



WILMINGTON GRAMMAR SCHOOL FOR BOYS

Attendance and Punctuality Policy

1.1 Statement of Intent

Wilmington Grammar School for Boys is committed to the continuous raising of achievement of all our students. Regular attendance is critical if our students are to be successful and benefit from the opportunities presented to them.

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance for all our students, and we communicate regularly with all school stakeholders to promote and encourage excellent attendance and punctuality.

The Governors, Head Teacher and Staff in partnership with parents have a duty to promote full attendance at Wilmington Grammar School for Boys.

1.2 Parental Responsibility

Parents have a legal duty to ensure that their child(ren) attend school regularly and arrive on time, please consult the Summery Table Of Responsibilities For School Attendance (STORFSA from the DFE – Appendix 1) for more information. Regular attendance is essential to the all-round development of the child, and they should be allowed to take full advantage of educational opportunities available to them. Poor attendance undermines their education and sometimes puts students at risk.

It is the parents' responsibility to contact the school by email/phone or Edulink One on the first day (and everyday thereafter) if their child is absent. This is a safeguarding issue requirement so that all parties know that your child is safe. Parents should regularly update the school and inform on when their child is returning.

Students are expected to arrive by 08:40am, registration or on Wednesday's lesson start at 08:45. All students that arrive late must register with their form tutor or their period one teacher, where the reason for lateness is recorded. We do consider the variety of issues that can result in a student being late for school, this is discussed further in section 2. Students that arrive past 08:50 and have no agreed reason for lateness will be issued a conduct point on their conduct card. Students arriving past 09:00 will be recorded as an 'unauthorised late' and as such a 'U' code will be recorded on our attendance and punctuality system for recording.

1.3 The Role of the School Staff

At Wilmington Grammar School for Boys there is a whole school responsibility and approach for improving school attendance, with specific staff taking individual responsibility.

Any student who is absent from a lesson must have their absence recorded as being authorised, unauthorised or as an approved educational activity. Only the Head or a member of staff acting on his behalf of the Headteacher can authorise absence (normally a member of the Senior Leadership Team). If there is no known reason for the absence, then the absence must be recorded in the first instance as unauthorised.

Wilmington Grammar School for Boys has overall responsibility for monitoring attendance issues.

Class teachers complete a register at the beginning of each lesson. Marking the attendance registers at least twice daily is a legal requirement. (The Education (Student Registration) (England) Regulations 2006) Teachers mark students present, absent or late. The class teacher notifies the student managers of children whose attendance is causing concern.

It is the responsibility of the school Attendance Officer, who will also inform the Student Manager responsible for the relevant year group, to ensure:

- Attendance and lateness records are up to date
- If no reason for absence has been provided, parents are contacted on the first day of absence by phone call and by email before 10:00am
- The same protocol as the first day absence will be relevant for second and following days of absence.
- Where there has been no communication, letters and or other means of communication are sent to parents requesting reasons for absence.
- The appropriate attendance code is entered into the register (National Attendance Codes), please see appendix 19
- Parents can access their child's attendance data daily, this can be found on the Edulink One App. If a parent/carer does not have the Edulink One Parent App the school can resend a link and password to install on a smart device, parents/carers should contact the school as soon as possible for support.

1.4 Timeline of School Action for Poor Attendance

- 1.3 identifies the actions the school will take in the initial stages of absence.
- 95 - 100% attendance – Form tutor may investigate and notify Attendance Officer and/or Student Manager of concerns. Attendance officer and/or Student Managers will contact parents/carers if appropriate.
- In term one and two, the absence of a student whose attendance is already below 95% will be assessed by the school.
 - Multiple days separated across the term will be a cause for concern unless supported by medical exemptions. The school will record absence as unauthorised if reasonable attendance is not maintained at this time.
- Below 95% attendance - school intervention, communication in the first instance with parents/carers by phone and email, or by a meeting with parents, this will, if needed be formalised by letter from the school (Initial absence warning letter A1).
 - Every effort will be made by the school to discuss any concerns/issues before the letter is sent.
 - Below 95% - absence will not be authorised unless it is an agreed absence with the school (this may be unlikely, however, if attendance is already below 95%) or medical proof of absence is provided, this can be done in retrospect.
- Where the absences have not been authorised, the school may consult with the Local Authority and School Liaison Officer for further support.
 - The school will continue to communicate with parents/carers throughout the process. A Targeted Support Meeting may be initiated with the School Liaison Officer.
- Absence is judged in 100 school sessions (50 school days).
 - Referral to the School Liaison Officer or/and Early Help will occur through two factors:
 - The child's absence maintains a below 95% average.
 - The child has recorded 5 separate absences in a 100-school session period.

- Continued absence (successive days) of a student whose current attendance is below 95% will require medical evidence (or school approval), otherwise the absences will be recorded as unauthorised.
- If a student continues to be below the target of 95% communication and a letter will be sent to the parents/carers. (Second absence warning letter A2)
- A Targeted Support Meeting may be initiated with the School Liaison Officer.
- If a student does not demonstrate improved attendance, communication via phone, email and an in-school meeting will occur. The school will be referring the child's absence to the School Liaison Officer and a third letter will be sent to the parents/carers (third absence warning letter A3).
- If attendance does not improve with school and SLO intervention a penalty notice will be requested from the Local Authority (Forth absence letter – Penalty Notice A4).
- If absence remains below 95% this will be deemed as persistent absence, this meets the Local Authority and National standard.

2.1 Lateness

At Wilmington Grammar School for Boys the register is taken at the start of each lesson. Student's arriving after 08:45 must enter school by the main entrance and report to their Form Tutor or Teacher of their current class, here their lateness will be recorded. The student will be marked as late (Code 'L').

The register will close at 09:00am, students arriving after the register has closed will be marked as late after registration (Code U) and this will count as an unauthorised absence.

- If lateness continues, this will be discussed with parents, first by phone and email and if necessary, will be invited in for an informal meeting.
- An informal letter of warning will be sent following the conversation with the school.
- If the problem is sustained and not resolved by the patient/carer, they will be contacted again by phone and email, a formal letter of warning from the school will then be sent to the parents/carers.
- After the two warnings, if the school is not satisfied that the parents/carers have made adequate provision to rectify the frequent lateness. The school will invite parents again to discuss the ongoing issues preventing their child from entering the school at the expected time. A second formal letter will be sent to the parents/carers and the school's concerns will be raised with School Liaison Officer; a fixed penalty may be levied against the parents/carers if attendance does not improve without justifiable reasons. In all cases of fixed penalty notice's, the Headteacher will have the final decision.

The school will communicate with parents/carers as effectively as it can, parents/carers are expected to communicate with the school in a similar manner. If there are language or other difficulties in communication, please let the school know in the best way possible, the school will do all it can to facilitate or navigate any boundaries to communication.

2.2 Penalty Notice Proceedings for Lateness – Penalty Notices are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct effective from January 2016.

- Parents can also see their child's attendance through the Edulink One App
- Contact will be made to parents through email and then phone call if their child is persistently late.
- If there is no improvement in punctuality and the child continues to arrive late to school – U code, the school will communicate via phone and email as well as request a meeting in school. This will be followed by a letter from the school to parents/carers (Initial punctuality warning letter P1).
- If a student has gained 10 late codes (U) within a 100-session period communication and a letter will be sent to the parents/carers. (Second punctuality warning letter P2)
- A Targeted Support Meeting may be initiated with the School Liaison Officer.
- If a student has gained any late codes (U) within a 30-session period (15 school days) communication via phone call, email and in school meeting will occur and a third letter will be sent to the parents/carers (third punctuality warning letter P3).
- Following three letters and consistent communication from the school there are now 20 or more incidents of late arrival after the registers have closed (Code U) during any possible 100 school sessions.
 - The school will communicate with the parents/carers (forth punctuality warning letter P4) and a further meeting in school may be arranged. A Penalty Notice Warning Letter be requested by the school.
- If unauthorised absence through lateness is recorded during the 15-day period, the school will refer to the School Liaison Officer for a Penalty Notice(s) to be issued (one per parent per child)
- If there are further incidents of lateness following the intervention by the SLO the school will refer to the SLO in the first instance.
- Where a Penalty Notice is not paid within 28 days of issue the Local Authority will instigate court proceedings.

3.1 Authorising Absence

Parents **must** either telephone or contact the school via email or Edulink One by **08:30** on the first day of their child's absence and **every day thereafter**. If parents/carers are contacting the school by phone they must record (i) their child's name, (ii) their form and (iii) the reason for the absence. The Attendance Officer will transfer this information each day to the registers.

Ways to report absence:

- Edulink One App
- Email - attendance@wgsb.co.uk
- Telephone; 01322223090

3.2 Headteacher approval

Only the Head Teacher can authorise absence using a consistent approach. The Headteacher is not obliged to accept a parent's explanation. A letter, telephone message, email or Edulink One submission from a parent does not in itself authorise an absence. If absences are not authorised after a request to the Headteacher, parents/carers will be notified.

Absence (leave) during term time can only be approved in "exceptional circumstances". The following reasons are examples of absence that will not be authorised:

- Persistent nonspecific illness e.g. poorly/unwell
- Absence of siblings if one child is ill

- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates
- Medical/dental appointments of more than half a day without very good reasons
- Child's/family birthday
- Shopping trip
- Family Holidays or trips to visit family in other countries.

3.3 Continuing Absence

Should a student be absent for more than a day without parental contact, this will be treated as a matter of concern and a potential safeguarding issue. Contact will be made by the school and external agencies will be involved where necessary.

3.4 Frequent Absence

It is the responsibility of the relevant Assistant Headteacher in charge of pastoral care and welfare to be aware of and bring attention to, any emerging attendance concerns.

In cases where a student begins to develop a pattern of absence, the school will try to resolve the problem with the parents/carers. The school will, however, have to ask for the provision of medical evidence (e.g. a doctor's letter or a medical certificate). The school cannot accept a prescription or any appointment card/notification as proof of absence. The assistance of external agencies may also be required, or in rare cases, legal measures might have to be taken.

The school will consider the 'Bradford Factor' when assessing student absence. This scale identifies the number of absences and the number of days/sessions that the child was absent. For example, if a child was absent from school for five days and had recorded only one absence (the child was ill for five days straight) they would register a low score on the Bradford factor, however if the child had 5 days' absence (5 separate occasions not attending school) they would achieve a much higher score and a more significant concern.

Persistent unauthorised absence (identified as below 95%) may result in an AS1 referral to the Local Authority School Liaison Officer for consideration of prosecution. A Targeted Support Meeting may be initiated with the School Liaison Officer. The school will follow the procedures identified above, prior to referral and parents will be notified in writing.

When a referral is made, the child's Registration Certificate, copies of all letters sent to parents and minutes of any meetings **MUST** be attached to the completed AS1 referral form with any other relevant information.

3.5 School Refusal

The Assistant Headteacher oversees all cases of school refusal. With the support of Attendance Officer, Parents, relevant Head of Year, Student Manager, and outside agencies where appropriate, a programme of re-admittance will be set up for the student. This could involve a range of strategies depending on the needs of the individual

- Reduced timetable
- Home school support
- Mentoring
- Off-site tuition

The school recognises that “all schools must agree with the relevant local authority, the regular interval that the school will inform the local authority of any student who fails to attend school regularly or has been absent without the school’s permission for a continuous period of 10 days or more” (DfE guidance, October 2014).

If the school has had no notice of absence in a 20-session period (10 school days) the school reserves the legal right to remove the child from the school roll. The Headteacher will have the final decision on this, and the school will do all it can to communicate effectively with the parents/carers.

3.6 Local Authority Action may include: -

- Targeted Support Meetings with the School Liaison Officer
- Attendance Improvement Meeting
- Home visits
- Liaison with other agencies
- Fast Track to Prosecution

3.7 Penalty Notices Proceedings for Poor Attendance - Penalty Notices are issued in accordance with Kent County Council’s Education Penalty Notices Code of Conduct effective from January 2016

- A Penalty Notice can only be issued in cases of persistent unauthorised absence or where an excluded child is found in a public place during school hours.
- Absence for 10 or more half day sessions (5 school days) without authorisation during any 100 possible school sessions – these do not need to be consecutive.
- The Inclusion and Attendance Service issue a warning letter setting out 15 school days during which no unauthorised absence is to be recorded
- If unauthorised absence is recorded during the 15-day period, a Penalty Notice will be issued (one per parent per child)
- If the student’s attendance remains under the 95% threshold and there is consistent and sustained absence, the inclusion and attendance service will act.

3.8 Exceptional circumstances could include:

Please note that exceptional circumstances can only be authorised by the Headteacher.

- Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays. Note – evidence will need to be provided from the relevant service leader.
- Where an absence from school is recommended by a health professional as part of a parent or child’s rehabilitation from a medical or emotional issue. Note – evidence will need to be provided from the healthcare professional, please see previous guidance on what constitutes medical evidence.
- The death or terminal illness of a person close to the family. If abroad a return date does need to be provided and evidence of return travel ticket.
- To attend a wedding or funeral that is in the UK of a person close to the family.
- Religious holiday or festival, where the celebration is in the UK that is part of a family celebration.
- Any examples provided are illustrative rather than exhaustive. It is acceptable to take a student’s previous record of attendance into account when the school is making decisions.

The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. And by 'unavoidable' it implies that an event could not reasonably be scheduled at another time. It is important to note that Headteachers can agree the absence of a child in exceptional circumstances and this discretion can be used also to determine the length of the authorised absence.

- Holidays are not exceptional and will not be authorised, the Headteacher cannot by law authorise a holiday (please see 4.1).

Where Penalty Notices are imposed, the regulations state that the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Penalty Notices are issued to each parent of each child. Failure to pay the penalty in full by the end of the 28-day period will result in prosecution by the Local Authority.

3.9 Children Missing Education

No child should be removed from the school roll without consultation between the Headteacher and the Inclusion and Attendance Service when appropriate.

Where a child is missing from education, Local Authority guidance will be followed, by completing a Child Missing Education referral for the following circumstances: -

- If the whereabouts of the child is unknown and the school have failed to locate them.
- The family has notified the school that they are leaving the area, but no Common Transfer Form (student file) has been requested by another school.

3.10 Support for Students with poor attendance who have Medical Conditions, SEND or work with a social worker

The school will endeavour in all cases of students that have medical conditions and/or SEND as well as poor attendance to do the following:

- Maintain the same ambition for attendance and work with students and parents to maximise attendance.
- Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the student's EHCP is accessed.
- Consider additional support from wider services and external partners, making timely referrals.
- Regularly monitor data for such groups, including at board and governing body meetings and with local authorities.
- Inform the student's social worker if there are any unexplained absences and if their name is to be deleted from the register.
- A Targeted Support Meeting may be initiated with the School Liaison Officer as a means to further support the child.

Parents/carers are expected in all cases to work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the support offered.

4.1 Leave of Absence/Holiday

From September 2013 the Department for Education have amended the Student Registration Regulations, removing the Headteacher's ability to authorise leave of absence for the purpose of a family holiday.

Section 444 of the Education Act 1996 says that parents are **guilty** of an offence of failing to secure regular attendance at school unless they can prove that the child was absent:

- with leave (the school has given permission)
- due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent)
- religious observance
- failure by the Local Authority to provide transport

In law, these are the only acceptable reasons for a child being absent from school.

The Headteacher may authorise absence in "exceptional circumstances" but this must be requested in advance and agreement to each request is at the discretion of the Headteacher, acting on behalf of the Governing Body (Education (Student Registration) (England) Regulations 2006). Each case will be judged on its merits and the Headteacher's decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively. Absence will not be considered if the student's current attendance is below 98%.

Absence requests are not generally granted and almost never to those whose attendance is below 98%. Therefore, requests for all forms of absence (including medical appointments) must be made in advance and in writing. Parents/carers must email, telephone or submit through Edulink One the school and where possible provide copies of medical appointments. The Assistant Headteacher or other member of the Senior Leadership Team will then make a decision as to whether the absence is approved or not and this decision is final. Any absence taken without authorisation, without suitable notice, or taken after the school has refused permission, will be treated as unauthorised. A pattern of such absence, or a one-off absence of more than one day, will trigger further intervention.

If the absence is not authorised and the holiday is taken anyway, the case may be referred to the Inclusion and Attendance Service who may issue a Penalty Notice to each parent for each child taken out of school (Appendix 10). Failure to pay the penalty in full by the end of the 28 day period will result in prosecution by the Local Authority.

4.2 Penalty procedure

What are the costs?

Payment within 21 days of receipt of a Fixed Penalty Notice is £60 and £120 if paid after this, but within 28 days.

How are they issued?

Fixed Penalty Notices will be issued by first class post to the home address.

Who will they be issued to?

A Fixed Penalty Notice is issued to each parent in respect of each boy not attending School. This includes partners who are not married but who live with one of the parents.

Appeal

There is no statutory right of appeal once a Fixed Penalty Notice has been issued.

It is very rare that the school will issue a penalty notice through the Local Education Authority. However, it does reserve the right to do so if all means of resolving attendance and punctuality through communication with the family have not led to a sustained reduction in absence or lateness.

4.3 Promoting attendance

The school will use opportunities as they arise to remind parents/carers, that it is their responsibility to ensure that their children receive their education. Please consult the STORFSA for the Departments for Education's guidance for more information on the schools, Trustees/Governors and Local Authority's responsibilities in ensuring attendance.

4.4 Traveller 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 your child's attendance falls below 95%. A Targeted Support Meeting may be initiated with the School Liaison Officer if attendance and/or punctuality does not improve.

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.

Appendix 11+12 identifies the letter that will be sent as part of a school warning.

Appendices

- Appendix 1** Summery Table of Responsibilities for School Attendance (STORFSA)
- Appendix 2** Late to lesson letter (Code L)
- Appendix 3** Initial punctuality warning letter (P1) (Code U)
- Appendix 4** Second punctuality warning letter (P2)
- Appendix 5** Third punctuality letter (P3) – 15 day observation
- Appendix 6** Punctuality Penalty Notice (P4)
- Appendix 7** Initial absence warning letter (A1)
- Appendix 8** Second absence warning letter – with meeting request (A2)
- Appendix 9** Third absence warning letter – referral to SLO (A3)
- Appendix 10** Final/Forth Attendance letter - Penalty Notice (A4)
- Appendix 11** Request to leave during term-time for family holiday (Not Authorising)
- Appendix 12** Retrospectively application for leaving during term-time (Not Authorising)
- Appendix 13** Unauthorised leave confirmation of PN request
- Appendix 14** Traveller Attendance letter
- Appendix 15** Traveller Absence due to travelling
- Appendix 16** The law; Education Act 1996 part 1 section 7
- Appendix 17** Study leave
- Appendix 18** Child performers
- Appendix 19** Attendance Codes

Appendix 1

Summary Table of Responsibilities for School Attendance

About this document This document summarises the attendance responsibilities for parents, schools, academy trusts and governing bodies, and local authorities which are outlined in the Working together to improve school attendance guidance.

This is guidance from the Department for Education (DfE). This guidance is nonstatutory, and has been produced to help schools, trusts, governing bodies, and local authorities maintain high levels of school attendance. Following public consultation earlier this year, and subject to Parliament, the Secretary of State has committed to this guidance becoming statutory when parliamentary time allows (this will be no sooner than September 2023).

The guidance should be read alongside the statutory guidance documents on parental responsibility measures, children missing education, supporting students at school with medical conditions, suspensions and exclusions, alternative provision, and safeguarding.

Full document can be found through this hyperlink:

[Summary table of responsibilities for school attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Late to lesson Letter

Appendix 2

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

We are 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 student's lateness will seriously disrupt their learning and can be embarrassing for your child.

We are sure you share our concerns and would wish to work with the school to improve punctuality. If we can help in any way, please do not hesitate to contact us.

Yours sincerely

Assistant Headteacher

Initial punctuality warning letter (P1)**Appendix 3**

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

We are writing to express our concerns 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 occasions late after registration closed: «total_lates_after» half day sessions

At our school the register is taken at **08:45am** for the morning session. Student's arriving after the register has closed, **09:00am** 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.

In the rare occasions that the School experiences persistent late arrival of a student, you need to be aware that this 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. If you require further information, please see the schools' policy on Punctuality and Attendance which can be found on the schools' website.

Yours sincerely

Assistant Headteacher

Second punctuality warning letter (P2)**Appendix 4**

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

It is with great regret that we are writing to express our concerns over the continued 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 occasions late after registration closed: «total_lates_after» half day sessions

At our school the register is taken at **08:45am** for the morning session. Student's arriving after the register has closed, **09:00am** 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.

Please be aware that this 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. Please however understand that this is a second warning of persistent lateness by your son in a 50 school day period.

We would like to invite you in to the school to have a meeting with us so that we can work together to rectify our ongoing concern. If you can contact the school to arrange a meeting, we would appreciate it.

If you require further information, please see the Schools policy on Punctuality and Attendance which can be found on the schools' website.

Yours sincerely

Assistant Headteacher

Third punctuality letter (P3) – 15 day observation

Appendix 5

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

It is with great regret that we are writing to you to express our concern over the continued 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 occasions late after registration closed: «total_lates_after» half day sessions

At our school the register is taken at **08:45am** for the morning session. Students arriving after the register has closed **09:00am** 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.

We will now commence a 15 school observation, if your child arrives late at school within the 15 day observation the matter will be referred for a Penalty Notice or a referral to the Local Authority School Liaison Officer for further action and possible prosecution.

If you require further information, please see the schools policy on Punctuality and Attendance which can be found on the schools' website.

Yours sincerely

Assistant Headteacher

Punctuality Penalty Notice letter (P4)

Appendix 6

«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_lates_after» late after registration closed. 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.

We are always willing to work with parents and carers to support and help your child. If you would like to discuss this matter further, please contact the school.

Yours sincerely

Head Teacher

Initial absence warning letter (A1)

Appendix 7

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

We are writing to express our concern over the number of occasions that «forename» has been absent from school. A report of your child's attendance can be found on the Edulink One App.

A Student'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.

We are sure you share my concern and would wish to work with the school to improve «forename»'s attendance.

If you would like to discuss this matter further, please feel free to contact the school and we will be happy to help resolve the absence issues.

Yours sincerely

Mr A Smith
Assistant Headteacher

Second absence warning letter (A2)**Appendix 8**

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re: «forename» «surname»

Despite previous warnings, we 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 they have missed «total_authorized_absences». This will have an impact on your child's education which we cannot ignore. If you require any further details, please consult the Eduink One app or contact the Student Manager.

As there has been little or no improvement in «forename»'s attendance, I must advise you that further absences from school as a result of illness does now require medical evidence (e.g. Medical letter or certificate). If medical evidence is not provided when required, further absences will continue to be marked as unauthorised.

Can you please contact your child's Student Manager to arrange a meeting at your convenience. It is important that you and «forename» attend this meeting for us to explore the issues around their poor attendance. The meeting may be attended by the Head of Year and certainly the Student Manager associated with your child's year group.

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

Thank you for your co-operation.

Yours sincerely

Assistant Headteacher

Third absence warning letter (A3)

Appendix 9

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

At Wilmington Grammar School for Boys we consider attendance of utmost importance and We are therefore bringing this information to your attention.

It is now, with regret that the school has made the decision to refer your child's continued unauthorised absence to the School Liaison Officer.

Despite previous letters and communication our monitoring process has shown that «forename» has continued to be absent from school for a total of «total_unauthorised_absences» unauthorised half day sessions.

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

Yours sincerely

Assistant Headteacher

Attendance Penalty Notice letter (A4)

Appendix 10

«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.

We will be working very closely with the School Liaison Officer and if needed, Early Help professionals to ensure that your child's progress at school does not become impeded due to his continued absence.

We would like to take this opportunity to reiterate our support for your child, if you feel there is any way in which we can support you to resolve this issue please let us know.

Yours sincerely

Head Teacher

Request for leave during Term-Time for holiday letter

Appendix 11

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Request for leave during Term-Time

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

We 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 (Student Registration) (England) Regulations 2006 removing the Headteacher'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
- absence cannot be authorised for a holiday

We have considered your request, but we are writing to confirm that the leave will not be authorised. If you decide to take «forename» out of school, we 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

Assistant Headteacher

Retrospective application for leave during Term-Time letter

Appendix 12

«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 (Student 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, we are unable to authorise leave retrospectively and we 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

Unauthorised leave application by school for Penalty Notice

Appendix 13

«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 (Student 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

Traveller absence letter

Appendix 14

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Traveller Absence

«forename» «surname»

We are writing to say how concerned we are 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%. We are 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 us about «forename»'s attendance, please telephone the school to make an appointment.

Yours sincerely

Assistant Headteacher

Traveller absence due to travelling

Appendix 15

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Traveller Absence

«forename» «surname»

Thank you for contacting us 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, we 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

Assistant Headteacher

Appendix 16

The Law

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable-

[a] To his age, ability and aptitude and

[b] To any special needs he may have either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

Register and Admission Roll keeping.

The legal requirements are found in:

The Education (Student Registration) (England) (Amendment) Regulations 2013

Categorisation of Absence

Any student who is on roll but not present in the school must be recorded within one of these categories.

1. Unauthorised absence

This is for those students where no reason has been provided, or whose absence is deemed to be without valid reason.

2. Authorised absence

This is for those students who are away from school for a reason that is deemed to be valid under the Education Act 1996.

3. Approved Educational Activity

This covers types of supervised educational activity undertaken off site but with the approval of the school.

Students recorded in this category are deemed to be present for attendance returns purposes.

This would include:

- Work experience placements
- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site
- Most types of dual registration

Appendix 17

Study Leave

In taking decisions about Study Leave, the school notes this statement from the DfE guidance on School Attendance (October 2014):

Study leave should not be granted by default once tuition of the exam syllabus is complete, and study leave should only ever be granted to students in year 11. If schools do decide to grant study leave, provision should still be made available for those students who want to continue to come into school to revise.

All students are different and have different requirements and preferences when preparing for examinations. Some schools do seek alternatives to study leave as they recognise that some students do not have the skills, or are not inclined, to make the best use of unsupervised and unstructured revision time. However, many schools also recognise that study leave is a chance for students to develop their independent study which will help them when they move to post-16 provision, where a self-study approach is commonly used.

Y11 students granted study leave should be marked on the attendance register as authorised absence using code S. No other attendance code is suitable for the purpose of study leave. Y11 students who are 16 years old are of compulsory school age (up to the last Friday in June) and must be marked on the attendance register accordingly.

Decisions about Study Leave will always be taken in the best educational interests of students at the school.

Appendix 18

Child performers

The school notes this statement from the DfE guidance on School Attendance (October 2014): The amendments made to regulation 7 of the Education (Student Registration) (England) Regulations 2006 on leave of absence do not affect the section that allows the parent of a child performer to seek leave of absence from school for their child to take part in a performance. The amendments affect section 3 and 4 of regulation 7, which relate to leave of absence for the purpose of a family holiday.

Section 2 of Regulation 7 (which has not been amended) still enables a head teacher to grant leave of absence for a student to undertake employment during school hours for the purpose of taking part in a performance within the meaning of section 37 of the Children and Young Persons Act 1963.

Legislation sets out that a local authority licence must be obtained before a child can take part in a performance. Where the license specifies the dates that a child is to be away from school to perform, then the Headteacher should authorise those days. However, where the terms of the license do not specify dates it is at the discretion of the head teacher to authorise leave of absence. However, where the terms of the license do not specify dates it is at the discretion of the Headteacher to authorise leave of absence. Headteachers should be sympathetic to requests that are supported by a licence, as long as the school remains satisfied that this will not have a negative effect on a child's education.

Appendix 19

CODE	DESCRIPTION	MEANING	Counts towards 90% attendance requirement?
/	Present (AM)	Present	YES
\	Present (PM)	Present	YES
B	Educated off site (NOT Dual registration)	Approved Educational	YES
		Activity (absent for statistical purposes)	
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence	NO
D	Dual registration (i.e. student attending other establishment)	Approved Educational Activity	YES
E	Excluded (no alternative provision made)	Authorised absence	NO
F	Extended family holiday (agreed) <i>Note above point about 2013 DfE guidance.</i>	Authorised absence	NO
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence	NO
H	Family holiday (agreed) <i>Note above point about 2013 DfE guidance.</i>	Authorised absence	NO
I	Illness (NOT medical or dental etc. appointments)	Authorised absence	NO
J	Interview	Approved Educational Activity	YES, if approved in advance.
L	Late (before registers closed)	Present	YES
M	Medical/Dental appointments	Authorised absence	NO
N	No reason yet provided for absence	Unauthorised absence	NO
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence	NO
P	Approved sporting activity	Approved Educational Activity	YES, if approve in advance.
R	Religious observance	Authorised absence	NO
S	Study leave	Authorised absence	NO
T	Traveller absence	Authorised absence	NO
U	Late (after registers closed)	Unauthorised absence	NO
V	Educational visit or trip	Approved Educational Activity	YES
W	Work experience	Approved Educational Activity	YES
X	Untimetabled sessions for non-compulsory school-age students	Not counted in possible attendances	N/A
Y	Enforced closure	Not counted in possible attendances	N/A
Z	Student not yet on roll	Not counted in possible attendances	N/A
#	School closed to students	Not counted in possible attendances	N/A

Note that authorised absence is still counted as absence for the purposes of calculating student attendance figures.