



## Shamblehurst Primary School Attendance Policy

**Policy approved and adopted:**

**Person(s) responsible for implementing and monitoring the policy:**

**Headteacher – Anna Jones**

**Due for review: November 2018**

### Section 1

#### Rationale/statement of intent

For a child to reach their full educational achievement a high level of school attendance is essential.

We are committed to providing an education of the highest quality for all our pupils/ students and endeavour to provide an environment where all pupils feel valued and welcome. Parents and pupils play a part in making our school so successful. Every child has a right to access the education to which he/she is entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all.

It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

For our children to take full advantage of the educational opportunities offered it is vital your child is at school, on time, every day the school is open unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff and future aspirations depend on good attendance.

#### **Good attendance is important because:**

- Statistics show a direct link between under-achievement and absence below 95%
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines, school work and friendships easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training

## **Section 2**

### **2.1 Promoting Good Attendance & Punctuality**

The foundation for good attendance is a strong partnership between the school, parents and the child. The Home/School agreement will contain details of how we will work with parents and our expectations of what parents will need to do to ensure their child achieves good attendance. We have produced a 'Good Attendance Guide' to provide extra support to parents.

To help us all to focus on this we will:

- Provide information on all matters related to attendance in our newsletter and half-termly traffic light letters.
- Report to you on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments;
- Celebrate good attendance;
- Reward good or improving attendance.

### **2.2 Roles and Responsibilities:**

Our Headteacher and Family Support Worker will oversee, direct and co-ordinate the school's work promoting regular and improved attendance and will ensure the attendance policy is consistently applied throughout the school. They will ensure that attendance is both recorded accurately and analysed. They will also ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

If absence is frequent or continuous, except where a child is clearly unwell, staff will discuss with parents/carers the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a pupil's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the school. Shamblehurst monitors attendance every two weeks.

#### **Responsibilities of Classroom Staff:**

- Ensure that all students are registered accurately.
- Promote & reward good attendance at all appropriate opportunities.
- Liaise with the headteacher on matters of attendance and punctuality.

#### **Responsibilities of Students:**

- Attend every day unless they are ill or have an authorised absence.
- Arrive in school on time.
- Go to all their registrations and lessons on time.
- Take responsibility for registering at Reception if they are late or are leaving the school site during school hours.
- Only request for leave of absence if it is for an exceptional

#### **Responsibilities of Parents and Carers:**

Ensuring your child's regular attendance at school is a parent/carers legal responsibility (section of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

Parents will:

- Inform the school on the first day of absence.
- Discuss with the headteacher any planned absences well in advance.
- Support the school with their child in aiming for 100% attendance each year.
- Make sure that any absence is clearly accounted for by phone or email on the first and subsequent days of absence, or by letter if a phone is unavailable.
- Avoid taking their child out of school for non-urgent medical or dental appointments

## Section 3

### 3.1 Recording attendance

Legally the register must be marked twice daily. This is once at the start of the school day 8.45am and again for the afternoon session at 1.00pm.

### 3.2 Lateness/punctuality

**DfE guidance suggests all official registers should be closed a maximum of 30 minutes after the start of school - but schools can choose to use a shorter period. For further advice and guidance refer to: Hampshire guidance 'Promoting Pupil Attendance Recording Absence' available at: <http://documents.hants.gov.uk/childrens-services/HIAS/Promotingpupilattendanceandrecordingabsence-maindocument.pdf>**

It is important to be on time at the start of the morning and afternoon school sessions and to lessons. The start of school/lessons are used to give out instructions or organise work. If your child is late they can miss work, time with their class teacher getting vital information, cause disruption to the lesson for others and can be embarrassing, leading to possible further absence.

- The school day begins at 8:45am and all **pupils are expected to be in school at the time**. Registration closes at 8.50am. A late mark will be given to children arriving between 8.50am and 9.10am, after this an unauthorised mark is given for the morning session.
- All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary
- Arrival after the close of registration Children will be marked with 'L' which is a late mark until 9.10am. After this they will then be marked as unauthorised using absence code 'U' in line with county and Department for Education (DfE) guidance. This mark shows them to be on site, but is legally recorded as an absence.
- If a pupil is late due to a medical appointment, they will receive an authorised absence coded 'M'. Please be advised that where possible doctors and dentist appointments are to be made outside of school hours or during school holidays.

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. On-going and repeated lateness is considered as **unauthorised absence and will be subject to legal action** (see section 6 for further detail).

Parents, guardians or carers of pupils who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists, parents, guardians or carers will be invited to attend the school and discuss the problem and support offered. If support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 10 week period the school or the Hampshire County Council will be required to issue parents with a penalty notice in accordance with Hampshire's Code of Conduct for issuing penalty notices for non-attendance (See section 6 of this policy for further detail).

## Section 3

### 3.3 What to do if my child is absent?

#### First Day Absence

See Hampshire Guidance 'Good practice guidance for attendance and safeguarding' located at <http://documents.hants.gov.uk/childrens-services/HIAS/Goodpracticeguidanceforattendanceproceduresandsafeguarding-May2014.pdf>

A child not attending school is considered a **safeguarding** matter. This is why information about the cause of any absence is always required.

If your child is absent you must:

- Contact us as soon as possible on the first day of absence;

If your child is absent we will:

- Telephone or text you on the first day of absence if we have not heard from you; *this is because we have a duty to ensure your child's safety as well as their regular school attendance*
- Invite you in to discuss the situation with the Headteacher if absences persist;
- Refer the matter to the Hampshire's Attendance Legal Panels if absence is unauthorised and falls below 90%. Please see section 6.

#### Third Day Absence

Hampshire County Guidance 'Children on roll but at risk of Missing in Education'

<http://documents.hants.gov.uk/education/Guidanceforchildrenatriskofmissingineducation-revisedSept2014.pdf>

Please Note: If your child is not seen and contact has not been established with you or any of the named parent/carers after three days of absence the school is required to start a child missing in education procedures as set down by Hampshire County Council Guidance. We will make all reasonable enquires to establish contact with parents and the child including making enquires to known friends, wider family

#### Ten Day's Absence

We have a legal duty to report the absence of any pupils who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carers then the Local Authority is notified that the child is 'at risk of missing'. Children's Services Staff will visit the last known address and alert key services to locate the child. So help us to help you and your child by making sure we always have an up to date contact number. There will be regular checks on telephone numbers throughout the year.

## Continued or Ongoing Absence

If your child misses 10% (3 weeks/15 sessions) or more schooling across the school year for whatever reason they are defined as **persistent absentees**. Where this absence is authorised the school will work with families to support them in how this can be improved.

Absence for whatever reason disadvantages a child by creating gaps in his or her learning. Research shows these gaps affect attainment when attendance falls below 95%. As such we monitor all absence thoroughly and all attendance data is shared with the Local Authority and the Department for Education. If your child has had absence and their attendance level is falling towards 90% we will contact you to see how we can work with you to so this can be improved.

Children at this school are dependent on their parents/carers, who are responsible for their level of attendance and punctuality. It is vital that children enjoy coming to school, and whilst being encouraged to attend well and on time, will not carry blame and be made to feel unhappy if their parents are not supportive or effective in these areas.

## For national guidance refer to:

1. 'School attendance' 2015 located at:

<https://www.gov.uk/government/publications/school-attendance>

2. National Association of Headteachers guidance document on '**Authorised Absence**' 2014

<http://www.naht.org.uk/welcome/news-and-media/key-topics/parents-and-pupils/naht-issues-new-guidance-on-authorised-absence/>

## For county advice and guidance refer to:

1. Guidance on recording absence

<http://documents.hants.gov.uk/childrens-services/HIAS/Promotingpupilattendanceandrecordingabsence-maindocument.pdf>

2. Guidance on approval of '**Extended leave of absence**

<http://www3.hants.gov.uk/education/hias/learning-behaviour-attendance/lba-resources-for-schools/atten-guidance-for-schools.htm>

## Section 4

### Request for leave of absence

Amendments to school attendance regulations were updated and enforced from September 2013: **(Pupil registration) (England) regulations state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.** It is important to note that Headteachers can determine the length of the authorised absence as well as whether absence is authorised at all. The fundamental principles for defining 'exceptional' are rare, significant, or unavoidable which means the event could not reasonably be scheduled at another time. **There are no rules on this** as circumstances vary from school to school and family to family. There is, however, no legal entitlement for time off in school time to go on holiday **and in the majority of cases holiday will not be authorised.** Parents/Carers wishing to apply for leave of absence need to fill in an application form (available from the noticeboard in the school foyer, reception or the school website) in advance and **before** making any travel arrangements.

If term time leave is taken without prior permission from the school, the absence will **be unauthorised** and if the number of sessions absent hits the thresholds set down in Hampshire's Code of Conduct parent/carers will be issued with a fixed-penalty fine, or other legal action in accordance the code (see section 6 for detail).

**Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children out during school time.**

## Section 5

### Understanding types of absence – authorised and unauthorised

Pupils are expected to attend school every day for the entire duration of the academic year, unless there is an **exceptional reason** for the absence. There are two main categories of absences:

- Authorised Absence: is when the school has accepted the explanation offered as satisfactory justification for the absence, or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised.
- Unauthorised Absence: is when the school has not received a reason for absence or has not approved a child's leave absence from school after a parent's request. This includes:
  - parents giving their children permission to be off school unnecessarily

such as for shopping, birthdays, to look after siblings - truancy before or during the school day  
- absences which have not been explained

A school can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states a child is unwell but on return to school there is evidence they have been on holiday.

## Section 6

For national guidance refer to: '**Parental responsibility measures for behaviour and attendance**' which covers legal measures for non-attendance

<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>

**For county guidance refer to: 'Guidance for Schools on available support and**

**procedures for pursuing legal action for non-attendance at school'** May 2015

<http://www3.hants.gov.uk/education/hias/learning-behaviour-attendance/lba-resources-for-schools/atten-guidance/attendance-guidance-for-schools.htm>

Where a child has **unauthorised absence** the school must enforce Hampshire County Council's *Code of conduct: issuing Penalty Notices for unauthorised absence from schools* or follow its guidance on other legal measures for non-attendance. The *Code of conduct* is a statutory document that ensures that powers for legal sanctions are applied consistently and fairly across all schools and their families within the authority. A copy is available from

[www.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-for-parents/possible-penalties](http://www.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-for-parents/possible-penalties).

For national guidance refer to: '**Parental responsibility measures for behaviour and attendance**' which covers legal measures for non-attendance

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**For county guidance refer to: 'Guidance for Schools on available support and procedures for pursuing legal action for non-attendance at school'** May 2015

<http://www3.hants.gov.uk/education/hias/learning-behaviour-attendance/lba-resources-for-schools/atten-guidance/attendance-guidance-for-schools.htm>

### **Penalty Notices for Non Attendance and other Legal Measures:**

In Education law, parents/carers are committing an offence if they fail to ensure the regular attendance of their child of compulsory school age at the school at which the child is registered, unless the absence has been authorised by the school.

### **Legal Measures for tackling persistent absence or lateness**

Hampshire Schools and Hampshire County Council will use the full range of legal measures to secure good attendance. Legal measures will only be considered through a referral to Hampshire's Attendance Legal Panels where:

**1. The child or family do not require the support from any agency to improve the attendance**  
**2. The child has 10 or more sessions of unauthorised absence and parents are complicit in the child's absence.**

The following legal measures are for pupils of compulsory school age who are registered at a school:

- Parenting contracts set at Education Planning Meetings
- Parenting orders
- Penalty notices
- Education Supervision Orders
- Prosecution

For national guidance refer to: '**Parental responsibility measures for behaviour and attendance**' which covers legal measures for non-attendance

'<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>

**For county guidance refer to: 'Guidance for Schools on available support and procedures for pursuing legal action for non-attendance at school' May 2015**

<http://www3.hants.gov.uk/education/hias/learning-behaviour-attendance/lba-resources-for-schools/atten-guidance/attendance-guidance-for-schools.htm>

**Legal Measures for absence taken when the headteacher has declined parent/carers request for leave of absence**

Where a pupil has unauthorised absence due to either:

1. non approval of a parent/carers request for leave of absence or
2. a holiday that has been taken without permission and the unauthorised absence is for 10 or more sessions (5 days) in any 100 possible school sessions then a penalty notice for non-attendance will be issued

Where a child has **unauthorised absence** the school must enforce Hampshire's Code of Conduct for issuing Penalty Notices or follow its guidance on other Legal Measures for Non-Attendance. The Code of Conduct is a statutory document that ensures that powers for legal sanctions are applied consistently and fairly across all schools and their families within the authority. A copy is available from

<http://www3.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-for-parents/possible-penalties.htm>

The code of conduct states that:

Schools or Hampshire Local Authority will issue a Penalty Notice for any unauthorised absence where the pupil has been:

- absent for 10 or more half-day sessions (five school days) of unauthorised absence during any 100 possible school sessions – these do not need to be consecutive
- persistently late (coded *U*) for up to 10 sessions (five days) after the register has closed
- persistently late before the close of the register (coded *L*), but the school has met with parents and has clearly communicated that they will categorise as unauthorised any further lateness (code *O*), and where the threshold of 10 sessions (five days) has been met
- absent for any public examinations of which dates are published in advance
- absent for any formal school assessments, tests or examinations where the dates have been published in advance

unless the issuing of a Penalty Notice would conflict with other intervention strategies in place or other sanctions already being processed.

**If a child's unauthorised absence meets any of the above criteria and the family or child do not require any agency support to improve the attendance then a single Penalty Notice is issued for either:**

- 1. 10 sessions of unauthorised absence or lateness in any 10 week school period**
- 2. 1 or more sessions of unauthorised absence during a public exam, formal school assessment of testing where dates are published in advance.**

Parents and Carers will be warned of the likelihood of a penalty notice being issued for unauthorised absence either via a letter, through the leave of absence request form, or through the school's attendance policy and website. The penalty notice is a fine that is issued to each parent/carers who condoned (or was responsible for the child) during the period of unauthorised absence for which the fine has been issued. For each case of unauthorised absence the school or Hampshire County Council will decide whether a Penalty Notice is issued **to one or more parent/carers** for each child. **N.B** This could mean four penalty notices for a family with two siblings both with unauthorised absence for holiday i.e. one PN for each child to each parent.

Each penalty notice carries a fine of £60 if paid within 21 days of the penalty notice being posted. If the fine is not paid within 21 days the Penalty is automatically increased to £120 if paid within 28 days. If the fine remains unpaid the Hampshire County Council will consider prosecution for the non-attendance. Payment methods are detailed on the Penalty Notices themselves. Penalties are to be paid to Hampshire County Council and revenue resulting from payment of Penalties is used by the County Council to help cover the costs of issuing Penalty Notices and/or the cost of prosecuting recipients who do not pay.

For further information parents/carers can request a leaflet from their school and should visit Hampshire County Councils website at:

<http://www3.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-for-parents/possible-penalties.htm>



## **Section 7**

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse. Contact your child's class teacher immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems or family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem. In some cases you may find it helpful to discuss the circumstances of your child's difficulties with another professional.

Sarah Curry, our Family Support Worker can support you on a variety of matters. Please give her a call if you have concerns.

### **7.1 What can I do to encourage my child to attend School?**

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his / her education.

Be interested in what your child is doing in school, chat to them about the things they have learnt, what friends they have made and even what they had for lunch!

For many parents, your child attending school may be your first experience of being separated from them. This can seem daunting at first for both of you but consistency and a caring supportive home and school life will make the transition a quick and easy experience for you both.

### **7.2 Leavers**

If your child is leaving our school (other than when transferring to the secondary school parents are asked to:

Give the attendance officer comprehensive information about their plans including any date of a move and your new address and telephone numbers, your child's new school and the start date when known. This should be submitted to our school in writing

If pupils leave and we do not have the above information, then your child is considered to be a 'Child Missing in Education'. This requires schools and Local Authorities to then carry out investigations to try and locate your child, which includes liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

### **7.3 Absence through child participation in Public Performances, including theatre, film or TV work & Modelling.**

***The regulations related to children participating in public performances are separate to those around authorising leave of absence. Headteachers can authorise this absence. For further advice and guidance on child employment and performance licenses visit Hantsweb at***

***<http://www3.hants.gov.uk/childrens-services/childrenandyoungpeople/child-employment.htm>***

National Advice –

***<https://www.gov.uk/child-performance-licence-england-scotland-wales>***

Parents of a child performer can seek leave of absence from school for their child to take part in a performance. They must contact the Headteacher to discuss the nature and frequency of the work, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. Any absence recorded as part of a child's participation in a public performance is recorded as C an authorised absence.

### **7.4. Absence through competing at regional, county or national level for Sport.**

Parents of able sportsmen and women can seek leave of absence from school for their child to take part in a regional, county, national and international events and competitions. It is however, down to the headteachers discretion whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions are also at the discretion of the Headteacher and are not likely to be approved if it is a regular event, unless the sports club or association are providing an education tutor as part of their

### **7.5 Gypsy Roma Traveller Showman and Showman families**

***For further advice and guidance on Attendance & GRT and Showman see County Guidance at:***

***<http://documents.hants.gov.uk/childrens-services/HIAS/Promotingpupilattendanceandrecordingabsence-Section6.pdf>***

***Please note pupils must have attended 200 sessions in a rolling 12month period to be able to request leave for work purposes***

***Further support & Guidance is available from Hampshire's EMTAS Service***

Absence of a child from a traveller family that has left the area may be authorised if the absence is for **work purposes only** and it is believed that the family intends to return. To ensure the continuity of learning for Traveller children, dual registration is allowed. That means that a school cannot remove a Traveller child from the school roll while they are travelling. When the Traveller is away the home school holds the place open and records the absence as authorised through the T code. Distance Learning packs for traveller children are not an alternative to attendance at school.

## **Section 8 Record preservation**

School registers are legal documents. We will ensure compliance with attendance regulations by keeping attendance records for at least 3 years. Computer registers will be preserved as electronic back-ups or microfiche copies.

## Appendices

### The Law

The Education Act 1996 Part 1, Section 7 states:

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

[a] To his age, ability and aptitude and

[b] To any special needs he may have.

either by regular attendance at school or otherwise.

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

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

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

### Register and Admission Roll keeping.

The legal requirements are found in: The Education [Pupil Registration] (England) Regulations 2006

### Guidance documents on attendance.

The following DfE documents are used to guide attendance recording.

Absence and Attendance codes (Guidance for Schools and Local Authorities)

Keeping Pupil Registers (Guidance on applying the Education Pupil Registration Regulations)

These and other guidance documents are available on the DfE website

Hampshire County Council Guidance is available on Hantsweb at

<http://www3.hants.gov.uk/education/hias/learning-behaviour-attendance/lba-resources-for-schools/atten-guidance/attendance-guidance-for-schools.htm>

/	Present AM
\	Present PM
B	Educated off site (not Dual reg.)
C	Other authorised circumstances
D	Dual registration
E	Excluded
G	Family holiday (not agreed)
H	Family holiday (agreed)
I	Illness
J	Interview
L	Late (before registers closed)
M	Medical/Dental appointments
N	No reason yet provided for absence
O	Unauthorised absence
P	Approved sporting activity
R	Religious observance
S	Study Leave
T	Traveller absence
U	Late (after registers closed)
V	Educational visit or trip
W	Work Experience
X	Non-compulsory school age absence
-	All should attend/no mark recorded

## Sample Letters

## LATE LEVEL ONE LETTER

Dear «salutation»

«chosen\_forename» «chosen\_surname», «reg»

As part of school routines and procedures, the late attendance registers are being monitored each half-term. We have noticed that «chosen\_forename» has been late on a number of occasions. For your information, «chosen\_forename»'s attendance currently stands at «percentage\_attendance»% and we enclose a copy of «his\_her» registration certificate. Also enclosed is our Good School Attendance Guide.

During the last half-term, «chosen\_forename»'s punctuality has been raised as a concern as «he\_she» has been late on «total\_lates\_both» occasions. Total minutes of lateness =

Children miss out on essential instructions given at the beginning of the lessons. In fact, arriving 5 minutes late each day adds up to 3 entire days of school by the end of the year.

Children may feel uncomfortable or embarrassed going into the classroom when everyone else has already started their learning.

When one person is late, everyone loses out. The class is disrupted and the teacher must take time away from other children to explain what is happening in the lesson.

For your information, please be advised that the school day begins at 8:45am and all children are expected to be in school at this time. A late mark will be given after this time and minutes of lateness will be recorded. If children arrive after 9:10am, this will be recorded as an unauthorised absence for the morning session.

If there is anything we can do to help improve «chosen\_forename»'s attendance, or if you wish to make an appointment to see our Family Support Worker Sarah Curry, please do not hesitate to contact the school office.

Please be aware, that under guidelines set down by the Department for Education, any child with 10 or more half-day sessions (equivalent to five school days) of unauthorised absence (which includes lates and unauthorised holidays) in any 10 school week period, are liable to receive a Penalty Notice without further warning.

Please accept this letter as notification that «chosen\_forename»'s attendance is being monitored.

Yours sincerely

Anna Jones  
Headteacher

## LATE LEVEL TWO LETTER

Dear «salutation»

«chosen\_forename» «chosen\_surname», «reg»

As part of school routines and procedures, the late attendance registers are being monitored half-termly. We have noticed that «chosen\_forename» has been late on a number of occasions. For your information, «chosen\_forename»'s attendance currently stands at «percentage\_attendance»% and we enclose a copy of «his\_her» registration certificate. Also enclosed is our Good School Attendance Guide.

During the last half-term, «chosen\_forename»'s punctuality has been raised as a concern as «he\_she» has been late on «total\_lates\_both» occasions during the last half-term. Total minutes of lateness =

**We are aware that this is the second letter you have received, with regards to «chosen\_forename»'s lateness. If this lateness continues, we will be contacting you again to arrange a meeting.**

- Children miss out on essential instructions given at the beginning of the lessons. In fact, arriving 5 minutes late each day adds up to 3 entire days of school by the end of the year.
- Children may feel uncomfortable or embarrassed going into the classroom when everyone else has already started their learning.
- When one person is late, everyone loses out. The class is disrupted and the teacher must take time away from other children to explain what is happening in the lesson.

For your information, please be advised that the school day begins at 8:45am and all children are expected to be in school at this time. A late mark will be given after this time and minutes of lateness will be recorded. If children arrive after 9:10am, this will be recorded as an unauthorised absence for the morning session.

If there is anything we can do to help improve «chosen\_forename»'s attendance, or if you wish to make an appointment to see our Family Support Worker Sarah Curry, please do not hesitate to contact the school office.

Please be aware, that under guidelines set down by the Department for Education, any child with 10 or more half-day sessions (equivalent to five school days) of unauthorised absence (which includes lates and unauthorised holidays) in any 10 school week period, are liable to receive a Penalty Notice without further warning.

Please accept this letter as notification that «chosen\_forename»'s attendance is being monitored.

Yours sincerely

Anna Jones  
Headteacher

**LATE LEVEL THREE LETTER**

Dear «salutation»

«chosen\_forename» «chosen\_surname», «reg»

I am writing to express my concern that, despite prior communication with you, there has been no improvement in «chosen\_forename»'s punctuality to school this half-term.

I therefore, I would be grateful if you would attend a meeting with me on ..... to discuss «chosen\_forename»'s punctuality and how we can best support you in raising «his\_her» attendance.

I would appreciate it if you could please contact the school office, at your earliest convenience, to confirm your attendance for this appointment.

Please be aware, that under guidelines set down by the Department for Education, any child with 10 or more half-day sessions (equivalent to five school days) of unauthorised absence (which includes lates and unauthorised holidays) in any 10 school week period, are liable to receive a Penalty Notice without further warning.

Yours sincerely

Anna Jones  
Headteacher



## LEVEL ONE LETTER

Dear «salutation»

«chosen\_forename» «chosen\_surname», «reg»

At Shamblehurst Primary School, we believe that regular attendance at school is essential. However, it is ultimately the parents' responsibility to ensure that their child attends school to ensure they receive the best education possible.

We endeavour to check every child's attendance on a weekly basis and children with irregular attendance are identified. «chosen\_forename»'s attendance has fallen below 95% and this is a concern for us. At this point, we will start to monitor «his\_her» attendance and you may be contacted about this.

For your information, «chosen\_forename»'s attendance currently stands at «percentage\_attendance»% and we enclose a copy of «his\_her» registration certificate. Also enclosed is our Good School Attendance Guide.

Please be aware, that under guidelines set down by the Department for Education, any child with 10 or more half-day sessions (equivalent to five school days) of unauthorised absence (which includes lates and unauthorised holidays) in any 10 school week period, are liable to receive a Penalty Notice without further warning.

Yours sincerely

Anna Jones  
Headteacher

## LEVEL TWO LETTER

Dear «salutation»

«chosen\_forename» «chosen\_surname», «reg»

I am writing to express my concern at «chosen\_forename»'s record of attendance.

Since our initial communication with you, there has been no improvement in «chosen\_forename»'s attendance, resulting in their record currently showing «percentage\_attendance»%. We enclose a copy of «his\_her» registration certificate. Also enclosed is our Good School Attendance Guide.

I fully accept that in many circumstances, illness is a genuine and unavoidable reason for absence. However, I also feel that it is important for attendance data to be shared with parents, so they understand the impact of school days missed. Over an academic year Hampshire's average for illness is 2.3% for primary aged children. «chosen\_name»'s currently stands at «total\_of\_specified\_codes»

Please be aware, that under guidelines set down by the Department for Education, any child with 10 or more half-day sessions (equivalent to five school days) of unauthorised absence (which includes lates and unauthorised holidays) in any 10 school week period, are liable to receive a Penalty Notice without further warning.

Unfortunately, if we do not see significant improvement in your child's attendance, we will require you to provide medical evidence. If this is not forthcoming, it will result in the absence recorded as unauthorised.

If there is anything we can do to help improve «chosen\_forename»'s attendance, or you wish to make an appointment to see our Family Support Worker, Sarah Curry, please contact the school office on 01489 782342.

We will continue to monitor «chosen\_forename»'s attendance and look forward to this improving over the coming weeks.

Yours sincerely

Anna Jones  
Headteacher

### LEVEL THREE LETTER

Dear «salutation»

«chosen\_forename» «chosen\_surname», «reg»

We have been monitoring «chosen\_forename»'s attendance and are writing to advise you that this is now at an unacceptable level as a result of «his\_her» irregular attendance. «chosen\_forename»'s attendance currently stands at «percentage\_attendance»%. Please find enclosed «chosen\_forename»'s Registration Certificate. Also enclosed is our Good School Attendance Guide.

I am therefore writing to let you know that in future, absences will NOT be authorised unless, you are able to provide medical evidence. Over an academic year, Hampshire's average for illness is 2.3% for primary aged children. «chosen\_name»'s currently stands at «total\_of\_specified\_codes»

If evidence is not provided and therefore is no significant and sustained improvement in «chosen\_forename»'s attendance, you will be required to attend a meeting with Mrs Jones to discuss this.

Please be aware, that under guidelines set down by the Department for Education, any child with 10 or more half-day sessions (equivalent to five school days) of unauthorised absence (which includes lates and unauthorised holidays) in any 10 school week period, are liable to receive a Penalty Notice without further warning.

If there is anything we can do to help improve «chosen\_forename»'s attendance, or if you wish to make an appointment to see our Family Support Worker Sarah Curry, please do not hesitate to contact the school office.

Yours sincerely

Anna Jones  
Headteacher

**LEVEL FOUR LETTER**

Dear «salutation»

«chosen\_forename» «chosen\_surname», «reg»

I am writing to express my concern that, despite prior communication with you, «chosen\_forename»'s current level of attendance stands at only «percentage\_attendance»%.

We have registered «chosen\_forename» as a persistent absentee, and therefore I would be grateful if you would attend a meeting with me on ..... to discuss «chosen\_forename»'s attendance and how we can best support you in raising «his\_her» attendance level.

I would appreciate it if you could please contact the school office, at your earliest convenience, to confirm your attendance for this appointment.

Please be aware, that under guidelines set down by the Department for Education, any child with 10 or more half-day sessions (equivalent to five school days) of unauthorised absence (which includes lates and unauthorised holidays) in any 10 school week period, are liable to receive a Penalty Notice without further warning.

Yours sincerely

Anna Jones  
Headteacher

## LEVEL FIVE LETTER

Dear «salutation»

«chosen\_forename» «chosen\_surname», «reg»

As you are aware, over the past few months, we have been monitoring «chosen\_forename»'s attendance.

Although, we have been in regular communication with you, there has been no significant improvement in «chosen\_forename»'s attendance. This currently now stands at «percentage\_attendance»%. I enclose a copy of «chosen\_forename»'s Registration Certificate.

Therefore, this letter is to inform you that legal intervention will follow, in the form of a penalty notice.

Yours sincerely

Anna Jones  
Headteacher

## TRAFFIC LIGHT LETTER

Dear «salutation»

«chosen\_forename» «chosen\_surname» «reg»

Please find details below of your child's current Attendance Report at the end of Autumn Term 1.

ATTENDANCE REPORT		
Name: «chosen_forename» «chosen_surname»	Period: 4th September 2017 – 20th October 2017	
Class: «reg»	Percentage Attendance: «percentage_attendance»%	
<b>GREEN PERCENTAGE ATTENDANCE</b>  ABOVE 96%  EXCELLENT!	<b>AMBER PERCENTAGE ATTENDANCE</b>  90% - 95%  STARTING TO IMPACT ON LEARNING	<b>RED PERCENTAGE ATTENDANCE</b>  BELOW 90%  SERIOUS IMPACT ON LEARNING

If you would like to discuss your child's attendance, please contact our Family Support Worker, Sarah Curry.

Yours sincerely

Anna Jones  
Headteacher