**Aims and Targets**

The Governing body of New Hall Primary and Children's Centre places a high priority on achieving standards and feel that excellent pupil attendance and punctuality are essential. In order for children to achieve their potential, pupils must be highly motivated to learn and keen and eager to attend school. Regular, punctual attendance will establish good habits that will support them throughout their lives. To achieve this, the Governors and staff are committed to working in partnership with parents to ensure that the school achieves a MINIMUM of 96% attendance throughout the school.

The Government expects us to:

- Promote good attendance and reduce absence, including persistent absence (less than 90%);
- Ensure every pupil has access to full-time education, to which they are entitled; and,
- act early to address patterns of absence.

**Procedures**

**PARENTS will:**

- Ensure that their children attend school regularly
- Notify school on the first day of absence before 8.30am by phone/letter
- Complete a request form for absence in term time for exceptional circumstances
- Ensure when their child returns to school they bring in written confirmation of why they were absent
- Hand in medical evidence for 4 or more days absence due to illness
- Meet with the Head Teacher and Deputy Head Teacher to discuss their child's attendance when necessary

**CLASS TEACHERS will:**

- Complete e-portal register at the start of each session (morning and afternoon)
- Monitor daily patterns of attendance and report any concerns that arise to the SLT
- Provide work for children to do at home if an absence is due to a long illness, disability or other circumstances
- Make parents aware of concerns over good attendance

**OFFICE STAFF will:**

- Input attendance data on CMIS system
- Print off official reports for each calendar month for monitoring purposes
- Complete the absence record book
- Monitor alongside the Deputy Head Teacher, patterns of attendance and lateness
- Make first day absence calls and record reasons for absence
- Carry out Fast Track procedures with parents of children whose attendance is of a concern.

**ASSISTANT HEAD TEACHER will:**

- Monitor official registers and take actions where concerns have been identified
- Inform Governors of attendance records
- Inform parents of individual pupils' attendance record, each term at Parents' Evening and in the end of year schools report

**Date of Policy:** September 2019  **Date of Review:** September 2020
o Inform/Meet with parents whose children's attendance causes concern
o Make referrals to the Central School Attendance and Welfare Service Ltd (CSAWS).
o Make referrals to the School Nurse team.

ATTENDANCE AND WELFARE OFFICER (CSAWS Ltd) will:

o Support the school in achieving its targets and addressing concerns.
o Support families in ensuring their child/ren attend school regularly.
o Prepare and facilitate school attendance review meetings for punctuality
o contact you by phone, letter or home visit to discuss the school’s concerns and how attendance and punctuality can be improved
o Carry out Fast Track procedures with parents of children whose attendance is of a concern.
  (See Appendices for Procedures of Fast Track and Attendance Letters)

GOVERNING BODY will:

o Monitor whole school attendance termly and take appropriate action should it affect standards.
o Nominate a named Governor for Attendance.

Late Procedures

Children who arrive late (after the doors close at 8:55am) and have gone to the office entrance, must be signed in by their parent/carer or appropriate adult, a reason for the lateness is also requested. The admin staff will update the CMIS system with their mark. Adults of EYFS children will wait with their child until it is convenient for the child to be taken to class.

Children who frequently arrive late will be monitored; parents will be contacted and a referral to the Education Welfare Officer (CSAWs) considered.

The Education Welfare Officer (CSAWs) is to carry out unannounced ‘Late Gate’ sessions to challenge parents over reasons for poor punctuality.

Children who arrive late after the registers have closed due to a medical appointment will be marked M (in). For regular (e.g. once a week) medical issues causing lateness the child will have their code move from M to / (present).

Any child arriving after 9:15am for any reason other than medical will be marked U (late after registers closed).

Children who have to leave for any reason throughout the day should be signed out at the main office by their parent/carer or appropriate adult. This is strongly discouraged. Parents are requested to make dental or medical appointments outside of school hours.

Holiday in Term Time Procedures

Children attending Birmingham schools, including New Hall Primary, are not allowed days absence for holidays. Any absence, other than for illness or emergency medical attention, will be coded as Unauthorised (G) – Family holiday not agreed or (O) Unauthorised.

Parents may choose to complete an ‘Exceptional Circumstances Form’ stating why they are removing their child during term time. This is given to the Headteacher. Only exceptional circumstances will be authorised. (For a list of examples of exceptional circumstances – See Appendix A).

Date of Policy: September 2019      Date of Review: September 2020
If an ‘exceptional circumstance form’ is rejected, then the absence; should the parent still proceed with the removal of their child during term time; is dealt with under the Leave in Term Time process.

**Strategies for Monitoring Good Attendance**

- Individual certificates are presented termly where ‘target’ attendance (97%) has been gained.
- Badges and prizes are presented termly where full attendance (100%) has been gained
- ALL children who achieve 100% attendance for the whole school year are rewarded with a certificate and a special attendance trip.
- A Golden Ball to be awarded each week to the best attending Team/s. (Part of Behaviour Policy reward system) Three balls awarded to any team achieving 100%
- Weekly attendance shared with all Teams and written on classroom doors.
- Assistant Head Teacher will monitor attendance and any child with below 95% attendance will trigger concern and an action plan put in place.
- Children with attendance below 90% (Persistent Absenteeism) will be monitored by the Assistant Head Teacher, CSAWS and Court Section, as necessary.

**School attendance, Safeguarding and Children Missing Education**

A child going missing from education is a potential indicator of abuse or neglect. School staff will follow the school's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future (Keeping Children Safe in Education (updated September 2019) and Children Missing in Education Nov 2013, updated Sept 2016)

All Schools are required to make the local authority aware of every registered pupil who fails to attend school regularly and any children who have been absent from school, where the absence has been treated as unauthorised for a continuous period of not less than 10 school days Education (Pupil Registration) (England) Regulations 2006 regulation 12.

This attendance policy is part of broader suite of Safeguarding policies including the schools Child Protection Policy.

**Illness**

It is a school’s decision whether to accept a reason for a child’s absence and whether to authorise that absence. In the majority of cases a parents’ note explaining that their child was ill can be accepted without question or concern (we expect medical evidence to be provided for absences of more than 4 days). In exceptional circumstances further evidence of a child’s illness may be requested.
Appendices

Appendix A - Guidance from NAHT on authorised term time pupil absence

Appendix B - Codes

Appendix C - Flow chart of late procedures

Appendix D - Late Letters
Letter 1 - Late warning letter
Letter 2 - Referral to CSAWs

Appendix E - Flow chart of attendance procedures

Appendix F - Attendance Letters
Letter 1 - Whole School Attendance Letter
Letter 2 - Head Teacher concerns letter
Letter 3 - Medical evidence/request letter
Letter 4 - Referral to CSAWS - invitation for informal meeting
Letter 5 - FAST-track to Attendance - Invitation to a School Review Attendance Meeting (SARM)
Letter 6 - FAST-track to Attendance - Formal Warning Notice

Appendix G - Medical Request Form

Appendix H - Leave in Term Time Letters
Request for leave refused (LD1)
Leave taken (LD2)

Appendix K - Term Time Leave Request Form

Appendix L - FAST-track School Attendance Legal Action Information for Parents
Appendix A – Guidance from NAHT on authorised term time pupil absence

Guidance on authorised term-time pupil absence

A little background to term-time pupil absences On matters relating to term-time pupil absences, the Education (pupil registration) (England) (amendment) Regulations 2013, which came into force on 1 September 2013, removed all references to ‘family holidays’ and ‘extended leave’ as well as the ‘notional threshold of ten school days’.

The 2013 amendments made it clear that head teachers may not grant any leave of absence during term-time unless ‘exceptional circumstances’ prevail. The regulations also state that head teachers should determine the number of school days a pupil can be away from school in the event that leave is granted for ‘exceptional circumstances’.

We believe the guidelines in this document are compatible with the amendments and help to clarify the meaning of ‘exceptional circumstances’; they do not change it.

It’s generally held that head teachers can authorise a pupil’s absence during term time but the merits of such a request are now required to be exceptional.

NAHT’s approach and advice to managing term-time pupil absence requests

There continues to be some debate about what ‘exceptional circumstances’ mean when deciding whether to grant absence for pupils during term-time. We think we can help in this respect.

The NAHT believes it is valuable to have some guiding principles to back schools in their decisions to grant term-time pupil absences and to provide some consistency.

These guiding principles have no statutory authority; schools are at liberty to adopt them nonetheless as part of their overall approach to granting pupil term-time absence.

The fundamental principles for defining ‘exceptional circumstances’ are that they are ‘rare, significant, unavoidable and short
Guiding principles

1. Term times are for education. This is the priority. Children and families have 175 days off school to spend time together, including weekends and school holidays. Head teachers will rightly prioritise attendance. The default school policy should be that absences will not be granted during term-time and will only be authorised in exceptional circumstances.

2. The decision to authorise a pupil’s absence is wholly at the head teacher’s discretion based on their assessment and merits of each request.

3. If an event can be reasonably scheduled outside of term-time then it would not be normal to authorise absence for such an event – holidays are therefore not considered ‘exceptional circumstances’.

4. Absences to visit seriously-ill relatives or for a bereavement of a close family member are usually considered to amount to ‘exceptional circumstances’, but for the funeral service only, not for extended leave.

5. Absences for important religious observances are often taken into account but only for the ceremony and travelling time, again, not for extended leave. This is intended for one-off situations rather than regular or recurring events.

6. Schools may wish to take the needs of the families of service personnel into account if they are returning from long operational tours that prevent contact during scheduled holiday time.

7. Schools have a duty to make reasonable adjustments for pupils with special educational needs and/or disabilities.

8. Families may need time together to recover from a trauma or a crisis.

9. It is acceptable to take a pupil’s record of attendance into account when making absence-related decisions.

10. It is important to note that head teachers can determine the length of the authorised absence as well as whether a particular absence is authorised. Where schools serve communities whose patterns of work create a regular barrier to attendance and family life, schools could consider changes to term times; we strongly recommend this approach is co-ordinated across schools in a designated area or region.

Date of Policy: September 2019           Date of Review: September 2020
## Appendix B - Codes

### PRESENT

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Present (AM)</td>
</tr>
<tr>
<td>\</td>
<td>Present (PM)</td>
</tr>
<tr>
<td>L</td>
<td>Late (before registers closed)</td>
</tr>
</tbody>
</table>

### AUTHORISED ABSENCE

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Other Authorised Circumstances (not covered by another appropriate code/description)</td>
</tr>
<tr>
<td>E</td>
<td>Excluded (no alternative provision made)</td>
</tr>
<tr>
<td>F</td>
<td>Extended family holiday (agreed)</td>
</tr>
<tr>
<td>H</td>
<td>Family holiday (agreed)</td>
</tr>
<tr>
<td>I</td>
<td>Illness (NOT medical or dental etc. appointments)</td>
</tr>
<tr>
<td>M</td>
<td>Medical/Dental appointments</td>
</tr>
<tr>
<td>R</td>
<td>Religious observance</td>
</tr>
<tr>
<td>S</td>
<td>Study leave</td>
</tr>
<tr>
<td>T</td>
<td>Traveller absence</td>
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</tbody>
</table>

### UNAUTHORISED ABSENCE

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>G</td>
<td>Family holiday (NOT agreed or days in excess of agreement)</td>
</tr>
<tr>
<td>N</td>
<td>No reason yet provided for absence</td>
</tr>
<tr>
<td>O</td>
<td>Unauthorised absence (not covered by any other code/description)</td>
</tr>
<tr>
<td>U</td>
<td>Late (after registers closed)</td>
</tr>
</tbody>
</table>

### APPROVED EDUCATION ACTIVITY = PRESENT

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Educated off site (NOT Dual registration)</td>
</tr>
<tr>
<td>D</td>
<td>Dual registration (i.e. pupil attending other establishment)</td>
</tr>
<tr>
<td>J</td>
<td>Interview</td>
</tr>
<tr>
<td>P</td>
<td>Approved sporting activity</td>
</tr>
<tr>
<td>V</td>
<td>Educational visit or trip</td>
</tr>
<tr>
<td>W</td>
<td>Work experience</td>
</tr>
</tbody>
</table>

### NOT COUNTED IN POSSIBLE ATTENDANCES

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Non-compulsory school age absence</td>
</tr>
<tr>
<td>Y</td>
<td>Enforced closure – whole school or partial</td>
</tr>
<tr>
<td>Z</td>
<td>Pupil not yet on roll</td>
</tr>
<tr>
<td>#</td>
<td>School closed to pupils</td>
</tr>
</tbody>
</table>
Appendix C - Flow chart of late procedures

Late to school on 4 occasions.

DECLINE BEGINS - First letter sent (from school) to inform parents/carers of number of lates and impact on learning.

Late to school on 8 occasions.

IMPROVEMENT SEEN - Sticker given in Monday assembly. Continue to monitor.

CONTINUE TO DECLINE - Second letter (sent from CSAWS) to inform parents/carers of number of lates and reinforce the severity of the number of lates. Letter outlines what will happen next (meeting.)

Late to school on 12.

CONTINUE TO DECLINE - Third letter (sent from CSAWS and school) to arrange a meeting to make action plan for improvement in arriving at school on time. (CSAWS/ DHT/PM)

IMPROVEMENT SEEN - Continue to attend school on time postcard home. Continue to monitor.

IMPROVEMENT SEEN - Continue to attend school on time for the whole term – prize. Take off late list.

Action plan implemented and monitored regularly. If improvements seen – above process is followed (sticker, postcard, prize) If number of lates does not improve, possible escalation to court procedures in line with New Hall Attendance Policy and Birmingham FAST-track to Attendance Process.
Appendix D – Late letters
Letter 1 Late Letter

Insert date

«ParentTitle» «ParentFirstName» «ParentLastName»
«AddressLine1»
«AddressLine2»
«City»
«PostCode»

Dear «ParentTitle» «ParentLastName»

Your child, «ChildFirstName» «ChildLastName» has been identified as having poor punctuality.

We are sure you are aware that XXXX can enter school from 08.45 to enable him to be in class for registration when the bell sounds at 08.55.

Please note that children arriving after 9.15 will be recorded as an unauthorised late for the morning session, this will affect your child’s attendance record. May we also remind you that if children arrive late a parent/carer should accompany them to the school office to sign them in.

As you may be aware, the law treats some persistent lateness in the same way as irregular attendance and parents may be prosecuted by the Local Authority if late arrival is not resolved.

I have to advise you as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education suitable to the child’s age, ability and aptitude and any special educational needs the child may have, either by regular attendance at school or otherwise. (Education Act 1996)

<table>
<thead>
<tr>
<th>Minutes late per day during the school year</th>
<th>Equals days worth of teaching lost in a year</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 mins</td>
<td>3.4 days</td>
</tr>
<tr>
<td>10 mins</td>
<td>6.9 days</td>
</tr>
<tr>
<td>15 mins</td>
<td>10.3 days</td>
</tr>
<tr>
<td>20 mins</td>
<td>13.8 days</td>
</tr>
<tr>
<td>30 mins</td>
<td>20.7 days</td>
</tr>
</tbody>
</table>

Poor punctuality can lead to your child...

• Feeling embarrassed in front of their friends
• Missing the beginning of vital lessons
• Missing important instructions for the rest of the school day
• Learning bad habits which could affect their employability in the future

If your child is having any difficulties that you wish to discuss, contact me immediately. Your child’s punctuality must now improve or the school may have no option but to take further action against you.

Yours sincerely,

Mrs Hanks
Headteacher

Mrs Hemming
Deputy Headteacher

Date of Policy: September 2019 Date of Review: September 2020
Dear NAME

RE: Punctuality

CSAWS and New Hall Primary & Children’s Centre are working to raise levels of punctuality across the school. School have been promoting positive punctuality with those students whose punctuality has improved with stickers and post cards home. School have identified Student Name punctuality as a concern and have written home to you previously.

I am now writing to you as your child’s punctuality has continued to raise concerns, as they have arrived late into school on 0 occasions.

I would like to take this opportunity to explain the importance of your child attending school on time each morning.

**Being at school on time every day means:**
- Your child gets the best possible start to their day.
- Your child doesn’t miss any important lessons or instructions.
- Your child will be able to walk into school with all the other children and take part in the important routines at the start of the day.
- Your child won’t feel embarrassed or self-conscious because they have arrived at a different time or have to walk into a full classroom.
- Your child is establishing good routines and habits that will help them as they progress through school and eventually into the workplace.

I will continue to monitor Student Names punctuality over the remainder of the school year and should they receive any further late marks then you may be invited into school to discuss this further.

If you need further support with this matter, then please do not hesitate to contact us at your earliest convenience.

Yours Sincerely

Victoria Holloway
Attendance and Welfare Officer
Central School Attendance and Welfare Service Ltd

Call: 07506 904 829

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**Date of Policy:** September 2019  
**Date of Review:** September 2020
Appendix E - Flow chart of attendance procedures

September

- **Letter 1** - Attendance letter for whole school
  
  SCHOOL TO SEND

Below 95% from December (below 90% up to Nov)

- **Letter 2** sent home from Head teacher expressing concerns
  
  SCHOOL TO SEND

Below 92%

- **Letter 3** Medical Evidence letter and Medical Card sent also a "Well Being Check" if necessary
  
  SCHOOL TO SEND

90% or below

- **Letter 4** Referral to CSAWS for meeting and further interventions if necessary
  
  CSAWS TO SEND

  Early Help offered

  IN SCHOOL

  **Letter 5** Invite for SARM meetings together with SLT and/or School Nurse meetings/referral

  CSAWS TO SEND

Further Absences

- Potential legal action if no improvement is made

- **Letter 5** - Start of FAST-track process

  CSAWS TO SEND
Appendix F – Attendance Letters

Letter 1 -Whole School Attendance Letter

School Attendance

A very important message for all Parents/Carers

Insert Date

Dear Parent/Carer,

..........................................................  Academy/School is working in partnership with parents and the Local Authority to improve school attendance.  We would like to congratulate the many parents who make sure their children attend school regularly.

Absence disrupts the education of the individual pupil and the whole class. Are you aware that children who do not attend regularly:

- do not achieve well in exams
- find it difficult to maintain friendships
- are more likely to become involved in crime
- miss out on opportunities in further education and the world of work?

How does your child compare?

<table>
<thead>
<tr>
<th>Attendance during one school year</th>
<th>equals this number of days absent</th>
<th>which is approximately this many weeks absent</th>
<th>which means this number of lessons missed</th>
</tr>
</thead>
<tbody>
<tr>
<td>95%</td>
<td>9 days</td>
<td>2 weeks</td>
<td>50 lessons</td>
</tr>
<tr>
<td>90%</td>
<td>19 days</td>
<td>4 weeks</td>
<td>100 lessons</td>
</tr>
<tr>
<td>85%</td>
<td>29 days</td>
<td>6 weeks</td>
<td>150 lessons</td>
</tr>
<tr>
<td>80%</td>
<td>38 days</td>
<td>8 weeks</td>
<td>200 lessons</td>
</tr>
</tbody>
</table>

Absence can only be authorised by the Head Teacher, within the boundaries set by the Education (Pupil Registrations) (England) Regulations 2006.  Head Teachers may not authorise leave during term time except where the circumstances are exceptional.

Please remember that parental illness, going shopping, visiting family, truancy, not wanting to go to school, alleged bullying (speak to school immediately to resolve the issue) are not acceptable reasons to be absent. All of these will be recorded as unauthorised absence, including if your child arrives at school after the close of registration.

Date of Policy: September 2019                  Date of Review: September 2020
Family emergencies need careful consideration. It is not always appropriate or in the best interests of the child to miss school for emergencies which are being dealt with by adult family members. Being at school with support from staff and peers can provide children with stability. The routine of school offers a safe and familiar background during times of uncertainty.

It is a parent’s legal responsibility to ensure their children receive appropriate education. Failing to send your child to school regularly without good reason is a criminal offence.

Legal action that may be taken includes:

- **Issuing penalty notices**: Each parent receives a penalty notice for each child who has unauthorised absence. The penalty is £60 or £120 depending on how soon payment is made. So, if there are two parents and two children the total penalties could be up to £480. Failure to pay may result in prosecution.

- **Taking parents to court for unauthorised absence**: Education Act 1996 Section 444(1) - court can fine each parent up to £1000 per child, order payment of prosecution costs and/or impose a Parenting Order.

- **Taking parents to court for persistent unauthorised absence**: Education Act 1996 Section 444(1A) - court can fine each parent up to £2,500 per child, order payment of the prosecution costs, impose a Parenting Order and/or sentence you to a period of imprisonment of up to 3 months.

Being taken to court could result in you having a criminal record.

Frequent absence can add up to a considerable amount of lost learning and can seriously disadvantage your child in adult life.

If your child’s level of absence is of serious concern, the school will offer advice and support to improve attendance. After this, any unauthorised absence may result in the School and the Local Authority taking legal action.

Again, we would like to thank those parents who make sure their child is attending school regularly and are therefore benefiting fully from their educational opportunity.

Yours sincerely,

\[Signature\]

Lead Attendance Officer

Education Legal Intervention Team
Alternative Provision, Attendance, and Independent Education Service
Birmingham City Council

Date of Policy: September 2019               Date of Review: September 2020
Dear «ParentTitle» «ParentLastName»

Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB» Yr «YearGroup»

I’m writing to you to express concern about «ChildFirstName» attendance in school. As you may be aware, it is the legal responsibility of parents to ensure children attend school regularly.

We work with parents to improve school attendance. Good attendance will mean that your child is able to achieve the best grades for their ability and have real opportunity in further education and the world of work. Absence disrupts the education of the individual pupil and the whole class. Children who do not attend regularly:

- do not achieve well in exams
- find it difficult to maintain friendships
- miss out on social events
- are more likely to become involved in crime

If you feel that your child has ongoing or unresolved medical issues you are advised to approach your doctor urgently.

If you wish to discuss the contents of this letter or your child’s attendance please contact the school. If you call and there is no one available, please leave a message and contact telephone number.

Yours sincerely,

Mrs Hanks
Headteacher

Mrs Hemming
Deputy Headteacher
Dear «ParentTitle» «ParentLastName»

Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB» Yr «YearGroup»

Your child’s poor attendance at school this year is causing serious concern as he/she has been absent for number of sessions out of a possible number of sessions and this will make it much harder for your child to achieve good results in their school work. Most/ All of the absence has been due to illness or for medical reasons.

It has been decided that due to the high level of your child’s absence, the Head Teacher will no longer authorise any absence for medical reasons unless supported by medical evidence.

I have to advise you that we monitor all pupils with poor school attendance and will take action when absence is unauthorised; this may lead to prosecution.

Therefore should Pupil’s name have any further sessions of absence because of illness or medical reasons you are strongly advised to provide one of the following which may enable the Head Teacher to authorise your child’s absence:

- Medical appointment card with one appointment entered
- Letter from a professional such as a hospital Consultant or Psychologist
- Evidence of a consultation with NHS 111
- Medication prescribed by a GP
- Copy of prescription
- Print screen of medical notes
- Letters concerning hospital appointments
- Slip with date, pupils name and surgery stamp, signed by Receptionist

Doctors or GP ‘sick’ notes are not required. Please do not request these from your GP.

Please be aware that telephone calls and handwritten notes from a parent/carer are not acceptable as medical evidence when attendance is of serious concern.

I have to advise you as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education suitable to the child’s age, ability and aptitude and any special educational needs the child may have, either by regular attendance at school or otherwise (Education Act 1996 Section 444).
We work with parents to improve school attendance. Good attendance will mean that your child is able to achieve the best grades for their ability and have real opportunity in further education and the world of work. Absence disrupts the education of the individual pupil and the whole class. Children who do not attend regularly:

- do not achieve well in exams
- find it difficult to maintain friendships
- miss out on social events
- are more likely to become involved in crime

If you feel that your child has ongoing or unresolved medical issues you are advised to approach your doctor urgently.

If you wish to discuss the contents of this letter or your child’s attendance, please contact me. If you call and I am not available, please leave a message and contact telephone number.

Yours sincerely,

Mrs Hanks
Headteacher

Mrs Hemming
Deputy Headteacher

We have enclosed a Doctors’ Appointment Card for you to use when your child is poorly in the future. The card needs to be stamped by the Doctors’ Surgery staff in order for an ‘authorised absence’ mark to be given to your child.

If your child is unwell and the card has not been stamped by the Doctors’ Surgery staff, then an unauthorised absence will be recorded.
Letter 4 - Referral to CSAWS

Date:

PARENT'S NAME & ADDRESS

Dear PARENT'S NAME

RE: Attendance – CHILD’S NAME CHILD’S DOB

Government guidance has changed, which means that any pupil whose attendance is under 90% is classed as a persistent absentee, and there is a clear expectation that efforts are to be made to improve attendance. As you can see CHILD’S NAME attendance is below this level.

Here at New Hall Primary we work in partnership with CSAWS, our Attendance and Welfare service, to raise attendance across the school. As CHILD’S NAME’S attendance has not improved, a referral will now be made to our Attendance and Welfare Officer. CSAWS will continue to monitor CHILD’S NAME attendance and consider legal action where appropriate.

As a parent/guardian, it is your legal responsibility to ensure that your child attends school regularly and on time every day.

We want to work with you and your child in raising levels of attendance, therefore if you need support with this matter please contact us as soon as possible.

Yours Sincerely

Mrs B Hanks
Head Teacher
Dear «ParentTitle» «ParentLastName»

Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB»
Yr «YearGroup» at «SchoolName»

There have been continuing difficulties concerning the attendance of your child «ChildFirstName» «ChildLastName» at «SchoolName».

You have been offered advice and support to improve «ChildFirstName»’s attendance and prevent the need for legal action.

In an attempt to resolve issues regarding attendance, a School Attendance Review Meeting has been arranged at «SchoolName» on «AppointDate» at «AppointTime».

It is very important that you attend. Your co-operation is essential.

This meeting is an opportunity for you to discuss any matters of concern.

Failure to attend this meeting and further unauthorised absence could result in you being prosecuted in court and/or a penalty notice being issued.

I have to advise you as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education suitable to the child’s age, ability and aptitude and any special educational needs the child may have, either by regular attendance at school or otherwise (Section 444, Education Act 1996).

Please contact me urgently on the telephone number provided if you are unable to attend. If I am not available, please leave a message and contact telephone number.

Yours sincerely

«School_Representative»
Job Title
Dear «ParentTitle» «ParentLastName»

Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB»
Yr «YearGroup» at «SchoolName»

DO NOT IGNORE THIS LETTER. TAKE IMMEDIATE ACTION

Your child, «ChildFirstName» has been identified as having poor attendance at «SchoolName».

To assist you, the school have offered you the opportunity to access additional support such as Early Help etc.; have invited you to attend a formal School Attendance Review Meeting; and have provided you with advice to improve your child’s attendance.

Despite this, there is now a significant amount of unauthorised absence. 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 at the school his/her parent(s) are guilty of an offence’.

This is a formal notice advising you that the School and the Local Authority may consider issuing a penalty notice/taking legal action against you should there be further unauthorised absence.

To avoid this you must prevent any further unauthorised absence.

I would strongly advise that you read the attached leaflet which will provide further guidance on getting your child to school and advice as to your legal responsibilities.

Most attendance problems can be sorted out by parents. If your child is having any difficulties that you wish to discuss contact the school immediately.

Yours sincerely,

«School_Representative»
Job Title
Appendix G – Medical Request Form

New Hall Primary & Children’s Centre
Langley Hall Drive
Sutton Coldfield
B75 7NQ
Tel No. 0121 464 5170

MEDICAL CARD

To Whom It May Concern - The child named below needs proof of attendance of a doctor's appointment. Please would you date, sign or stamp the card.

Student Name.......................................................................................................................................................D. O. B...........................................................................

Doctor's Name..........................................................................................................................................................

Surgery Name/Address..............................................................................................................................................

Telephone No..........................................................................................................................................................

Many Thanks

Mrs Hemming, Deputy Head Teacher/Attendance Leader

<table>
<thead>
<tr>
<th>Date</th>
<th>Surgery Stamp/Doctor’s signature</th>
</tr>
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</table>

Description of illness/medical issue

See over for more

Date of Policy: September 2019  Date of Review: September 2020
<table>
<thead>
<tr>
<th>Date</th>
<th>Surgery Stamp/Doctor’s signature</th>
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<tr>
<td><strong>Description of illness/medical issue</strong></td>
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</table>

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<tr>
<th>Date</th>
<th>Surgery Stamp/Doctor’s signature</th>
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<tr>
<td><strong>Description of illness/medical issue</strong></td>
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<tr>
<th>Date</th>
<th>Surgery Stamp/Doctor’s signature</th>
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<td></td>
<td></td>
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<tr>
<td><strong>Description of illness/medical issue</strong></td>
<td></td>
</tr>
</tbody>
</table>

Date of Policy: September 2019  Date of Review: September 2020
Appendix H – Leave in Term Time Letters

Request for Leave Refused (LD1)

Insert date

«ParentTitle» «ParentFirstName» «ParentLastName»
«AddressLine1»
«AddressLine2»
«City»
«PostCode»

Dear «ParentTitle» «ParentLastName»

Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB»
Yr «YearGroup» at «SchoolName»

Thank you for your recent leave of absence request form.

On this occasion I am not able to authorise your child’s leave of absence.

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 at the school his/her parent(s) are guilty of an offence’.

If you decide to take the leave, the absence will be marked as unauthorised and may result in a Penalty Notice being issued or legal action being taken.

Family emergencies need careful consideration. It is not always appropriate or in the best interests of the child to miss school for emergencies which are being dealt with by adult family members. Being at school, friendship with peers and support from staff can provide children with stability. The routine of school offers a safe and familiar background during times of uncertainty.

It is essential for your child to be in school regularly to benefit fully from their educational opportunities. Good attendance will ensure that your child can reach their full potential. To achieve this, your child needs to attend school every day.

We are sure you would not wish to jeopardise your child’s academic progress by taking them away at this time.

Yours sincerely,

Head Teacher

Enclosure: copy of ‘Leave of Absence Request Form’

Date of Policy: September 2019             Date of Review: September 2020
Leave Taken (LD2)

Dear «ParentTitle» «ParentLastName»

Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB»
Yr «YearGroup» at «SchoolName»

It has come to my attention that your child has been absent from school due to unauthorised leave taken in term time. If this is not the case and your child was absent due to illness, can I request you provide medical evidence to the school to authorise the absence. This would include:

Medical appointment card with one appointment entered, stamped by a doctors surgery;
Letter from a qualified medical professional;
Medical/doctors note;
Medication prescribed by a GP;
Copy of prescription;
Print screen of medical notes;
Letters concerning hospital appointments;
Slip with date, pupils name and surgery stamp, signed by GP Receptionist.

As you may be aware I am not able to authorise your child’s absence due to term time leave. The Education (Pupil Registration) (England) Regulations 2006 do not allow Headteachers to retrospectively authorise leave.

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 at the school his/her parent(s) are guilty of an offence’.

Unfortunately the absence will be marked as unauthorised and may result in a Penalty Notice being issued or legal action being taken. I would also advise that if your child is still currently absent from school, you return the child to school with immediate effect.

Yours sincerely,

Head Teacher

Date of Policy: September 2019                  Date of Review: September 2020
Appendix K Term Time Leave Request Form

EXCEPTIONAL CIRCUMSTANCES – PUPIL TERM TIME LEAVE REQUEST

Pupil’s Name …………………………………  D.O.B ………….   Form ………

Pupil’s Name …………………………………  D.O.B ………….   Form ………

I request permission for the above named pupil(s) to be granted leave during the school term.

Reason for request

.............................................................................................................................................
.............................................................................................................................................
.............................................................................................................................................

Dates of Absence

From ………………………………… To ………………………. No of school days …………..

I/We understand that if leave is agreed:

• if travelling abroad, I / we will supply a copy of the return travel documentation.
• I / we will supply the name and phone number of a contact person whilst abroad.
• if I / we do not return at the agreed time; I / we am / are aware that I / we may be issued with a penalty notice. If I do not pay the fine, I / we could then be required to attend Court; this could result in a fine of up to £1000 per child and having a criminal record.
• In exceptional circumstances penalty notices may not be issued and cases may be taken straight to Court.
• he/she may be removed from the school register in accordance with the Education (Pupil Registration) (England) Regulations 2006.

<table>
<thead>
<tr>
<th>Parent/Carer Name</th>
<th>Parent/Carer Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>…………………………………</td>
<td>…………………………………</td>
</tr>
<tr>
<td>DOB………………………………</td>
<td>DOB………………………………</td>
</tr>
<tr>
<td>Address………………………………</td>
<td>Address………………………………</td>
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<tr>
<td>…………………………………</td>
<td>…………………………………</td>
</tr>
<tr>
<td>Signature………………………………</td>
<td>Signature………………………………</td>
</tr>
<tr>
<td>Date………………………………</td>
<td>Date………………………………</td>
</tr>
</tbody>
</table>

Request agreed / denied

Signed ………………………………… Head Teacher  Dated …………………………………

Date of Policy: September 2019      Date of Review: September 2020
Appendix L – FAST-track School Attendance Legal Action Information for Parents

School Attendance (Legal Action) - Information for Parents

To avoid Legal Action being taken against you for failing to ensure your children attend school regularly, you are advised of the following:

- Ensure your child attends school every day it is open, on time, and without unauthorised absence.
- Contact school on the first day of every absence by 9.30am stating the reason for absence and the likely return date.
- If your child is unwell and unable to attend school, obtain a note from your child’s doctor. This must be provided to school as soon as possible.
- If your child is absent for more than 10 days in a year, they will be referred to the educational welfare officer.

The Head Teacher will not authorise medical absence without relevant evidence.

<table>
<thead>
<tr>
<th>Attendance during one school year</th>
<th>which equals this number of lessons missed</th>
</tr>
</thead>
<tbody>
<tr>
<td>90%</td>
<td>60 lessons</td>
</tr>
<tr>
<td>80%</td>
<td>40 lessons</td>
</tr>
<tr>
<td>70%</td>
<td>20 lessons</td>
</tr>
</tbody>
</table>

Frequent absence can add up to a considerable amount of lost learning and can seriously disadvantage your child in adult life.

Please note that:

- Penalties and prosecutions are in respect of each parent for each child.
- Parent includes any person who is not a parent of the child (and who has parental responsibility for the child) or who has care of him/her.

These proceedings are criminal proceedings and could result in you having a criminal record.

<table>
<thead>
<tr>
<th>Attendance during one school year</th>
<th>approximately this many weeks before</th>
</tr>
</thead>
<tbody>
<tr>
<td>90%</td>
<td>2 weeks</td>
</tr>
<tr>
<td>80%</td>
<td>4 weeks</td>
</tr>
<tr>
<td>70%</td>
<td>6 weeks</td>
</tr>
</tbody>
</table>

Penalties:

- Penalty notices for absence may be issued to the parent of pupils who have unauthorised absence from school. The amount of the penalty is calculated as follows:

  - If this is not paid within 21 days the amount rises to £120.
  - If not paid within 28 days the Local Authority may prosecute under section 444(1) unless it comes to our attention that the penalty notice has been issued in error.

- If you are the parent of a child of compulsory school age who fails to attend school regularly, you are guilty of an offence.
  - The court can fine each parent up to £1,000 per child, order payment of the prosecution costs and/or make a Parenting Order.

- Section 231 Anti-Social Behaviour Act 2007:
  - Penalties may be issued to the parent of pupils who have unauthorised absence from school. The amount of the penalty is calculated as follows:
    - If this is not paid within 21 days the amount rises to £120.
    - If not paid within 28 days the Local Authority may prosecute under section 444(1) unless it comes to our attention that the penalty notice has been issued in error.

- Section 444(1) Education Act 1996:
  - If in the above circumstances you, the parent, know that your child is not attending the school regularly, you are guilty of an offence.
  - The court can fine each parent up to £1,000 per child, order payment of the prosecution costs and/or make a Parenting Order.

- Please note that:
  - Penalties and prosecutions are in respect of each parent for each child.
  - Parent includes any person who is not a parent of the child (and who has parental responsibility for the child) or who has care of him/her.

These proceedings are criminal proceedings and could result in you having a criminal record.