

Creswell CofE Infant and Nursery School

Attendance Policy 2024-25 (Route 77 Schools)



Creswell C of E
Infant and Nursery School

	Date	Minute No.	Review date
Approved by Governors	September 24		
Approved by Governors			
Approved by Governors			
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Introduction

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority. Parents/carers have the legal responsibility for ensuring their child's regular attendance and failure to do so is a criminal offence under Section 444 of the Education Act 1996.

Aims and Objectives

This attendance policy ensures that all staff, governors and parents in our school are fully aware of the actions necessary to promote good attendance.

Through this policy we aim to:

- Set high expectations for the attendance and punctuality of all pupils
- Promote good attendance and the benefits of good attendance
- Reduce absence, including persistent and severe absence
- Ensure every pupil has access to the full-time education to which they are entitled
- Intervene early to address patterns of absence
- Develop relationships with families to ensure pupils have the support in to attend school

Legislation and Guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

Definitions

Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate unavoidable reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to inform school of the absence.

Only the Headteacher can decide on whether an absence is authorised or not. Sometimes, even if absence is supported by parent, an absence will be unauthorised.

Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of the school even if the absence is supported by the parent.

Responsibilities

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

- Headteacher – Mr. Webster
- Attendance Officer – Mrs. Furness

Class teacher

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office via RM Integrus

Headteacher

The Headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing penalty notices, where necessary, and/or authorising the School Business Assistant to be able to do so
- Supporting parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers

- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's expectations for attendance and punctuality regularly.

The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school
- Evaluating and monitoring expectations and processes
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for improving absences, and making sure they are implemented by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Develop supportive relationships with parents when a child's attendance is of concern
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Support families to access targeted intervention and support to pupils and families

The Head Of Care

The school Head of Care is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the Headteacher
- Supporting the Head of Care to improve persistent absence
- Advising the Headteacher when to issue fixed-penalty notices

This is the responsibility of both the School Business Assistant and Head of Care.

Administration staff

Administration staff are responsible for:

- Take calls from parents/carers about absence on a day-to-day basis and record on RM Integris
- Discuss with parents the support available from the school's

Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All parents, whether they are married or not
- All those who have parental responsibility for a child or young person

- Those who have day-to-day responsibility for the child (i.e., lives with and looks after them)

Parents are expected to:

- Ensure their child attends every day on time
- Call the school to report their child's absence before 8:30 am on the day of the absence and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than one emergency contact number for their child
- Ensure that, where possible, medical appointments for their child are made after the school day
- Contact the school, if necessary, for support available from school if you are concerned about your child's attendance.

Pupils

Pupils are expected to:

- Attend school every day, on time

Registration

Attendance register

We will keep an electronic attendance register, and place all pupils onto this register using RM Integrus Software.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- For pupils of statutory school age whether the absence is authorised or unauthorised
- The reason for the absence, where a pupil is attending an approved educational visit or where a pupil is unable to attend due to exceptional circumstances

We will ensure every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 8:40 am and ends at 3:10 pm

Pupils must arrive in school by 8:40 am on each school day. Gates open from 8:30 am.

The register for the first session will be taken at 8:50 am and will be open until 9:20 am. The register for the second session will be taken at 1:05 pm and will be open until 1:15 pm

Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8:30 am or as soon as possible, by calling the school office and/or leaving voicemail. Please DO NOT use Class Dojos to notify us.

Where a child's attendance is currently being monitored and is below 92% or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

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

Planned absence

Attending a medical or dental appointment will be counted as authorised if the pupil's parent notifies the school of the appointment.

We encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent must also apply for other term-time absence as far in advance as possible of the requested absence.

Lateness

Children who are persistently late after close of register soon fall behind with their learning.

Any pupil who comes into school after 8:50 am will be marked as late. Records are kept of those pupils who are late; this is documented on the electronic register for each pupil (Attendance code L).

Any child who arrives for school later than 9:20 am will be marked as late after close of register (Attendance code U). This is an unauthorised absence for the whole session and will affect your child's overall attendance percentage and can be used to calculate absence thresholds for legal action.

Children who have attended a dentist or doctor's appointment and subsequently come to school later than 9:20 am will have the absence recorded as a medical absence (Attendance code M).

Absences

First Day Contact/Child Missing In Education

Where a child is absent from school and we have not received any contact from the parent, then we initiate a first day contact process. Office Admin Assistant will check all of the registers each morning to identify those pupils who are absent without explanation and, as a safeguarding requirement, make contact with the parents of these children by telephone.

If contact has not been made by the parent the school may, where appropriate, complete some/all of the following:

- Home visit (multiple attempts, if no contact has been made)
- Safe and Well Check through the Police (101)
- After 10 days, the school will initiate the 'Child Missing in Education' Flow chart (see appendix)

Applications for Leave of Absence in Term Time

In September 2013 the government introduced new regulations making it clear that Headteachers **must not** give approval for any leave of absence during term time, including holidays, unless there are exceptional circumstances.

Any requests for term time leave should be made on a 'Request for Term Time Leave' available from the school office and handed in 20 school days before the first date of the requested absence whenever possible. You must have received written authorisation before your child can be absent from school.

Parent/carers may be issued with a penalty notice fine or prosecution should leave of 5 days or more be taken which is not authorised by the Headteacher, or where repeated incidents of leave in term time for less than 5 days occur or where the unauthorised absence contributes to wider poor attendance that meets the legal threshold. Absence deemed for the reason of unauthorised leave in term time will be marked in the register with the Attendance code G.

You may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.

Approval for term-time absence

The Headteacher will allow pupils to be absent from the school site for certain educational purposes or to attend other schools.

The Headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

Since leave of absence is only granted for exceptional circumstances, it is improbable that a request for a family holiday will be approved. The school reviews each application for term-time absence on its merits, based on the information provided on the 'Leave of Absence Request' form.

Any request should be submitted as soon as it is anticipated and, where possible, at least 20 days before the absence, and in accordance with any 'Leave of Absence Request' form, accessible via the School Office. The Headteacher may require evidence to support any request for leave of absence.

Reasons for **authorised absence** include (but are not limited to):

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational visit arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, or because the school premises are closed

To ensure consistency, new 'exceptional circumstances', which may arise, will be discussed between the Cluster of schools.

Sanctions

Revised statutory guidance came into effect in August 2024, and it is now being rigorously enforced by schools, as well as by the Derbyshire County Council, DfE, and the government, as a LEGAL requirement on schools. This includes, but not limited to, those listed below to improve attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The Headteacher, local authority or the police can issue penalty notices parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

Before issuing a penalty notice, the following will be consider:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final opportunity to engage with support.

Notices to improve will be issued in line with processes outlined in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period

The reasons a penalty notice may be issued before the end of the improvement period

The school will regularly inform parents/carers, about their child's attendance and absence levels via half termly letters or texts.

Addressing Attendance Concerns

The school expects attendance of at least 95%.

It is important for children to establish good attendance routines early on in their school career. It is the responsibility of the Headteacher and the governors to support good attendance and to identify and address attendance concerns promptly. We rely upon parents to ensure their child attends school regularly and punctually and therefore where there are concerns regarding attendance parents are always informed of our concerns.

The school will encourage attendance including, but not limited to:

- Certificates to recognise levels of good attendance
- Special events or activities to celebrate attendance
- Letters of Praise

Supporting pupils who are absent or returning to school

Pupils absent due to complex barriers to attendance or returning after a lengthy period of unavoidable absence

- An initial meeting with the parent when it has been agreed the child is ready to return
- A plan of the support which may include a phased return and regular meetings to ensure a successful reintegration

Where a pupil has an education health and care (EHC) plan and their attendance is of concern, or the school is informed of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

Attendance monitoring

Monitoring attendance

The school will monitor attendance and absence data (including punctuality) daily, weekly, half-termly, termly and yearly across the school and at an individual pupil, year group and cohort

Specific pupil information will be shared with the DfE on request.

The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and inform the governing board.

Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families
- Provide attendance reports to class teachers, to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- Use data to monitor and evaluate the impact of any targeted support in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, regarding specific pupils, where appropriate

Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to identify patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Have regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions

- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary

The school will use their pastoral support team to offer support to families where attendance is a concern. This may take the form of:

- Contact parents to discuss any worries or concerns preventing the child from attending
- Contact parents to review attendance and set targets which are regularly reviewed
- Offer support for the child in school which could include meet 'n' greet, and/or pastoral sessions,
- Offer of increased level of support including SEND support, medical advice, collection of children, visits to the home or Early Help Assessments
- Referral to outside agencies, if required

If a child's attendance does not improve and absences are unauthorised this may lead to consideration of parental responsibility actions which include the issue of penalty notice fines or other statutory action.

National framework for penalty notices

The new national threshold for consideration of legal action is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence, including late after close of register (Attendance code U) and unauthorised leave in term time (Attendance code G).

If your child's absence falls into this category the school will decide if further offers of support is likely to improve the situation or if a request for legal action should be submitted to the Local Authority

Appendix: Attendance Codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment

S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in

		the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	<p>Pupil is unable to attend as they are:</p> <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix: Letter – Attendance Monitoring Initial Letter

Dear Parent/Carer

Attendance

I am writing to raise our concerns regarding your child's attendance.

Your child's current attendance figure is %. Our school attendance target is 96% and the government regard any child's attendance falling below 90% as being a pupil with 'persistent' absence.

From your child's attendance records, it appears that your child has illness/term-time leave delete as appropriate. Despite any mitigating reasons, we are obliged to monitor their attendance for a further half term. I fully anticipate a future improvement in the figure therefore, once the half-term has lapsed, the school will not be monitoring your child's attendance.

Should you require any assistance to help improve your child's attendance, we are here to offer support.

Yours sincerely,

Mr. Webster
Headteacher

Appendix 4: Letter – Attendance Monitoring Parental Responsibility

Private and Confidential

Date

Dear

As you are aware, I am concerned about **NAME's** school attendance. I have enclosed a copy of **HIS/HER** attendance printout for your information. Whilst the average attendance for a child of Primary age is **95%** your child's attendance is **NUMBER%**.

I am obliged to make you aware of your legal responsibilities in relation to school attendance. Under Section 444 of The Education Act 1996 a parent is guilty of an offence if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school.

If **NAME's** attendance continues to be unsatisfactory and **HIS/HER** absences marked as unauthorised then I will have no option but to refer your case to Derbyshire County Council for consideration of legal action. This may result in:

- A Penalty Notice payable up to £160 fine per child, per parent.
- Prosecution under s444 (1) Education Act 1996 where, if convicted, you may be fined up to **£1000**.
- Prosecution under s444 (1a) Education Act 1996 where, if convicted, you may be fined up to **£2500 and/or a community order or imprisonment**.

To support you and **NAME** to improve the situation we would like to offer you initial support with the Attendance Team. Please contact the School Office to organise a meeting.

I will continue to monitor your child's attendance but if **NAME's** attendance does not improve then legal action may follow. If you have any questions, please do not hesitate to contact me.

Yours sincerely,

Mr. D Webster
Headteacher

Appendix 5: Letter – Attendance Monitoring Panel Meeting in School

Dear Parent/Carer

Attendance Monitoring – Family Support Worker

Further to our recent letter, we write in relation to your child's attendance which is currently [REDACTED]

As you will be aware, every day absent from school has a negative impact on a child's learning and the above figure is below the government's target of 90% which is deemed as 'persistent absence'.

After monitoring your child's absence for a further three weeks, unfortunately there has been minimal to no improvement, therefore I write to invite you to attend an attendance meeting with myself and Mrs. Furness to discuss these attendance.

The meeting will take place at Creswell Infant and Nursery School.

If you are unable to attend this meeting, please contact the school office and we will be able to rearrange.

Should you require any assistance to help improve your child's attendance, If you have any questions, please do not hesitate to contact me.

Yours sincerely,

Mr. Webster
Headteacher

Appendix 6: Letter – Attendance Monitoring Penalty Notice

Dear **Parent/Carer**

Re: Unsatisfactory Attendance at Creswell C of E Infant and Nursery School
Childs Name attendance 0%

I am writing to you about **Name's** education. Their attendance record at Creswell C of E Infant and Nursery School is unsatisfactory with some absences unauthorised. As you know, it is a parent's responsibility to make sure their children receive a regular education.

Unless there is a significant improvement in **Name's** attendance over the next **twenty** school days, I will ask Derbyshire County Council to issue you with a Penalty Notice.

Under Section 444 of the Education Act 1996 (as amended by S23.1 Anti Social Behaviour Act 2003) a fine of one hundred and twenty pounds (£120) payable within twenty-eight days, reduced to sixty pounds (£60) if paid within twenty-one days, can be imposed for this offence. Failure to pay will result in a prosecution under Section 444 of the Education Act 1996.

If **Name** has any absence over the next **twenty** school days, as a result of a medical condition or medical appointments which could not be made out of school time please provide evidence that this is the case. Medical evidence can take the form of prescriptions, appointment cards or, if your child is under the hospital, a letter from their consultant. This evidence must relate to the absences taken during monitoring period stated above.

Please do not hesitate to contact myself or Mrs. Furness on the telephone number at the head of this letter should you wish to discuss further.

Yours sincerely,

Mr. Webster
Headteacher

Enc: Register Extract

**Appendix 7: Letter – Attendance Monitoring
Failure to Improve**

Dear

As you know, **NAME's** attendance has been a concern and he/she is in the category of persistent absentee.

Unfortunately, despite our offers of support, **NAME** attendance has not improved, and **HIS/HER** absences remain unauthorised.

Section 444 of the Education Act 1996 states that if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly then their parent is guilty of an offence.

Consequently, I intend to forward your case to the Local Authority for consideration of legal proceedings.

Please contact me if you require further clarification on this matter.

Yours sincerely,

Mr. Webster
Headteacher

Enc: Register Extract

Appendix 8: Letter – Attendance Monitoring Improvement

Dear Parent/Carer

Attendance Monitoring – Improvement

I am writing to thank you for your cooperation to improve your child's attendance.

As you are aware your child's previous attendance was _____, on _____% and it is now _____. We are pleased with the improvement in this % and are confident it will continue. We will not be continuing to monitor this weekly, however, should there be a change in your child's attendance then we will be obliged to reinstate our rigorous attendance policy.

Should you require any assistance to improve your child's attendance, please do not hesitate to contact me or Mrs. Furness.

Yours sincerely,

Mr. Webster
Headteacher

Appendix 9: Letter – Attendance Monitoring Lateness

Dear Parent/Carer

Late Attendance

I am writing to raise our concerns regarding your child's punctuality.

Your child's current attendance figure is % and they have had 5 'lates', during this half term. This makes it a cause for concern. Children should be in school for the registers at 8:40 am and a child is considered 'late' if they arrive after that.

School accepts that there are many reasons which can contribute to a child being late for school, however, it is your responsibility to ensure they attend regularly and punctually.

We have therefore decided that your child's punctuality needs to be monitored weekly, for the next 3 weeks. We will not consider it necessary to continue our monitoring if your child's attendance improves. Please endeavour to ensure your child arrives at school for 8:50 am.

If your child's punctuality does not improve during the next 3 weeks, our Head of Care will be in contact to arrange a meeting and offer support to improve your child's punctuality.

Should you require any assistance to improve your child's punctuality, please do not hesitate to contact me.

Yours sincerely,

Mr. Webster
Headteacher

Appendix 10: Letter – Attendance Monitoring Persistent Lateness

Dear Parent/Carer

Persistent Late Attendance

I am writing again to reiterate our concerns regarding your child's punctuality.

Your child's current attendance figure is % and they have now had 10 'lates', during this half term. This is now having a significant impact upon their learning in school. Children should be in school for the registers at 8:40 am and a child is considered 'late' if they arrive after that.

School accepts that there are many reasons which can contribute to a child being late for school, however, it is your responsibility to ensure they attend regularly and punctually.

We will continue to monitor your child's punctuality weekly, for the next 3 weeks. I We will not consider it necessary to continue our monitoring if this improves. Please endeavour to ensure your child arrives at school for 8:40 am.

The Head of Care will be in contact to arrange a meeting with the Headteacher to discuss these concerns.

Should you require any support to improve your child's punctuality, please do not hesitate to contact me or Mrs. Furness.

Yours sincerely,

Mr. Webster
Headteacher

**Appendix 11: Letter – Attendance Monitoring
Continued Persistent Lateness**

Dear Parent/Carer

Late Attendance - Punctuality

I am writing again to reiterate our concerns regarding your child's punctuality.

Your child's punctuality has not improved significantly enough despite the schools' support. This is now having a significant impact upon their learning. As you are aware, children should be in school for the registers at 8:40 am and a child is considered 'late' if they arrive after that.

School accepts that there are many reasons which can contribute to a child being late for school, however, it is your responsibility to ensure they attend regularly and punctually.

You have the next 3 weeks to show us your commitment to improving their punctuality, otherwise, we will be contacting the Local Authority to seek further guidance and advice as to our next steps. This may involve consultation regarding a penalty notice.

Should you require any support to improve your child's punctuality, please do not hesitate to contact Mrs. Furness or me.

Yours sincerely,

Mr. Webster

Headteacher

Appendix 12: Pupil Leave of Absence Request Form

**Appendix 13: Letter – Leave of Absence
Authorised Leave**

Dear

Absence from School

Thank you for your application requesting leave of absence for **CHILD'S NAME**, for **NUMBER** school days, from **DATE** to **DATE**, for the purpose of a family holiday.

In September 2013 the **Education (Pupil Registration) (England) (Amendment) Regulations 2013** came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Having carefully considered your application, in line with Government guidelines, I am able to grant approval for your request for **NUMBER** school days on the basis that the reason given is exceptional.

Yours sincerely

Mr. Webster
Headteacher

Appendix 14: Letter – Leave of Absence
Unauthorised Leave >5days

Dear

Absence from School

Thank you for your application requesting leave of absence for **CHILD'S NAME**, for **NUMBER** school days, from **DATE** to **DATE**, for the purpose of a family holiday.

In September 2013 the **Education (Pupil Registration) (England) (Amendment) Regulations 2013** came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Having carefully considered your application, in line with Government guidelines, I am unable to grant approval for your request as the reason given is not exceptional. If your child is absent from school during the specified dates you may be issued with a Penalty Notice for this unauthorised absence.

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

Yours sincerely

Mr. Webster
Headteacher

Appendix 15: Letter – Leave of Absence
Unauthorised Leave <5days

Dear

Absence from School

Thank you for your application requesting leave of absence for **CHILD'S NAME**, for **NUMBER** school days, from **DATE** to **DATE**, for the purpose of a family holiday.

In September 2013 the **Education (Pupil Registration) (England) (Amendment) Regulations 2013** came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Having carefully considered your application, in line with Government guidelines, I am unable to grant approval for your request as the reason given is not exceptional.

Whilst on this occasion we will not be requesting a Penalty Notice please note that should there be any further periods of unauthorised leave during term time regardless of the duration this may result in a request for a penalty notice.

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

Yours sincerely

Mr. Webster
Headteacher

**Appendix 16: Letter – Leave of Absence
Unauthorised (Late Application) >5days**

Dear

Absence from School

Thank you for your application requesting leave of absence for **CHILD'S NAME**, for **NUMBER** school days, from **DATE** to **DATE**, for the purpose of a family holiday.

In September 2013 the **Education (Pupil Registration) (England) (Amendment) Regulations 2013** came into force. These regulations make it clear that Headteacher's should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Having carefully considered your application, in line with Government guidelines, I am unable to grant approval for your request as the reason given is not exceptional. In any event, as your application was received late (*expand on this if necessary e.g., quote school policy or when the application was received*) I was unable to advise you of my decision prior to your departure.

For your information, CHILD'S NAME absence has been marked in the register with code 'G' which means 'unauthorised absence for a holiday during term-time' and you may be issued with a penalty notice for this unauthorised absence.

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

Yours sincerely

Mr. Webster

Headteacher

**Appendix 17: Letter – Leave of Absence
Unauthorised (Late Application) <5days**

Dear

Absence from School

Thank you for your application requesting leave of absence for **CHILD'S NAME**, for **NUMBER** school days, from **DATE** to **DATE**, for the purpose of a family holiday.

In September 2013 the **Education (Pupil Registration) (England) (Amendment) Regulations 2013** came into force. These regulations clarify that Headteacher's should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Having carefully considered your application, in line with Government guidelines, I am unable to grant approval for your request as the reason given is not exceptional. In any event, as your application was received late (*expand on this if necessary e.g. quote school policy or when the application was received*) I was unable to advise you of my decision prior to your departure.

For your information, **CHILD'S NAME** absence has been marked in the register with code 'G' which means 'unauthorised absence for a holiday during term-time'.

Whilst on this occasion we will not be requesting a Penalty Notice please note that should there be any further periods of unauthorised leave during term time regardless of the duration this may result in a request for a penalty notice.

Please do not hesitate to contact me should you want to discuss this matter further.

Yours sincerely

Mr. Webster

Headteacher

**Appendix 18: Letter – Leave of Absence
Challenge (Reason Provided) >5 days**

Dear

Absence from School

CHILD'S NAME was absent from school for **NUMBER** school days between **DATE** and **DATE**.
You informed **SCHOOL** that **CHILD'S NAME** was absent due to **REASON**.

It is my belief that **CHILD'S NAME** was absent from school due to a family holiday. In view of this, in accordance with Government regulation, I must mark the register for **CHILD'S NAME** with a 'G' which means 'unauthorised absence for a holiday during term-time'.

If this is not the case please arrange an appointment to meet with me to discuss the matter further and where possible provide evidence to support the reason for absence. Unless I you are in contact in the next 5 school days I will refer the case to the Local Authority and you may be issued with a penalty notice for unauthorised absence.

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

Yours sincerely

Mr. Webster
Headteacher

**Appendix 19: Letter – Leave of Absence
Challenge (Reason Provided) <5 days**

Dear

Absence from School

CHILD'S NAME was absent from school for **NUMBER** school days between **DATE** and **DATE**.
You informed **SCHOOL** that **CHILD'S NAME** was absent due to **REASON**.

It is my belief that **CHILD'S NAME** was absent from school due to a family holiday. In view of this, in accordance with Government regulation, I must mark the register for **CHILD'S NAME** with a 'G' which means 'unauthorised absence for a holiday during term-time'.

If this is not the case please arrange an appointment to meet with me to discuss the matter further and where possible provide evidence to support the reasons for absence.

Whilst on this occasion we will not be requesting a Penalty Notice please note that should there be any further periods of unauthorised leave during term time regardless of the duration this may result in a request for a penalty notice.

Please do not hesitate to contact me should you want to discuss this matter further.

Yours sincerely

Mr. Webster
Headteacher

**Appendix 20: Letter – Leave of Absence
Challenge (No Reason) >5 days**

Dear

Absence from School

NAME was absent from school for **NUMBER** days between **DATE** and **DATE** without explanation. You were sent a text message, enquiring about the reason for absence, each day during this time. (Or give details of the contacts made by school during the absence.)

It is my belief (**or - You have since informed us**) that **CHILD'S NAME** was absent from school due to a family holiday. In view of this, in accordance with Government regulation, I must mark the register for **CHILD'S NAME** with a 'G' which means 'unauthorised absence for a holiday during term-time'.

If this is not the case please arrange an appointment to meet with me to discuss the matter further and where possible provide evidence to support the reasons for absence. Unless I hear from you in the next 5 school days I will refer the case to the Local Authority and you may be issued with a penalty notice for unauthorised absence.

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

Yours sincerely

Mr. Webster

Headteacher

**Appendix 21: Letter – Leave of Absence
Challenge (No Reason) <5 days**

Dear

Absence from School

NAME was absent from school for **NUMBER** days between **DATE** and **DATE** without explanation. You were sent a text message, enquiring about the reason for absence, each day during this time. (Or give details of the contacts made by school during the absence.)

It is my belief (*or - You have since informed us*) that **CHILD'S NAME** was absent from school due to a family holiday. In view of this, in accordance with Government regulation, I must mark the register for **CHILD'S NAME** with a 'G' which means 'unauthorised absence for a holiday during term-time'.

If this is not the case please arrange an appointment to meet with me to discuss the matter further and where possible provide evidence to support the reasons for absence.

Whilst on this occasion we will not be requesting a Penalty Notice please note that should there be any further periods of unauthorised leave during term time regardless of the duration this may result in a request for a penalty notice.

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

Yours sincerely

Mr. Webster
Headteacher

Appendix: Leave of Absence Flow Chart



