

Wentworth Primary School



Reviewed: March 2019
Next Review Date: September 2021

Blackwater Consortium Attendance Policy

WENTWORTH PRIMARY SCHOOL

Pupil Attendance Policy

Introduction and Background

Wentworth Primary recognises that positive behaviour and good attendance are essential in order to raise standards of pupil attainment and to give every child/young person the best educational experience possible.

This policy is written with the above statement in mind and underpins our school ethos to:

- promote children's welfare and safeguarding
- ensure every pupil has access to the full time education to which they are entitled
- ensure that pupils succeed whilst at school
- ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school

For our children to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day the school is open unless the reason for the absence is unavoidable. Pupils of Wentworth Primary must attend every day, unless there are exceptional circumstances and it is the Head teacher, not the parent, who can authorise the absence.

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence or late arrival disrupts teaching routines and so may affect the learning of others in the same class. Ensuring a child's regular attendance at school is a parental responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

This policy has been developed in consultation with school governors and the Local Authority. It seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed of attendance matters in school and to outline the schools commitment to attendance matters. It details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor pupil attendance.

Our policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued.
- Raising awareness of the importance of good attendance and punctuality
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

Promoting Regular Attendance

Helping to create a pattern of regular attendance is the responsibility of parents, pupils and all members of school staff.

To help us all to focus on this we will:

- Give parents/carers details on attendance in our newsletters
- Report to parents/carers annually on their child's attendance with the annual school report.
- Contact parents/carers should their child's attendance fall below the school's target for attendance.
- Celebrate excellent attendance by reporting individual and class achievements
- Reward good or improving attendance

Understanding Types of Absence

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

Authorised absences (see Appendix E) are mornings or afternoons away from school and an acceptable reason is provided, ie illness (although you may be asked to provide medical evidence for your child before this can be authorised), medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

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

- parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn.
- absences which have never been properly explained
- children who arrive at school too late to get a mark on the attendance register
- shopping trips
- looking after other children or children accompanying siblings or parents to medical appointments
- their own or family birthdays
- holidays taken during term time without leave- 5 days unauthorised absence will lead to a penalty notice being triggered by the Local Authority
- day trips
- other leave of absence in term time which has not been agreed

School Attendance and the Law

There is no longer any entitlement in law for pupils to take time off during the term to go on holiday. In addition, the Supreme Court has ruled that the definition of regular school attendance is "in accordance with the rules prescribed by the school".

The Education (Pupil Registration) (England) Regulations 2006 were amended in September 2013. All references to family holidays and extended leave have been removed. The amendments specify that head teachers may not grant any leave of absence during term time

unless there are "exceptional circumstances" and they no longer have the discretion to authorise up to ten days of absence each academic year.

It is a rule of this school that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the head teacher, irrespective of the child's overall attendance. Only the head teacher or his/her designate (not the local authority) may authorise such a request and all applications for a leave of absence must be made in writing on the prescribed form provided by the school. Where a parent removes a child when the application for leave was refused or where no application was made to the school, the issue of a penalty notice may be requested by this school.

At Wentworth Primary 'exceptional circumstances' will be interpreted as:

... being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time. The fundamental principles for defining 'exceptional' are events that are "rare, significant, unavoidable and short". By 'unavoidable' we mean an event that could not reasonably be scheduled at another time.

We will not agree leave during term time:

- at any time in September. This is very important as your child needs to settle into their new class as quickly as possible.
- during assessment and test periods in the school's calendar affecting your child.
- when a pupil's attendance record already includes any level of unauthorised absence or they have already been granted authorised leave within that academic year.

Whilst any child may occasionally have time off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a parent thinks their child is reluctant to attend school then we will work with that family to understand the root problem and provide any necessary support. We can use outside agencies to help with this such as the School Nurse, Local Authority Officers or Child and Family Support Worker.

Persistent Absenteeism (PA)

A pupil is defined by the Government as a '**persistent absentee**' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level will cause considerable damage to any child's education and we need a parent/carer's fullest support and co-operation to tackle this.

We monitor all absence, and the reasons that are given, thoroughly. If a child is seen to have reached the PA mark or is at risk of moving towards that mark we will inform the parent/carer. PA pupils are tracked and monitored carefully. We also combine this with academic tracking where absence affects attainment. All our PA pupils and their parents are subject to a school based meeting and the plan may include: allocation of additional support through the School Nurse, Local Attendance Adviser, Home School Liaison Worker, Local Authority, Family Solutions or Social Care. We may also use circle time, individual incentive programmes, individual targets and participation in group activities to support us in raising attendance.

Absence Procedures

If a child is absent from school the parent/carer must follow the following procedures:

- Contact the school on the first day of absence before 9.30 am. The school has an answer phone available to leave a message if nobody is available to take your call, or call into school personally and speak to the office staff
- Contact the school on every further day of absence, again before 9.30am
- Ensure that your child returns to school as soon as possible

If your child is absent we will:

- Telephone you on the first day of absence if we have not heard from you
- Write to you if your child's attendance is below 95%
- Invite you in to school to discuss the situation with our School Welfare Officer, Child and Family Support Worker or Head teacher if absences persist
- Refer the matter to the Local Authority to request a formal School Attendance Meeting if attendance deteriorates following the above actions

The Missing Education and Child Employment Service

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Local Authority. Local Authority Officers work with schools, families and other professionals to reduce persistent absence and improve overall attendance. If attendance does not improve, legal action may be taken in the form of a Penalty Notice (see Annex A for the Essex Code of Conduct), prosecution in the Magistrates Court or the application of an Education Supervision Order, designed to strengthen parental responsibilities and ensure improved attendance.

Lateness

Poor punctuality is not acceptable. If a child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can encourage absence. Good time-keeping is a vital life skill which will help our children as they progress through their school life and out into the wider world.

How we manage lateness:

The school gates open at 8.40am and the day starts at 8.50am. Registers will be taken at 8.50am and your child will receive a late mark if they are not in by that time. Children arriving after 8.50am are required to come in to school via the school office. The office staff will sign in the children and parents will have to provide a reason for their lateness, this is recorded. The school may send home 'late notes' in order to keep parents and Carer's informed. Occasionally the Child and Family Support Worker, Head teacher or Deputy Head teacher will undertake a 'Late Gate' check, greeting late arrivals at the main entrance to the school.

If your child arrives after 8.50am, they will receive a mark that shows them to be on site, if they arrive after 9.15am this will be recorded as present but it will be an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists. If your child has a persistent late record you will be asked to meet with the School Welfare Officer and/or Child Family Support Worker, but you can approach us at any time if you are having problems getting your child to school on time. We expect parents and staff to

encourage good punctuality by being good role models to our children and celebrate good class and individual punctuality. The 100% attendance awards that children receive termly will only be given to all pupils who are punctual into school every day, any late marks recorded against a child will not constitute an award.

If leave of absence is authorised, the school will not provide work for children to do during their absence. Parents are however advised to read with their children and encourage them to write a diary while they are away.

Deletion from Roll

For any pupil leaving Wentworth Primary other than at the end of year 6 parents/carers are required to complete a 'Pupils moving from school' form which can be obtained from the school office. This provides school with the following information: Child's name, class, current address, date of leaving, new home address, name of new school, address of new school. This information is essential to ensure that we know and safeguard the whereabouts of all of our pupils.

Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance.

Equally, parents have a duty to make sure that their children attend school, on time, every day.

All school staff and the Governing Body are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible.

Appendix A

ESSEX CODE OF CONDUCT PENALTY NOTICES FOR PARENTS OF TRUANTS AND PARENTS OF PUPILS EXCLUDED FROM SCHOOL ANTI SOCIAL BEHAVIOUR ACT 2003 SECTION 23

The purpose of this local code of conduct is to ensure that the powers are applied consistently and fairly across the local authority area and that suitable arrangements are in place for the administration of the scheme.

The Government requires Local Authorities to issue a code of conduct

The Essex code has been agreed following consultation with:

- Essex Local Authority – Missing Education & Child Employment Service
- Representatives from Governing Bodies and Head teachers of Essex Schools
- Essex Police Service

In accordance with the Education (Penalty Notices) Regulation 2007, Anti-Social Behaviour Act 2003) section 23 subsection (1) and Sections 103 to 105 of the Education and Inspections Act 2006; Education (Pupil Registration) (England) (Amendment) Regulations 2013
Anyone issuing a penalty notice to a parent* of a child of statutory school age on roll at an Essex school, must do so within the terms of this code.

Legislation

The Anti-Social Behaviour Act 2003 inserts into the Education Act 1996 Section 444A and Section 444B enabling authorised personnel to issue penalty notices as an alternative to prosecution under Section 444 and enable parents to discharge potential liability for conviction for that offence by paying a penalty.

Section 444(1) of the Education Act 1996 provides that if a child of compulsory school age 'fails to attend regularly' at the school where he is a registered pupil, his parent is guilty of an offence. On the 6th April 2017, in the case of Isle of Wight Council v Platt the Supreme Court judgement ruled that the word 'regularly' means 'in accordance with the rules prescribed by the school'

Section 103 of the Education and Inspections Act 2006 places a duty on parents to ensure that their child is not present during school hours in a public place during the first 5 days of exclusions. Section 105 of the Act enables a penalty notice to be issued under Section 103.

Authorisation to issue penalty notices

Primary responsibility for issuing penalty notices rests with the Local Authority (LA). It has been agreed that the Missing Education & Child Employment Service, on behalf of Essex LA, will usually issue penalty notices. The Service will administer the scheme from any funds obtained as a result of issuing penalty notices.

Head teachers (and deputy head teachers and assistant head teachers authorised by the head teacher) and police, and persons accredited by the police are all able to issue the notices under the Act, although there is no requirement for them to do so. In Essex, it has been agreed that the Police will not issue penalty notices to parents of truants but persons, accredited by them may do so. Schools will not generally issue penalty notices but where a Head teacher (or their designated deputy) or accredited person decides that a penalty notice is to be served, they must email ME&CE.legal@essex.gov.uk to ascertain if there is any current legal action. A response will be sent within 24 hours. This will avoid a penalty notice being issued when the Local Authority is instigating legal intervention proceedings for irregular school attendance.

Circumstances in which a penalty notice may be issued

Penalty Notices apply to pupils of statutory school age which finishes in year 11. Essex partners have agreed to use penalty notices for the following circumstances:

- **Penalty notices for irregular school attendance /leave of absence ****

Penalty notices may be issued where there has been at least 10 sessions of unauthorised absence during the previous ten school weeks. This includes unauthorised late arrivals, coded U, which count as unauthorised absence for the whole session.

In addition to the above criteria, due to the importance of pupils settling into school at the commencement of the school year, penalty notices may also be issued if there have been at least six consecutive sessions of unauthorised leave of absence during the first two weeks of September due to a term-time holiday.

Number of penalty notices which can be issued for truancy/unauthorised absence
Discretion will be used to enable up to two penalty notices to be issued to each parent for each child within a twelve month period. If the law continues to be broken around school attendance the Missing Education and Child Employment Service legal intervention process will be used.

- **Pupil identified during a school attendance and exclusion sweep**

School attendance and exclusion sweeps take place in Essex and children stopped are often with parents condoning the absence.

If the Head teacher does not authorise the absence of a pupil stopped by a Local Authority Investigation Officer and Police Officer on a sweep and there has been at least 10 unauthorised absences for that pupil during the preceding 10 schools weeks, school will issue a warning letter to the parent within 14 days. If there are any further absences that are not authorised by the head teacher, during the next 6 schools weeks the school will complete a request, signed by the Head teacher (or their designated deputy), for issue of a penalty notice and send to the Missing Education and Child Employment Service . The Missing Education and Child Employment Service may then issue a penalty notice.

Number of Penalty Notices which can be issued for pupils identified during a school attendance and exclusion sweep.

Essex will issue no more than two penalty notices to a parent in a twelve month period for pupils identified on a school attendance and exclusion sweep. If the law continues to be broken around school attendance the Missing Education and Child Employment Service legal intervention process will be used.

- **Excluded children**

When a child is excluded from school, the parent will be responsible for ensuring that their child is not found in a public place during normal school hours on the first five days of each fixed period or permanent exclusion. (Section 103 Education and Inspections Act)
The excluding school must have issued notice to the parent informing them of their duty and warning that a penalty notice could be issued.

Where there is more than one person liable for the offence, a separate notice may be issued to each person.

Where a pupil is present in a public place in the first five days of a fixed period exclusion the Essex Local Authority would issue a penalty notice if the school were in their area. Where the child has been permanently excluded, it would be the authority where the child resides.
Number of penalty notices which can be issued for exclusion

Essex will issue a maximum of five penalty notices per parent for each child during a twelve month period.

Number of penalty notices which can be issued for unauthorised leave of absence
Essex will issue no more than two penalty notices to a parent in a twelve month period for unauthorised leave of absence. If the law continues to be broken around school attendance the Missing Education and Child Employment Service legal intervention process will be used.

Payment of Penalty Notice

The penalty for each parent is £60 for each child if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days of receipt of the notice (service by post is deemed to have been effected, unless the contrary is proved, on the second working day after posting the notice by first class post).

All penalties are paid to the LA and revenue generated is retained to administer the system and contribute towards S444 prosecutions.

If the penalty is not paid in full by the end of the 28 day period Essex Missing Education and Child Employment Service will either prosecute for the offence to which the notice applies or withdraw the notice. The prosecution is not for non-payment of the notice but is a prosecution for irregular school attendance – Education Act 1996 Section 444 (1) there is no statutory right of appeal against the issuing of a penalty notice.

Withdrawal of Penalty Notice

A penalty notice can be withdrawn in the following circumstances:

- Where it ought not to have been issued i.e. where it has been issued outside the terms of the local code of conduct or where the evidence does not support the issuing of a penalty notice
- The notice contains material errors
- Where it has been issued to the wrong person or the parent can prove it was delivered to the wrong address

Co-ordination between the LOCAL AUTHORITY and its local partners

The Missing Education and Child Employment Service and its local partners will review this Code of Conduct regularly.

** All those defined as a parent under Section 576 Education Act 1996 are parents for the purpose of these provisions. This means that all natural parents, whether they are married or not; any person who, although not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person; and any person who, although not a natural parent, has care of a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law. Parent means each and every parent coming within the definition (whether acting jointly or separately) and should not be taken to mean that provisions only apply to parent in the singular.*

As with prosecutions under Section 444 Education Act 1996 a penalty notice may be issued to each parent liable for the offence.

Revised July 2017 for implementation from 1st October 2017

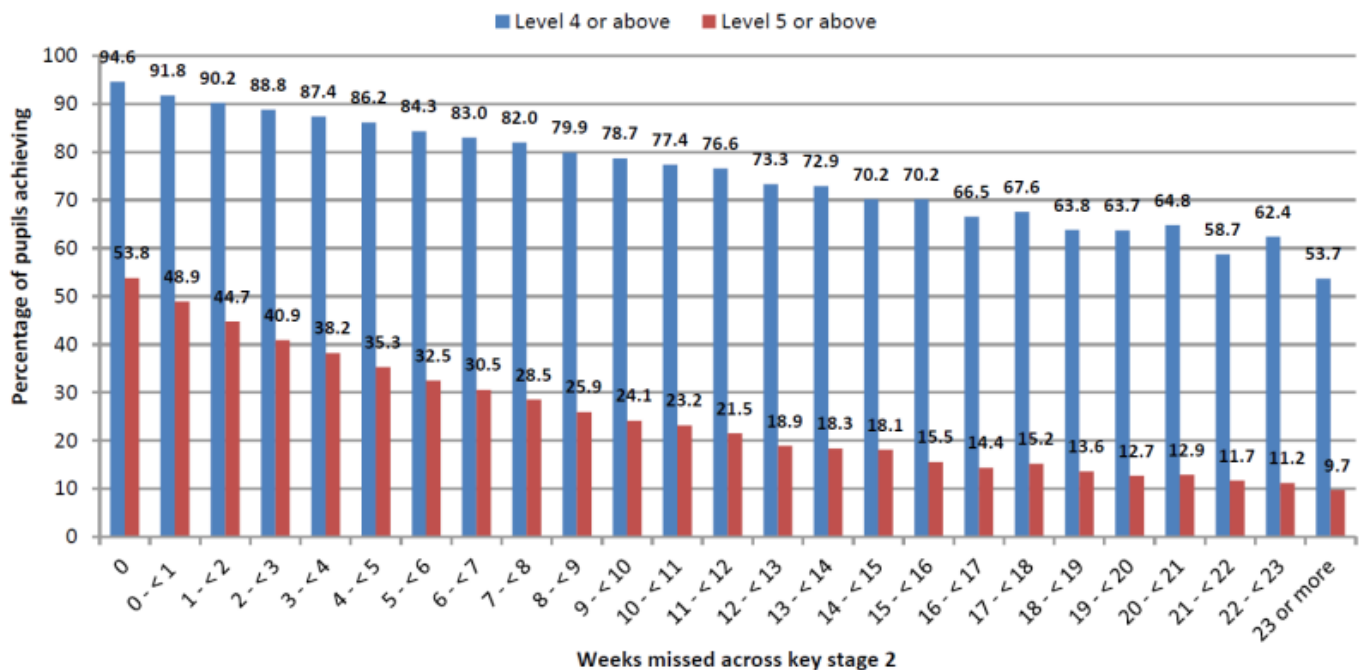
Revised November 2017

**** Truancy/unauthorised absence is absence from school without permission or good reason and the absence is unauthorised by the school.**

Appendix B

DfE “The link between absence and attainment at KS2 - 2013/14 academic year”

The analysis of the link between overall absenceand attainment when taking prior attainment and pupil characteristics into account showed that, for each KS2 and KS4 measure, overall absence had a statistically significant negative link to attainment – i.e. every extra day missed was associated with a lower attainment outcome.



Appendix C: Guidelines on Authorising Absence

Head teachers will not grant any leave of absence during term time unless there are exceptional circumstances.

Illness, medical and dental appointments

If a child is too ill to attend school and the school is satisfied the absence is as a result of illness the absence will be treated as authorised.

If the school has reason to doubt the validity of explanation further information may be requested from the parents/carers, for example a note from the doctor. Where the school continues to be dissatisfied the absence should be treated as unauthorised.

Leave for medical or dental appointments may be given, and the absence authorised, where confirmation has been received from the parent.

Where a pupil is present for registration but then has to attend an appointment, or where a pupil returns from an appointment after registration, the school need take no action other than to record in the school office, for the purposes of emergency evacuation, that a pupil is leaving or returning to the site.

Minding the house, looking after brothers or sisters

Explanations such as minding the house, looking after other children, or shopping trips within school hours will not normally be acceptable reasons for absence. If parents are too ill to bring their child in, alternative arrangements should be made after day one.

Special occasions

It is for the school to determine whether an absence in this category should be authorised or not and will depend on the circumstances of each particular case.

In considering individual cases the school will examine the nature of the event, its frequency, whether advance notification was given and the overall attendance pattern of the child.

Family bereavements

The school will respond sensitively to requests for leave of absence to attend funerals or associated events and has the discretion to authorise such absences.

Family holidays during term time

Head teachers will not grant any leave of absence during term time unless there are exceptional circumstances. Head teachers will determine the number of school days a child can be away from school if the leave is granted. Should parents wish to apply for a term time holiday due to exceptional circumstances, parents should put their request in writing to the Head teacher in advance.

Should the Head teacher not agree to grant leave but parents/carers take their child on holiday anyway, it will be counted as an unauthorised absence. If a term time holiday is taken without the Head teacher's permission, they may be issued with a penalty notice.

Days of religious observance

Where a pupil is absent due to participation in a day of religious observance by the religious body to which the parents belong, such absences are classified as authorised.

Traveller children

The position of Traveller families is recognised by section 199 of the Education Act 1993 which protects parents from conviction if they can demonstrate that they are engaged in a trade or business which requires them to travel from place to place, the child has attended at a school as a registered pupil as regularly as the nature of that trade or business permits or where the child has attained the age of six years they have made at least 200 attendances, i.e. 200 sessions or half days, during the preceding twelve months.

Public performances

Leave of absence from school may be granted to enable a pupil to participate in approved public performances.

Off-site activities

During school activities where a full class is participating, registers will normally be called off-site and pupils marked present or absent as usual. Where smaller groups are absent at the point of registration but engaged in activities expressly authorised by the school, the activities will not be regarded as absences but will be marked in the register with an appropriate symbol.

Where an activity is of a more individual nature the school can authorise absence at its discretion.

Excluded pupils

Where a pupil has been temporarily excluded they should remain on the school roll and the period be treated as authorised absence.

Where a pupil has been permanently excluded the absence should be treated as authorised while any review or appeal is in progress. On conclusion of that process, if permanent exclusion is confirmed, the pupil should be struck from the school roll.

It is the parent/carers' responsibility to ensure the child is not in a public place during school hours, between days 1-5 of a fixed term exclusion. On the sixth day the school should be providing a provision for them.

Appendix D: Standard Letters and Forms

These letters are models and can be amended as required.

LETTERS TO PARENTS/ CARERS

Letter 1 Following persistent lateness

Letter 2 Requesting a reason for absence

Letter 3 Offering support to improve their child's attendance, after it drops below 95%

Letter 4 Requesting a school based attendance meeting if attendance does not improve and remains below 95%

Letter 5 Summarising the school based attendance meeting and agreed actions

Letter 6 Authorising a leave of absence

Letter 7 Declining to authorise a leave of absence and warning penalty notice may be issued by the Education Welfare Service

FORMS

Form 1 Recording and monitoring strategies to support attendance

Form 2 Referral to Local Authority Education Welfare Service, for SAM or warning letter

Form 3 Missing Pupil Checklist Action for Schools

Form 4 Application for leave of absence during term time

Form 5 Request for the issue of a penalty notice for an unauthorised term time holiday

Form 6 Agreement for part-time timetable

Letter 1 Following persistent lateness

DATE

PARENT NAME

ADDRESS

Dear PARENT NAME

Re. PUPIL NAME – CLASS

During the past week PUPIL NAME has been late NUMBER times.

Morning registration opens at XXX a.m. and closes at XXX a.m. After this time children and parents are asked to report to the office where the Attendance Officer records the reason for lateness. The time before registration is an important part of the day when pupils complete Early Work for example, phonics, numeracy and reading practice. Late arrival disrupts the education not only of the student who is late, but also of others in the class.

I hope that you will support PUPIL NAME to arrive on time from now on.

If you wish to discuss the matter further, please do not hesitate to contact me.

Yours sincerely

Head teacher

Letter 2 Requesting a reason for absence

DATE

PARENT NAME

ADDRESS

Dear PARENT NAME

Re. PUPIL NAME – CLASS

It has come to my attention that PUPIL NAME has been away from school recently and at present we do not appear to have a record as to the reason for the absence(s).

All schools are required by law to maintain accurate records on pupils absent from school. Therefore, I would be grateful if you could please complete, sign and return this form to the school office as soon as possible.

Many thanks in advance for your cooperation.

Yours sincerely

Head teacher

✂-----

Date of absence 1	COMPLETE DATE
Reason for absence	Illness/ Appointment/ Family Circumstances/ Other
Details – please be specific	
Date of absence 2	COMPLETE DATE
Reason for absence	Illness/ Appointment/ Family Circumstances/ Other
Details – please be specific	
I confirm that the above information is correct.	
SignedParent/Carer	

Letter 3 Offering support to improve their child's attendance, after it drops below 95%

DATE

PARENT NAME

ADDRESS

Dear PARENT NAME

Re. PUPIL NAME – CLASS

During this academic year PUPIL NAME has been absent on a number of occasions, which gives an attendance level of PERCENTAGE %. The acceptable level of attendance as set by the school is PERCENTAGE %. This level of absence could impact significantly on PUPIL NAME's academic progress. Regular attendance is important to maintain consistent progress and achievement in both curriculum knowledge and understanding, and personal and social skills.

We appreciate that absence is sometimes due to sickness or other unavoidable circumstances. However, we hope that you will do your best to ensure that PUPIL NAME's attendance improves and is sustained throughout the rest of the year. We want all the students to achieve the very best they can and for this they need to be in school regularly.

If you wish to discuss the matter further, please do not hesitate to contact me.

Yours sincerely

Head teacher

Letter 4 Requesting a school based attendance meeting if attendance does not improve and remains below 95%

DATE

PARENT NAME

ADDRESS

Dear PARENT NAME

Re. PUPIL NAME – CLASS

I wrote to you on DATE OF LETTER 3 regarding PUPIL NAME's attendance which was PERCENTAGE %. I am concerned that PUPIL NAME's attendance has not improved and is currently PERCENTAGE % for this academic year.

Regular attendance is important to maintain consistent progress and achievement in both curriculum knowledge and understanding, and personal and social skills. We want PUPIL NAME to do their best at school and therefore you are invited to a meeting on DATE at TIME with STAFF POSITIONS to discuss this matter further.

The focus of the meeting is to support you in improving your child's attendance.

Please contact the school to confirm your attendance at the meeting.

Yours sincerely

Head teacher

Letter 5 Summarising the school based attendance meeting and agreed actions

DATE

PARENT NAME

ADDRESS

Dear PARENT NAME

Re. PUPIL NAME – CLASS

Following our meeting on DATE at TIME with STAFF POSITIONS to discuss PUPIL NAME's attendance, please find below a summary of the meeting and agreed actions.

SUMMARY – e.g. We discussed.... Mr X reported that...

ACTION – specific agreed action

ACTON – specific agreed action

If you have any questions about the above, please do not hesitate to contact me.

Yours sincerely

Head teacher

Letter 6 Authorising a leave of absence

DATE

PARENT NAME

ADDRESS

Dear PARENT NAME

Re. PUPIL NAME – CLASS

I acknowledge receipt of an application for PUPIL NAME to be absent from school due to exceptional circumstances.

During term time we strongly discourage any leave of absence and cannot stress strongly enough the detrimental effect any break during term time has on your child's progress in their education.

On careful consideration, I have authorised this period of absence, equating to DAYS days, DATES. This will be noted on the student's records and no further leave will be authorised except in exceptional circumstances.

I hope that PUPIL NAME is proactive on their return from the period of absence and makes every effort to catch up on work missed and minimise the overall impact on their learning and overall attainment.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

Head teacher

Letter 7 Declining to authorise a leave of absence and warning penalty notice may be issued by the Educational Welfare Service

DATE

PARENT NAME

ADDRESS

Dear PARENT NAME

Re. PUPIL NAME – CLASS

I refer to your application for leave of absence for PUPIL NAME to be absent for NUMBER days.

The current law does not give any entitlement to parents to take their child out of school during term time. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 prohibits Headteachers granting leave of absence to a pupil except where an application has been made in advance and the Headteacher considers that there are exceptional circumstances relating to the application. Following due consideration, I am unable to agree to your request as the reason provided is not considered exceptional.

I must warn you that, if you do take your child out of school for this time, the absences will not be authorised and the Education Welfare Service may issue a penalty notice to each parent of £60 for each child to be paid within 21 days. If the penalty is not paid within the time scale the penalty will increase to £120. If the higher penalty is not paid within 28 days, the Education Welfare Service will then institute legal proceedings against you in the magistrate's court under Section 444 of the Education Act 1996 for failing to ensure your child attends school regularly.

The matter will also be recorded on your child/ren's school record.

If you would like to meet with me to discuss this matter, please contact me to arrange an appointment.

Yours sincerely

Head teacher

Form 1 Recording and monitoring strategies to support attendance

PUPIL NAME			
ACTION	NOTES	DATE	ATTENDANCE %
LETTER 1 SENT TO PARENTS			
LETTER 2 SENT TO PARENTS			
DATE OF SCHOOL BASED ATTENDANCE MEETING			
ACTION			
ACTION			
DATE ATTENDANCE DROPPED TO 80% and 10 unauthorised sessions in 6 week period			
DATE OF REFERRAL TO EWS			
FURTHER ACTION			

Form 2 Referral to Local Authority Education Welfare Service, for School Attendance Meeting (SAM) or Warning Letter

Essex Education Welfare Service Referral Form

- All fields must be completed to minimise delays
- If referring more than one child in a family, a form must be completed for each child
- Criteria for referral to EWS is a minimum of 8 unauthorised absences during the previous 4 school weeks
- EWS will only attend a SAM or issue a Warning Letter where there is evidence of communication with the parent/carer for whom the letter is to be sent

What is the referral for (delete/circle as appropriate)?

School Attendance Meeting	Yes / No	Warning Letter	Yes / No
---------------------------	----------	----------------	----------

School/Academy	
Referrer name	
Referrer telephone number	
Date	
Pupil's name	
Pupil's address	
Pupil's date of birth	
Gender	
Ethnic origin	
UPN	
Year group	

Unauthorised absences in previous 4 weeks	Attendance % for previous 4 weeks	Attendance % for academic year
	%	%

Parent/carer(s) to be included

Full name	
Relationship to pupil	
Full postal address	
Contact numbers	

Full name	
Relationship to pupil	
Full postal address	
Contact numbers	

Full name	
Relationship to pupil	

Full postal address	
Contact numbers	

If you require any advice prior to referral, please contact your local EWS Duty Officer:

Mid	0300 003 4124	Mid.ews@essex.gov.uk
-----	---------------	----------------------

Pre-referral evidence:

- 12 week attendance record must be attached
- Include as much evidence of pre-referral work as possible

Document	Details	Attached
12 week attendance record		
First day contact/other call logs		
Referrals to other agencies (including dates of safeguarding concerns)		
Letters and meeting invites		
Minutes from meetings		
Home visit contact notes		
Assessments		
Other evidence:		

Please send this form and all evidence, marked 'Confidential' to the appropriate EWS Quadrant Office:

	Mid
Address	Allocation Panel, Education Welfare Service, Causeway House, Bocking End, Braintree, Essex, CM79HB
Fax	01376 346894
Email	Mid.ews@essex.gov.uk

Providing the case meets EWS criteria and there is sufficient evidence of pre-referral work supplied, it will be allocated to a Local Authority Education Welfare Officer, who will either issue a Warning Letter or contact the school/academy to agree a date for the School Attendance Meeting.

Form 3 Missing Pupil Checklist Action for Schools

To be completed by schools when;

- A pupil has gone missing¹ and no contact can be made with parent/carer to establish reason for absence
- Ceased to attend the school and forwarding address of the family is not known
- When a child has not returned from holiday within 10 schools days of the expected date of return²

If a child is subject to a child protection plan, is a child in care or there are reasons to be concerned for the child' safety, Social Care must be informed immediately and the SET procedures followed.

Pupil					
Pupil's name:		DOB:		UPN:	Male / Female
School:				Ethnicity (please state if not known):	
Last known address;					
			<i>Please delete as appropriate</i>		
			Child in Care:	Yes	No
			Subject to a child protection plan:	Yes	No
Parent/carer name:				Traveller Family	Yes No
Telephone number(s)					

Date last attended school:	
-----------------------------------	--

Siblings
Name(s) and DOB: (please state if no siblings are known)
School sibling(s) attend:
Following checks with sibling(s) school, are they currently attending? (please include any relevant information provided by school)

¹ A pupil is deemed to be missing from school when the school do not have reasonable grounds to believe the pupil is unable to attend by reason of sickness or any unavoidable cause and have failed, after reasonable enquiry, to ascertain where the pupil is

² and the school does not have reasonable grounds to believe the pupil is unable to attend school by reason of sickness or any other avoidable cause

Checks to be made within 1 - 10 days of absence (checks should be started no later than the 5th day of absence)					
	Date	Time	Name of person contacted	Number	Response / outcome
Carry out first day calling (if this is an automated system please make telephone contact manually)					
Attempt telephone contact with all known emergency numbers					
Write to last known address and address of emergency contact if known (please attach a copy)					

Any further information from other agencies, wider school community (e.g. staff, other pupils, friends)

*If child is not located following checks, please send checklist to EWS allocation panel, no later than the tenth day of absence³ and continue checks as appropriate **(Do not remove child from roll until advised by LA EWO)***

Checklist completed by:	
Position:	
Date passed to EWS allocation panel (please attach copy of attendance record:	

³ The proprietor of every school shall make to the LA a return giving the full name and address of every registered pupil who has been absent from school, where the absence has not been treated as authorised for a continuous period of not less than ten school days (The Education (Pupil Registration) (England) Regulations, 2006)

Form 4 Application for leave of absence during term time



Essex County Council

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school. As from 1st September 2013, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 amended Regulation 7 to prohibit the proprietor of a maintained school from granting leave of absence to a pupil, except where an advance application has been made by the parent with whom the pupil normally resides, and the proprietor considers that there are exceptional circumstances relating to the application.

Taking your child out of school during term time could be detrimental to your child's educational progress. A pupil who takes 10 days absence will only attain 94.7% attendance in the year. 10 days absence also means the pupil will miss 50 hours of education.

There is no entitlement to parents to take their child out of school during term time, however, you may apply to the school for leave of absence if you believe there are exceptional circumstances.

If the absence is not authorised and the holiday is taken, the case will be referred to the Education Welfare Service who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.

Please complete one application per child.

Name of Child	
D.O.B:	
Class:	

Date of First Day of Absence: _____

Date of Return: _____

Number of Days Requested: _____

Important: A letter must be attached to this request, outlining the 'exceptional circumstances' for which a leave of absence is being applied for.

Signed: _____ Dated: _____

Name: _____

School/office use only

Attendance percentage preceding 12 weeks:			
Number of sessions absence this academic year:	Authorised	Unauthorised	Total

Form 5 Request for the issue of a penalty notice for an unauthorised term time holiday

Pupil Name: PUPIL NAME

D.O.B: DATE OF BIRTH

School: SCHOOL

Year Group: YEAR GROUP

Parental names: PARENT NAMES

Parental address: ADDRESS

Parental reason given for requesting leave of absence: REASON

Dates of absence: From DATE to DATE (inclusive)

Please submit with this request:

- *Evidence of information provided to parents warning of the possibility of penalty notices being issued for unauthorised leave of absence e.g. attendance policy, prospectus, newsletters or other school literature that it is reasonable to assume that a parent should have accessed*
- *Copy of original request from parents/carers accompanied by a copy of any letters submitted by them in support of the request*
- *A photo copy of the original letter from the head teacher to parent refusing the absence, with warning of a penalty notice being issued*
- *An attendance printout that covers at least 12 school weeks prior to the absence being taken, demonstrating that the absence has been taken, and that the pupil has returned to school.*

Signed _____

Head teacher

Application to be forwarded to:

Email: south.ews@essex.gov.uk

Address: EWS Legal Panel,
South Area Education Office,
The Knares,
Basildon,
Essex SS16 5RX

Tele: 01268-632385

Fax: 01268-632317

Form 6 Agreement for part-time timetable

Name:	Learning Group:	Gender : Male/Female	UPN:	DOB:
SEN: None/SEN Support/Statement or EHCP	Category of SEN:		PSP: Yes/No	CLA: Yes/No

Agency Involvement	
Agency	Details

Reason For Timetable

	Reintegration Plan
Weeks 1 - 2	
Week s 3 - 4	
Weeks 5 - 6	

	Registration	Before morning break	After morning break	Before afternoon break	After afternoon break
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

The above indicates the times when the student named above is expected to be in school. We have enclosed two copies of this. Please sign below and return one to indicate that you agree with the provision outlined above and accept ***full responsibility*** for your child when they are **not** timetabled to be on School premises. The student will not be in a public place and will not undertake any work or work experience that is not agreed and risk assessed as part of their formal timetable during the school day.

Review Date:	Staff Name:	Staff Signature:
Parent:	Parental Signature:	Date: