inform you that as <learner's name's> attendance is of considerable concern to us, and to remind you that further absence will not be authorised without medical evidence.

If <learner's name's> attendance remains this low, and continues to be unauthorised the school has a duty to refer <learner's name> to the Education Welfare Service, who may initiate legal proceedings. We genuinely would wish to avoid this and work with you co-operatively, therefore please contact the school to arrange a discussion with us. In the meantime no further absence will be authorised.

We look forward to hearing from you soon.

Yours sincerely

XXXX***Head of House/Headteacher etc.*****Cc: Education Safeguarding Officer****INSERT SCHOOL FOOTER**

Letter 5 – Confirming an improvement in attendance following a meeting with parents

INSERT SCHOOL HEADER



Date

Parental salutation

Address

Dear Parental Salutation

Learner's Name

Tutor/Class

I am writing to say how pleased we are that <learner's name's> attendance has improved to <XX%>.

We appreciate you working with us to protect <learner's name's> educational opportunities and look forward to further improvements which in turn will of course benefit their progress.

Thank you for working with us to monitor <learner's name's> attendance. Please do not hesitate to contact us should you have any queries.

Yours sincerely

XXXX

Head of House/Headteacher etc.

Cc: Education Safeguarding Officer

INSERT SCHOOL FOOTER



Letter 6 – Notifying parents of a Warning Penalty Notice being issued

INSERT SCHOOL HEADER

Date

Parental salutation

Address

Dear Parental Salutation

Learner's Name

Tutor/Class

Please be aware that as <learner's name> has **XX unauthorised absences/'s attendance has remained at XX%**, we have a duty to refer **him/her** to the Local Education Welfare Officer. We have therefore requested a Warning Penalty Notice be issued.

This means that any unauthorised absences within the dates specified by the Local Education Authority will result in a £60 fine. If this is then not paid, it could lead to further parental prosecution. Please find attached a copy of the registration certificate. If you have any medical evidence for unauthorised dates please send to the Office as soon as possible.

Yours sincerely

XXXX

Head of House/Headteacher etc.

INSERT SCHOOL FOOTER

School Letter – Issue of Warning Penalty Notice

INSERT SCHOOL HEADER



Warning

Of the possible issuance of a **Penalty Notice** for failing to secure regular school attendance - section 444A Education Act 1996.

PRIVATE AND CONFIDENTIAL

Date

Parental salutation

Address

Re: Learner's name and DOB - School

Dear Parental salutation

<learner's name> has recorded 10 or more unauthorised absences in the last 12 weeks. Please see the attached registration certificate for details.

As your child is of statutory school age and not regularly attending the above school you as the parent/carer may be guilty of an offence under section 444 of the Education Act 1996 which, if found guilty, could incur a fine of up to £1000.

You have fifteen school days from <date> in which to ensure your child's full school attendance. Should any unauthorised absences take place during this period, the Headteacher will request a Penalty Notice to be issued by Somerset County Council, as per the [Somerset County Council, Penalty Notice Code of Conduct](#)

If there are no absences during the fifteen school days no Penalty Notice will be requested, however <school name> will continue to monitor your child's attendance for the following three months and will be in contact should further concern arise. Ongoing attendance concerns may result in the Headteacher request support with additional legal sanctions from Somerset County Council.

A Penalty Notice, if issued, gives you the opportunity to pay a £60 fine within 21 days of the notice being issued or £120 if paid between the 21st & 28th day. Paying the Penalty Notice, within these timescales, discharges your liability for the above offence for the dates in question. If the Penalty Notice is not paid by the 28th day you may be prosecuted for the offence and could be fined of up to £1000 if found guilty.

If you have any queries about this letter you should contact <insert name> in the first instance.

Yours sincerely,

XXXX

Distribution: pupil file

INSERT SCHOOL FOOTER



Letter 7a – Confirmation of an authorised absence during term time
<letter may require specific adaptation depending on individual circumstances>

INSERT SCHOOL HEADER

Date

Parental salutation

Address

Dear Parental Salutation

Learner's Name

Tutor/Class

Re. Authorised Leave of absence during term time – <dd/mm/yyyy – dd/mm/yyyy>

I am writing to inform you that the school has **authorised/partially authorised** your request for leave during the school term.

In exceptional circumstances the academy is able to authorise absence, and on this occasion the academy recognises this to be the case. However, it is important to note that research shows that absence from school has a negative impact on progress and we will not be able to comply with any future requests.

The attendance records will be updated to show an authorised absence for the dates requested. We would expect **<learner's name's>** attendance to remain excellent for the rest of the academic year.

Yours sincerely

XXXX

Head of House/Headteacher etc.

INSERT SCHOOL FOOTER



Letter 7b – Declining a request for absence during term time <letter may require specific adaptation depending on individual circumstances>

INSERT SCHOOL HEADER

Date

Parental salutation

Address

Dear Parental Salutation

Learner's Name

Tutor/Class

Re. Leave of absence during term time – <dd/mm/yyyy – dd/mm/yyyy>

I am writing to inform you that the academy is unable to authorise your request for leave of absence for your child <due to XYZ>.

As you will know from academy policy shared at <learner's name's> admission to the academy, we do not permit time off in term time because statistics show that absence from school has a negative impact upon a child's progress. The educational experience missed cannot be replaced by catching up on the work independently.

If you ignore this letter and your child is absent for any of the dates specified above, these absences will be recorded as unauthorised and it is likely a referral will be made to the Local Authority Education Attendance Officer. This could lead to a Warning Penalty Notice and a fine, or more formal legal proceedings.

We appreciate that this was not the answer you were hoping for, but we are fulfilling our statutory duty in protecting your child's education. Therefore we would urge you to reconsider your request. Illness over this period will not be authorised without medical evidence (for example medical appointment card or copy of a prescription).

We do understand your circumstances but are unable to authorise the leave for the reasons outlined above as it would set an unworkable precedent.

Yours sincerely

XXXX

Head of House/Headteacher etc.

INSERT SCHOOL FOOTER



Letter 7c – Warning following a suspected unauthorised term-time holiday

INSERT SCHOOL HEADER

Date

Parental salutation

Address

Dear Parental Salutation

Learner's Name

Tutor/Class

Re. Unexplained Term-Time Absence

I am writing to draw your attention to a recent period of consecutive school days absence for your child. After investigation, we have reason to believe this absence may be for an unrequested period of term-time leave for a holiday.

The school's attendance policy clearly states that any planned absence should be requested in advance, and subject to the approval of the school. Unless you provide evidence that this absence was for illness or other unavoidable reason, within 5 school days, this period of absence will be coded as an unauthorised term time leave for a holiday.

As we cannot retrospectively accept any request for Term-Time Leave we may ask the local authority to issue a Penalty Notice in line with Somerset's Code of Practice.

Yours sincerely

XXXX

Head of House/Headteacher etc.

Cc: Education Safeguarding Officer

INSERT SCHOOL FOOTER

<should be followed by letter 6 if a penalty notice is requested>



Letter 8 – First warning following persistent lateness

INSERT SCHOOL HEADER

Date

Parental salutation

Address

Dear Parental Salutation

Learner's Name

Tutor/Class

I write to advise that <learner's name> has been late for a number of morning and/or afternoon registrations since the start of the term. I enclose a copy of their attendance report which clearly shows the number of times they have been late (with the code L).

I am sure that you share our concern over your child arriving late to the Academy. Punctuality is very important, and lateness adversely affects their education and is disturbing to the learning of others.

I feel certain that you will want to address this matter and ensure your child is in school on time each morning (and afternoon). Learners are required to be at the school by <XX:XX> in the morning in order to attend morning registration (and in afternoon lessons by XX:XX pm).

Please do not hesitate to contact me at school should you wish to discuss this matter further.

Yours sincerely

XXXX

Tutor/Class Teacher

INSERT SCHOOL FOOTER



Letter 9 – Second warning following persistent lateness

INSERT SCHOOL HEADER

Date

Parental salutation

Address

Dear Parental Salutation

Learner's Name

Tutor/Class

Following my letter dated <dd/mm/yyyy> concerning a number the number of times that <learner's name> has been late to registration, I am writing again since as you can see from the attached attendance report, there has still not been a significant improvement.

As <learner's name's> punctuality is now a grave concern, all further lateness will be marked as unauthorised absence for this session, and as such, his/her name will be highlighted at our regular meetings with the Team Around the School and may lead to legal proceedings.

Please could you reiterate the importance of punctuality to <learner's name>, ensuring they attend registration on time. Learners are required to be in school to attend morning registration by <XX:XX> am (and the start of the afternoon lessons at XX:XX pm).

We hope that there will be a noticeable improvement following receipt of this letter. Being late to school can have a considerable impact over the whole year. The table below shows you just how much time can be missed over a year just by being a few minutes late to school every day.

5 minutes late every day = 3 days of school lost a year
10 minutes late every day = 6.5 days of school lost a year
15 minutes late every day = 10 days of school lost a year
20 minutes late every day = 13 days of school lost a year
30 minutes late every day = 19 days of school lost a year

We are keen to support you, therefore please do not hesitate to contact me at the academy should you wish to discuss this matter further.

Thank you for your continued support.

Yours sincerely

XXXX

Tutor/Class Teacher

INSERT SCHOOL FOOTER

Letter 10 – Third warning following persistent lateness, request of a meeting with parents
INSERT SCHOOL HEADER



Date

Parental salutation
 Address

Dear Parental Salutation

Learner’s Name **Tutor/Class**

Following letters from you child’s **tutor/class teacher** on **<dd/mm/yyyy>** and **<dd/mm/yyyy>** concerning the number of times that **<learner’s name>** has been late to registration, as you can see from the attached attendance report there has still not been a significant improvement.

I am sure that you share our concern over your child arriving late to the school. Punctuality is very important and will hinder **<learner’s name’s>** progress, as well as disturbing the learning of others. Being late to school can have a considerable impact over the whole school year. The table below shows you just how much time can be missed over a year just by being a few minutes late to school every day:

5 minutes late every day = 3 days of school lost a year
10 minutes late every day = 6.5 days of school lost a year
15 minutes late every day = 10 days of school lost a year
20 minutes late every day = 13 days of school lost a year
30 minutes late every day = 19 days of school lost a year

As **HOH/Year Leader/Senior Teacher/Head Teacher**, I will be asked to complete references for learners wanting to go onto **other schools/the 6th form/employment/etc**. Important questions are always asked concerning attendance and punctuality and I will be honest with my replies.

It is vital that learners are on site by **<XX:XX>** am daily. As **<learner’s name’s>** lateness appears to be an ongoing concern we are keen to support you, and therefore we would ask that you attend a meeting with myself and **<learner’s name’s> tutor/class teacher** on **<dd/mm/yyyy>**, **<time>** at **<location>**. Thank you in anticipation of your support and we look forward to confirmation that you are able to attend.

Yours sincerely

XXXX

Head of House /Headteacher/Senior Teacher etc.

INSERT SCHOOL FOOTER



Letter 11 – Request for medical evidence re. a known condition

INSERT SCHOOL HEADER

Date

Parental salutation

Address

Dear Parental Salutation

Learner's Name

Tutor/Class

We are aware of <learner's name's> medical condition and are here to support you in any way that we can. It is important that we receive regular medical updates in relation to <learner's name's> condition so that we are able to maintain a record and form a support package. This does not have to be a doctor's letter or sick note - any evidence such as hospital appointment letters, prescriptions, review notes or medication packaging is all evidence of the condition being an ongoing concern, requiring additional support by the Academy. (For children with ongoing or chronic conditions we require regular updates, at least every six weeks in order to comply with our safeguarding procedures.)

Unfortunately, in future where illness or medical appointments are not supported by some form of evidence, we are not able to authorise them.

If there is anything you would like to discuss, please do not hesitate to contact me at the Academy.

Yours sincerely

XXXX

Head of House /Headteacher etc.

INSERT SCHOOL FOOTER



Consent Pro Forma for School Liaison with G.P. or Medical Services

Parent/Carer Name:	
Child(ren's) Name(s):	
School(s) Attended:	

I, the parent/carer of the above-named child(ren) hereby consent for the Headteacher (or nominated deputy) of the above school to liaise with the family's G.P. or other Medical Services/Practitioners regarding the above-named child, where the school deems it necessary to request information pertinent to a child's schooling.

Details of Medical Professionals:	
Name of G.P. and/or Medical Practice/Practitioner:	
Address:	
Telephone Number:	

(NB: If a child regularly consults with more than one medical professional, for convenience we would appreciate these being noted in the format above on a separate sheet. The school reserves the right to liaise with any relevant medical professional, and is not limited to those detailed above)

Signed (parent/carer):	
Date:	