



OUR LADY OF LOURDES

CATHOLIC MULTI-ACADEMY TRUST

Pupil Attendance Policy

February 2023



Our Lady of Lourdes Catholic Multi Academy Trust Mission Statement

We are a partnership of Catholic schools. Our aim is to provide the very best Catholic education for all in our community and so improve life chances through spiritual, academic and social development.

By placing the person and teachings of Jesus Christ at the centre of all that we do we will:

- Follow the example of Our Lady of Lourdes by nurturing everyone in a spirit of compassion, service and healing.
- Working together so that we can all achieve our full potential, deepen our faith and realise our God-given talents.
- Make the world a better place, especially for the most vulnerable in our society by doing 'little things with great love'. (*St Therese of Lisieux*)

In living out our mission we are guided by our **Catholic Virtues**. They form a common vocabulary with which we can articulate our faith in action.

Follow the example of Our Lady of Lourdes by nurturing everyone in a spirit of compassion, service, and healing.

Our trust will be a place to encounter the **love** of Christ. A place that puts safeguarding, and the safety of all, at the heart of everything we do. We will **respect** the unique dignity, value and worth of each individual and empower those who lead, to lead with **humility**, and with behaviours rooted in our virtues. Our trust will be a place where we help everyone to be happy and healthy and a place where we bring healing to those in need.

Work together so that we can all achieve our full potential, deepen our faith and realise our God-given talents

Our trust will be a place for discipleship. A place of 'Outstanding Catholic Education' for all. Through an enriched curriculum, and the very best teaching, we will remove barriers to learning, and stand in **solidarity** the most vulnerable. Our trust will be a place where we celebrate achievement and where we are **attentive** to the different skills and talents in our community. A place that provides opportunities for all to grow, realise their vocation and achieve the very best outcomes.

Make the world a better place, especially for the most vulnerable in our society, by doing 'little things with great love'. (*St Thérèse of Lisieux*)

Our trust will be a place where we form Missionary Disciples. A place where we engage in **charitable** works to support and give **hope** to those in our school, parish, and global communities. Our trust will be a place where we have a positive impact on the environment and where we instil in all, the **courage** to be an agent of change. Our trust will be a place where we celebrate 'little acts of kindness' A place where everyone feels valued, cared for and loved. We will be outward facing and work to **discern** partnerships which benefit all.

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Contents

1. Core Principals.....	5
2. Legislation and guidance.....	5
3. Roles and responsibilities.....	6
4. Recording attendance.....	6
5. Implementation.....	7
6. Aims.....	7
7. Expectations:.....	8
8. Encouraging Good Attendance in School:.....	8
9. Punctuality.....	9
10. Leave of Absence and Responding to Non-Attendance.....	9
11. Leave of Absence during Term Time.....	11
12. Truancy.....	12
13. Off-Site Provision.....	12
14. Children Missing in Education.....	12
15. Anxiety Related Non-Attendance (ARNA).....	13
16. Agency Liaison.....	13
17. Data Protection Act.....	14
18. Stepped Approach.....	15
Appendix A: Our Lady of Lourdes CMAT Schools and Designated Local Authority.....	18
Appendix B: The following codes are taken from the DfE's guidance on school attendance.....	19
Appendix C: Optional information for school newsletter or leaflet.....	21
Appendix D: Nursery to Reception Letter.....	Error! Bookmark not defined.
Appendix E: 95% and under attendance letter 1.....	Error! Bookmark not defined.
Appendix F: 95% and under attendance letter 2.....	28
Appendix G: 90% and under attendance letter.....	30
Appendix H: Penalty notice warning letter.....	30
Appendix I: Penalty notice letter.....	34
Appendix J: Concerns about a pupil's unauthorised absence(s).....	Error! Bookmark not defined.
Appendix K: Formal notice about unauthorised absence.....	Error! Bookmark not defined.
Appendix L: Agreeing a request for a holiday in term-time.....	35

Appendix M: Declining a request for a holiday in term-time.....	38
Appendix N: After an unauthorised holiday.....	39
Appendix O: After an unauthorised no notice holiday.....	40
Appendix P: Punctuality.....	41
Appendix Q: Action Plan for supporting positive attendance.	42
Appendix R: Exceptional Circumstances.....	47
Appendix S: Nottinghamshire County Council Penalty notice request form.....	Error!
	Bookmark not defined.
Appendix T: Improving attendance letter	Error! Bookmark not defined.

1. Core Principals.

Our Lady of Lourdes Catholic Multi-Academy Trust (CMAT) is committed to providing a full and efficient education for all students. The trust sincerely believes that all pupils benefit from the education it provides and therefore from regular school attendance. To this end the trust will do as much as it can to ensure that all students achieve maximum possible attendance and that any issues, which may impede full attendance, are acted upon as quickly as possible.

Student performance and well-being go hand in hand. Students can't learn if they don't feel safe or if ill health problems are allowed to create barriers.

The law states that parents/carers have a legal obligation to ensure that children within their care attend school regularly. Schools and the local authority have a duty to ensure that poor school attendance is dealt with swiftly.

The Anti-Social Behaviour Act 2003, section 23, sub-section (1) added two new sections (444A and 444B) after section 444 of the Education Act 1996. These new sections introduced 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. The offence of irregular attendance under section 444 of the Education Act 1996 has not changed.

Within Our Lady of Lourdes (CMAT) we have schools operating under Nottingham City Council, Nottinghamshire County Council, Lincolnshire, North East Lincolnshire, North Lincolnshire and Derbyshire County Council's Code of Conduct. (See Appendix A)

2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

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

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

3. Roles and responsibilities

The CMAT board

Ensures that the attendance policy is updated annually and monitored through reports to the board.

The governing board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary

The attendance officer

The school attendance officer:

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the headteacher
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the headteacher when to issue fixed-penalty notices

Class teachers/form tutors

Class teachers/form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

School admin staff

School admin staff are expected to take calls from parents about absence and record it on the school system.

4. Recording attendance

Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

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

Any amendment to the attendance register will include:

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

See appendix B for the DfE attendance codes.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 08:40 on each school day.

The register for the first session will be taken at 08:45 and will be kept open until 09:15. The register for the second session will be taken at 09:35 and will be kept open until 10:05.

5. Implementation

This policy received the full agreement of the executive board: February 2022

6. Aims

Our Lady of Lourdes CMAT recognises that;

- All pupils of statutory school age have an equal right to access an education in accordance with the National Curriculum regulations.
- No pupil should be deprived of their opportunity to receive an education that meets their needs and personal development.
- In the first instance, it is the responsibility of parents/carers to ensure attendance at school as required by law.
- Some pupils and their parents/carers may need to be supported and rewarded at some stage in meeting their attendance obligations and responsibilities.
- Situations beyond the control of pupils, parents or carers may impact on attendance. We will, with agreement and support of parent/carers, work in partnership with external agencies to resolve these.
- The vast majority of pupils want to attend school to learn, to socialise with their peer group and to prepare themselves fully to take their place in society as well rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their society.

7. Expectations:

We expect the following from parents/carers;

- To ensure their children attend school regularly and punctually
- To ensure that they contact their children's school on the first morning of absence whenever their children are unable to attend, as appropriate. This should always be the first day of absence and everyday thereafter until the child returns to school
- To ensure that their children arrive in school well prepared for the school day and to check that they have done their homework
- To contact their children's school whenever any problem occurs that may affect performance
- That they will inform a member of staff of any problem or reason that may prevent them from attending

We expect the following from all our pupils;

- That they attend school regularly
- That they will be on time and be appropriately equipped for the day.

Parents and students can expect the following from Our Lady of Lourdes Trust;

- Regular, efficient and accurate recording of attendance
- Early contact with parents when a pupil fails to attend school without providing a reason
- Immediate and confidential action on any problem notified to us
- Rewarding good attendance
- A quality education
- Education welfare officer working across the academy trust to provide support, advice and guidance to students, parents and carers for all aspects of school attendance

8. Encouraging Good Attendance in School:

Attendance is encouraged in the following ways;

- Accurate completion of registers in school
- Attendance checks at appropriate times
- Recording of good attendance on individual progress reports
- Our school will aim to provide an Education Inclusion Officer) who works either in our school or across our academy hub to identify and provide support, advice and guidance to pupils and their families who have attendance issues in the feeder primary school as part of any transition work between KS2 and KS3.
- Establishing a mechanism for supporting those parents and carers who are concerned that their children may be experiencing difficulty attending, including home visits by the education welfare officer if necessary
- An efficient use of computerised registration systems can provide valuable attendance data which can assist speedy analysis and timely responses by the academy

- Sending parents termly/weekly absence figures as appropriate including positive letters of encouragement
- An 'improved attendance' award for any students showing a significant improvement in attendance, as appropriate
- Celebrating outstanding attendance during achievement assemblies every half term in school, as appropriate

9. Punctuality

The importance of arriving at school on time;

- Arriving late at school may cause embarrassment for the child
- Pupils' arriving late is disruptive, not only to their own learning but the learning of others.
- Pupils may miss something important such as lesson plans or instructions on how to complete a piece of work
- Lateness can affect how students form friendship groups. Social interaction with peers before school is important.
- Pupils are marked present. The register is not only a legal document it also provides evidence that pupils have arrived in school and are safe.
- Punctuality shows reliability and is a valuable attribute for future working life. Future universities, colleges and employers look for reliability. A good record of attendance and punctuality is an indication of this and they may request to see this in the future.

Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate (DfE Guidance July 2019). Our Lady of Lourdes recommends that the register closes 30 minutes after it is opened.

Arriving after the session closes, is recorded as an unauthorised absence. It is important to note that this will mean a full session of absence is recorded on the register and therefore has an impact on a pupil's overall attendance figure. If unauthorised absence continues, parents/carers will be contacted and a meeting will be arranged to discuss this. If no improvement is made, a Penalty Notice may be requested from the relevant Local Authority.

10. Leave of Absence and Responding to Non-Attendance.

Parents should report absences on the first day of any illness before the start of the day and continue to report on subsequent days. Only persons with Parental/Carer Responsibility can report absences. Parents/Carers can report via their school's Gateway app/School Coms/texting or via email. CMAT Schools will not accept a verbal message from a child. If we do not receive a message, the absence will be marked as an unauthorised absence.

Home visits where pupils don't attend school: When a pupil is absent from school, and no reason for absence is received, the school will contact parents/carers by text message and

phone calls. In the event we are unable to make contact regarding the absence, the school may try other contacts held on a child's record and/or reserve the right to make an unannounced home visit.

Medical Appointments: Parents must notify the school in advance of any medical appointments and provide evidence of the appointment. Wherever possible, medical appointments should be made outside of school hours.

Medical sick notes: where students have had on-going regular absence, medical evidence would need to be provided.

Our Lady of Lourdes CMAT has a structured response for dealing with attendance concerns. When attendance falls below the expected level of 97% close monitoring will be put in place.

We will communicate our concerns with parents/carers if attendance falls below our expected levels. This may be in writing, by telephone or in person – through home visits or parent meetings.

Education Welfare Officer

The academy has a named education welfare officer/Inclusions officer, employed by the local authority, who works with families to overcome any barriers that may be preventing a student from attending regularly.

Attendance meetings

Parents/Carers of students with poor attendance may be invited to attend an attendance meeting. This may include a variety of professionals involved with student welfare. The aim of this meeting is to improve future attendance and prevent the need for referral to the relevant Local Authority to begin legal processes.

Should poor attendance continue then a referral shall be made to the relevant Authority for further action (see below)

North Lincolnshire¹: Each school has a named Education Welfare Officer. They offer support to parents and carers and services to improve attendance at school.

If the leave of absence the parent has requested is not agreed by the school and the child's total unauthorised absences as outlined in the bullet points below amount to 10 or more sessions (5 school days), continuous or odd days within the previous three months, the Education Inclusion Service will be notified and a Penalty Notice will be issued to each parent for each child.

¹ [School attendance and absence - North Lincolnshire Council \(northlincs.gov.uk\)](http://northlincs.gov.uk)

- A parent has made a request to a school for a period of absence in term time and this has not been agreed by the school
- A parent has not applied for leave of absence in advance (the regulations do not allow for approval after the holiday)
- A parent keeps the child away from school for longer than was agreed, the extra time is recorded as unauthorised.
- The school has marked the absence as unauthorised, as they have reason to suspect this was in relation to an unapproved holiday in term time and no alternative evidence has been provided.

North Lincolnshire information for parents: [Penalty notice \(northlincslocaloffer.com\)](http://northlincslocaloffer.com)

Pay a school fine: [North Lincolnshire Council \(e-paycapita.com\)](http://e-paycapita.com)

11. Leave of Absence during Term Time

Our Lady of Lourdes CMAT will not grant any leave of absence during term time unless there are exceptional circumstances. Each school within the trust will determine the number of school days a child can be away from school if the leave is granted.

A leave of absence is granted entirely at the head teacher's discretion and is **not a parental right**. In accordance with government guidelines, the application must be made **12 school days** in advance by completing a leave of absence request form. The application form is available from individual schools within the academy trust by request. The head teacher must be satisfied that there are exceptional circumstances which warrant the leave.

If parents take pupils on holiday during term time, Our Lady of Lourdes CMAT schools will not provide extra work; students will be expected to catch up with any work they have missed when they return from the holiday.

Our Lady of Lourdes CMAT schools may agree a 'leave of absence' in the following exceptional circumstances:

- for service personnel and other employees who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's education; and
- When a family needs to spend time together to support each other during or after a crisis.

Our Lady of Lourdes Trust will not agree a 'leave of absence in circumstances such as:

- Availability of cheap holidays;
- Availability of desired accommodation;

- Poor weather experienced in school holiday periods; and
- Overlap with the beginning or end of term.

Leave of absence that has not been approved will therefore be unauthorised and may lead to a referral being made to the local authority for action.

- a Penalty notice will be requested where a child's total unauthorised absences amount to 10 or more sessions (5 school days), continuous or odd days within the previous three months.

Penalties are set at £60.00 per parent per student if paid within 21 days of issue, if not paid within 21 days the fine doubles to £120 if paid within 28 days. Where a fine remains unpaid the matter may be enforced at the Magistrates Court, under Section 444, Education Act 1996. The maximum fine for this offence is £1000 per parent, per child.

Use of fixed penalty notices will be restricted to two per child per academic year. In situations where a parent meets the criteria for more than one penalty notice to be issued, because there is more than one child with irregular school attendance multiple issue may occur.

12. Truancy

Pupils who are discovered to have truanted, will be spoken to by the designated member of staff will be informed of what has happened. Pupils will be asked for the reasons for their truancy to see if there are underlying problems as the root cause. Parents will be contacted and kept informed of events. All incidents of truancy will be recorded as unauthorised.

As a follow-up the student will receive an appropriate sanction.

13. Off-Site Provision

Where the school uses off-site providers the responsibilities for external partners is to ensure the following:

- Accurately register student(s) on placement.
- Notify the academy before 10.00am of any student absence.
- E-mail/post weekly attendance registers to nominated member of staff at the academy.
- Alert school, (Attendance Officer or nominated staff) immediately in the event of a student leaving the provider's premises without prior authorisation from academy.

14. Children Missing in Education

- Attendance, absence and exclusions are closely monitored. A child going missing from education is a potential indicator of abuse and neglect, including sexual abuse and sexual exploitation.
- The designated staff will monitor unauthorised absences and take appropriate action including notifying the local authority particularly where children go missing on repeat

occasions and/or are missing for periods during the school day in conjunction with **'Children Missing Education: Statutory Guidance for Local Authorities²**

- Staff must be alert to signs of children at risk of travelling to conflict zones, female genital mutilation and forced marriage.

Off-rolling:

- *Do not take a pupil off roll until you have confirmation from their destination school.*
- *If the pupil is starting a school in a different country, ensure that you have written permission, e.g. email from the LA to take them off role.*

15. Anxiety Related Non-Attendance (ARNA)

Where a student is believed to be experiencing anxiety, the academy will liaise with parents/carers and make initial assessment by interview and completion of the ATTEND framework.

If agreed strategies fail to improve school attendance and the wellbeing of the student, further strategies will be considered. The academy will ensure that the existing systems around analysing absence are able to identify the different types of unauthorised absence i.e. anxiety related, truancing or parent/carer condoned and appropriate support implemented.

Should a parent/carer have any concerns regarding their child's mental health or wellbeing, they should contact the academy immediately.

If a child has long term absence, the academy endeavours to maintain regular communication with the student and family. School will seek support from professional outside agencies to provide additional help to the student and family.

16. Agency Liaison

Research has shown that schools in partnership with the full range of support services have a greater impact on school attendance than when they act alone or when the support services are uncoordinated or disjointed.

There are the many support services we can work with to improve the outcomes for our students

- Faith in Families
- Targeted Support; Family Services.
- Educational Psychologists.
- School health
- Social care

² <https://www.gov.uk/government/publications/children-missing-education>

- Youth Offending Team
- Police
- CAMHS
- Missing in Education Teams
- Admissions Team
- Education Welfare Service
- Children Missing in Education

17. Data Protection Act

The Data Protection Act places obligations on all agencies that process, store and share information on any individual. It is important to have full regard to the requirements of the Act. Each school has a Data Protection Notification which details the circumstances under which data is managed. Nothing in the legislation prevents a school sharing information with the police or social services where it is believed that a child or young person under the age of 18 is at risk of harm or is in need of safeguarding.

18. Stepped Approach

All letters regarding notice of penalty and actual penalty notices need to be sent to both parents and or additional adults in the household, as there could be a potential fines for both parents or additional adult.

All concerns, patterns, or trends will be logged internally on CPOMs.		
Letter sent at the beginning of term.		Optional information for school newsletter or leaflet sent at the beginning of term (Appendix C)
	Children have 100% attendance	Half termly and yearly certificates. Children who have 100% attendance will be rewarded.
	Children have attendance above 95%	Children contribute to the weekly attendance award for their class – which leads to special events and rewards.
Attendance falls below 95% due to illness or unauthorised absence		
Step 1	Letter to inform year 8-11 that their previous years' attendance fell below 95%	A letter indicating there have been historical absences that was below the 95% threshold for an academic year. This is sent to pupils at the start of the new academic year.
Step 2	Letter to inform parents of no further absences	A letter to indicate that their attendance has fallen below threshold and we will request evidence for any absences. (Appendix E)
Step 2	Letter 1 to inform of a low level of attendance.	95% is a start for concern. This letter is to inform and advise. It starts the beginning of a 4 week monitoring period . (Appendix F)
Step 3	After 2 weeks of monitoring, attendance has still not improved, and/ or there are additional absences – Letter 2 is sent.	Letter 2 explains the reasons given for absence so far, and that this has led to an unacceptable attendance level. If attendance has dropped below 90% your child is now classed as a persistent absentee. It also states that unless there is a significant improvement, a meeting will be held in school to form an attendance action plan. This is the beginning of a second monitoring period of 2 weeks . (Appendix G)
Step 4	First attendance meeting.	If attendance remains below 95%, a meeting is called with the Attendance team. At this meeting, targets are set and an attendance action plan is formed with the family. If the family do not attend, the plan will be made by school and sent home.
Case will be referred to Education Inclusion Service		
Step 4	Letter to state that sickness must be evidenced.	If a child has attendance below 90% due to an unusual amount of sickness, this letter makes it clear that they will be marked as unauthorised absences unless there is a form of medical evidence. (Appendix E) After sickness 24-48hrs at the discretion of the HT
Step 5	Second attendance meeting	If attendance is still below 90% after the attendance action plan (Appendix Q), this meeting is held to make clear what the next steps are, and what letters will be issued after the meeting.
Step 6	Penalty Notice warning letter	This letter states that there are serious concerns regarding the child's attendance, and that, unless there is significant improvement the case will be referred to the LA for penalty notices. (Appendix H) This begins the final monitoring period.
Step 7	Penalty Notice letter	This letter states that the school has referred the attendance case to the Local Authority, and that there is to be a penalty notice issued. (Appendix I)
Holidays		
Step 1	Agreeing a request	Agreeing a request for a holiday in term-time is up to the Headteacher's discretion (Appendix L) letter, however, there are guidelines within this policy and further advice in (Appendix Q)

Step 2	Declining a request	Declining a request for a holiday in term-time and warning parents that if they take the child out of school during these times, a penalty notice will be issued. (Appendix M)
Step 3	Holiday Absence	After an unauthorised holiday this letter informs parents that they may be issued with a penalty notice. (Appendix N)
Step 4	No notice holiday absence	If a family go on holiday, without informing the school this letter for a no notice holiday penalty can be issued. (Appendix O)
Other useful letters		
	Punctuality letters	Appendix P
	Exceptional Circumstances	Appendix R

Appendix A: Our Lady of Lourdes CMAT Schools and Designated Local Authority.

Nottingham City Council Schools:	Nottinghamshire County Council Schools:	Derbyshire County Council:
<p>The Trinity School St Marys Hyson Green Our Lady of Perpetual Succour St Teresa’s Aspley St Augustines St Anns Blessed Robert Widmerpool Clifton, Our Lady & St Edward St Anns St Patrick’s Catholic Primary and Nursery School Wilford St Margaret Clitherow Bestwood</p>	<p>The Becket School West Bridgford St Edmund Campion Catholic Primary Christ the King Arnold The Good Shepherd Arnold Sacred Heart Carlton Holy Cross Hucknall All Saints Mansfield St Philip Neri Mansfield St Patricks Mansfield St Joseph’s Ollerton Holy Trinity Newark</p>	<p>St Joseph’s Shirebrook.</p>
Lincolnshire	North Lincolnshire	North East Lincolnshire
<p>St Mary’s, Boston. Our Lady of Good Counsel. St Mary’s, Grantham St Hugh’s. Our Lady of Lincoln. St Norbert’s, Spalding. St Peter and St Paul. St Augustine, Stamford.</p>	<p>St Augustine Webster. St Mary’s, Brigg. St Norbert’s, Crowle. St Bernadette’s St Bede’s.</p>	<p>St Marys, Grimsby. St Joseph’s.</p>

Appendix B: The following codes are taken from the DfE’s guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances

I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix C: Information for school newsletter or leaflet.

Dear Parents and carers,

The schools of the Multi Academy Trust are committed to working together with parents and carers to ensure the highest possible attendance, which will in turn support the progress of our children.

It is important for parents to remember that the occasional or few days off due to illness, holidays or family events can mount up and lead to children's attendance levels falling. This can have a negative impact on their progress in school and affect their wellbeing.

With this in mind, you can support the school, and your child, to achieve attendance targets by:

- Making sure your child attends school regularly and on time.
- Contacting school on the first day of any absence on 01724 245151
- Informing school of any problems that may impact on your child's attendance, punctuality and learning
- Arrange routine medical appointments outside of school time. If this is not possible, please bring your child in prior to their appointment and ensure they return to school afterwards.
- Ensuring children are ready for school by having good morning and bedtime routines.
- Consider whether it is appropriate to bring your child into school in the morning if they feel a little under the weather. The school office will contact you if we feel they need to go home.
- Ensure that you do not book holidays in term time. **Please note:** In line with government regulations we are advised not to authorise holidays taken in term time.
- If you feel your child is too ill to come to school, please try to provide medical evidence. This can be prescription medication, an appointment card or a prescription.

Appendix D: Historical absence letter

Dear «Parental_Salutation»

«Forename» «Surname»

Date of Birth: «DOB»

As an Academy, we continue to monitor «Forename»'s school attendance and strive to work with you as the parent / carer in order to improve school attendance and reduce the number of unauthorised absences from school.

Last year, «Forename»'s school attendance was a significant concern due to the number of unauthorised absences from school. Their end of year attendance was @% with @ authorised absence (sessions) including @ unauthorised absences.

Whilst we appreciate last academic year there were times that COVID restrictions and considerations impacted upon everyone's ability to access school, it is also noted that school attendance is once again compulsory.

We would like to work with you regarding any issues impacting upon you and your child in accessing their educational opportunities. We can offer a variety of support, interventions and actions in order to improve their school attendance for this current academic year. As a school we are able to access support and provide reassurance to your child through our Attendance officer, tutors and Heads of Year; our pastoral support team, which includes specialist staff trained in mental health first aid; access to School Nurse referrals; KOOH; Learning Support; Creative Therapy; school counsellors; the Safeguarding team.

Please note, due to the number of unauthorised absences within the last academic year, the Head has advised that absences this academic year will no longer be authorised without supporting evidence from the parent, including absences due to "illness". This evidence will be considered by school, as to whether the absence remains unauthorised or otherwise. Please note that parents / carers do not authorise absence as this is the Head's decision and discretion.

We may offer to complete an Early Help Assessment with you – this is a way of gathering information from you and your family and using it to decide what type of support is needed, if any, to help. The assessment is used to build on your family's strengths and can identify solutions and any additional support that may be required, including from other services. The assessment is voluntary - you and your child can choose to engage **(leaflet enclosed)**. You may also be offered Attendance Action plans which will clarify attendance expectations and any support available to address issues impacting upon attendance.

We will also take the opportunity to speak to your child in school. Your child will receive support from their learning tutor, head of year and attendance officer. In addition to this, we will offer additional support from our pastoral team to meet your child's needs. Some of these interventions and supports are listed above.

By working together, we hope to ensure that your child is able to feel safe and supported and able to achieve their full potential. As a school, we strive for all our pupils

to achieve 100% attendance and we ask that you as the parent / carer support this. Secure, regular school attendance, without unauthorised absences, will support your child to achieve their aspirations and prosper within education, improving their life opportunities for the future.

As the parent / carer you have a legal obligation and the parental responsibility to support your child to achieve this. Under Section 444(1/1A) of the Education Act 1996, it is an offence for a parent / carer to fail to secure the regular school attendance of their child.

If you would like to discuss any issues impacting upon your child's ability to fully access their education, please contact school and speak with Mrs L Ellis or email her at the following email address - lellis@stbedesscunthorpe.org.uk. An appointment may be arranged to discuss the situation further.

We look forward to seeing positives changes in «Forename»'s school attendance, supported by yourself as the parent.

Yours sincerely

Mrs J Jackson
Assistant Headteacher

Mrs L Ellis
Senior Student Liaison Officer: Attendance

Appendix E: No further absences without medical evidence.

Ref: JJ/LE/MedEvReq

DATE

Dear

NAME DOB: 14/05/2007

As an Academy, we are committed to providing high quality education and improving outcomes for all our pupils. Regular school attendance is crucial in supporting pupils reach their aspirations and achieve their academic potential.

I am writing to express concern that **NAME** has a current attendance of **PERCENTAGE%** with **AMOUNT unauthorised absences**. This may include times when they have been ill and you as the parent have provided an explanation of absence.

Whilst we appreciate in the last academic year there were times that COVID restrictions and considerations impacted upon everyone's ability to access school, it is also noted that school attendance is once again compulsory. As a school we strive for all pupils to achieve 100% attendance and ask that you support your child and us to achieve this.

Please note, it is the Headteacher's decision and discretion to authorise absence, taking into account the reasons provided for absence, not that of a parent / carer. If school attendance remains irregular, including any patterns of absence where **NAME** appears sporadically, the Headteacher has now advised that no further absences will be authorised without appropriate evidence being provided to school within 10 days of the initial absence. This means that all absences will remain unauthorised until evidence is provided to school, for school to make an informed decision and consider authorising.

Please note, unauthorised absences are used as evidence for the consideration of any statutory action including prosecution in the Magistrates court under Section 444(1/1A) of the Education act 1996, or issuing of a penalty notice i.e. fine (£120 per adult per child, reducing to £60 if paid within 21 days of receipt).

If unauthorised absences continue, then an appointment will be issued to you to discuss the situation further. At the meeting we will be able to consider with you any

support, interventions or actions that may be required to address the issue and support your child to attend school.

Please follow the school's absence reporting process and contact the school on each day of absence, to provide an explanation of absence and potential expected return date. At this point we may also be able to discuss further with you what evidence may be accepted.

We will also take the opportunity to speak with your child and formulate a Pupil Attendance Action / Support plan, which we hope your child and you will engage with. Please work with school, in order to prevent the need for further action

regarding irregular school attendance. It is your parental / carer responsibility to secure the regular school attendance of your child.

If you would like to discuss any issues impacting upon your child's ability to fully access their education, please contact school and speak with Mrs L Ellis. An appointment will be arranged to discuss the situation further if you require.

We look forward to seeing positive changes in **NAME**'s attendance, supported by yourself as the parent.

Yours sincerely

A handwritten signature in cursive script that reads "J. Jackson".

Mrs J Jackson

Assistant Headteacher

Appendix F: 95% attendance letter.

Ref: HoY/LE/SC001

11th May 2023

Private & Confidential to be opened by Addressee only

«Parental_Salutation»

«HouseNumber» «Street»

«Town»

«County»

«Postcode»

Dear «Parental_Salutation»

Student Name: «Forename» «Surname»

DOB: «DOB»

At St Bede's Catholic Voluntary Academy, we are committed to providing high quality education and improving outcomes for all our pupils. In order for a child to reach their full potential, we expect a high level of school attendance, so they are able to maximise their learning and achievement.

I enclose a copy of «Forename»'s attendance record which shows an attendance of << **insert %** from **5th September 2022** to **5th May 2023**.

To date, Name attendance record has **unauthorised absences**. The reasons these have been unauthorised is/are:

- XXX
- XXX
- XXX

We would like every pupil to aspire to achieving 100% attendance and would like to express our initial concerns regarding «Forename»'s attendance level. It is appreciated young people sometimes become unwell but as parents, it is important to be aware of the level of your child's school attendance, as it may have a detrimental effect on their educational attainment.

I will continue to monitor Name attendance and, with your co-operation, I would anticipate an improvement. I may take the opportunity to speak with «Forename» in school should I feel this is an appropriate action in raising attendance.

It is expected that all parents and carers call St Bede's Academy by 9am to inform us of any absences. We also request medical evidence be provided where students are repeatedly absent. If parents and carers do not fulfil their duties and inform us, we will contact you or, if no answer, any named person on the school system. Text messages may also be sent to gain contact. It is the responsibility of parents and carers to ensure the academy has any updated contact numbers.

If you wish to discuss this matter further, or are experiencing any difficulties, please do not hesitate to contact me by calling the academy or emailing to arrange a call or meeting..

I must advise you that it is an offence under the Education Act 1996 if a parent or carer fails to secure the regular school attendance of a registered pupil. It is the parents' responsibility and legal obligation to secure regular school attendance. This matter may be passed to the Education Inclusion Service for consideration of the relevant statutory action, which could result in a Penalty Notice being issued or prosecution in the Magistrates' Court.

Please contact the school on the main phone number: 01724245151 to discuss this letter further with the Attendance Officer, Mrs Ellis.

I look forward to your support in this matter.

Yours sincerely



Mrs L Ellis

Senior Student Liaison Officer: Attendance

Head of Year

Enc: Registration Certificate

Appendix G: 95% and under attendance letter 2.

Parent's Address

Child X (dob XX/XX/XXXX)

Dear Parent/Carer,

Second attendance monitoring period of additional 2 weeks

Ref: JJ/LE/SC001a

16th November 2022

Private & Confidential to be opened by Addressee only

Dear parent

We recently wrote to you stating that NAME.'s attendance is causing great concern and he/she is currently at risk of persistent absenteeism.

Clearly, the impact of low attendance upon learning and progress can be significant. Students with low attendance are educationally disadvantaged compared to those students with high attendance rates. They can also be disadvantaged when prospective employers and apprenticeships ask for references which include attendance rates. It is important that students attend school. While some school absence is unavoidable, other absences should be avoided. Therefore, holidays are not authorised and only exceptional circumstances are authorised at the discretion of the Headteacher.

Despite alerting you to this concern NAME's attendance has not improved. This places NAME even further at risk of persistent absenteeism. If any future absences occur, you will be expected to provide medical evidence stating NAME is unfit to attend school. If you wish to seek the support of the school, please make contact at your earliest convenience.

As always, we value parental support in order to maximise outcomes and life chances for the young people of St Bede's Academy. Year Leaders are very supportive and welcome working with you to support and encourage excellent attendance and excellent outcomes for your child. We all know excellent attendance promotes excellent outcomes which widen opportunities post- 16 and post- St Bede's.

Should NAME's persistent absence continue to increase, you will be expected to attend a meeting with the Academy to discuss this matter. We will be monitoring attendance on a daily and weekly basis in the expectation that it improves.

Yours sincerely



Name of Head of Year
Head of Year

Appendix H: 90% and under attendance letter.

Ref: JJ/LE/SC002/

Private & Confidential to be opened by Addressee only

Dear

Student Name:
DOB

You may recall my letter dated DATE expressing concern with NAME's level of attendance. Since that letter there has not been the anticipated improvement and I would therefore like to invite you to a meeting in school on DATE at TIME.

The law on school attendance and right to a full-time education, taken from the DFE Working together to improve school attendance May 2022.

“School attendance remains mandatory and all the usual rules continue to apply. Enabling children and young people to attend their education setting regularly continues to be a national priority.”

- *The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.*
- *Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly.*
- *All schools have a continuing responsibility to proactively manage and improve attendance across their school community.*

It is important that we speak with and see your child in order to assess their wellbeing and as part of our safeguarding procedures. If we do not speak with or see your child, this may be escalated to Children's Services as part of our safeguarding procedures.

This will give us the opportunity to look at the issues causing irregular school attendance and if appropriate, put in a suitable support plan to help you with this.

To date, NAME's attendance record has **NUMBER unauthorised absences**. The reason these have been unauthorised are:

-

I enclose a copy of the registration certificate for your information, which will form part of our discussion during the meeting.

I must also advise you that you have 15 school days, beginning on @WARNINGSTARTDATE, in which to affect an immediate and sustained improvement in school attendance. If unauthorised absences occur during the period (including late attendance after the close of registers), and/or attendance continues to be a cause for concern, a referral will be made to Education Inclusion North Lincolnshire Council for consideration of a Penalty Notice or other legal proceedings. This letter and any information you provide will be included as evidence towards a penalty notice/legal proceedings.

I would strongly advise you attend the review appointment at the school as per the date and time above to address reasons for absence and to ensure the school can support your child to improve school attendance.

Please note under Section 444 (1/1A) of the Education Act 1996, it is your parental responsibility to secure your child's regular school attendance. This matter may be passed to the Education Inclusion Service for consideration of the relevant statutory action, which could result in a Penalty Notice being issued or prosecution in the Magistrates' Court.

It is expected that all parents and carers call St Bede's Academy by 9am to inform us of any absences. We also request medical evidence be provided where students are repeatedly absent. If parents and carers do not fulfil their duties and inform us, we will contact you or, if no answer, any named person on the school system. Text messages may also be sent to gain contact. It is the responsibility of parents and carers to ensure the academy has any updated contact numbers.

I must also advise you that it is the decision of the Headteacher as to whether an absence is authorised or not, taking into account the reason provided, and not the parent or carer decision to authorise or not. Due to NAME's continued irregular school attendance; we now require medical confirmation to support any future absences. We will accept this in the form of a doctor's letter, prescription or medical professional letter. Once we are in receipt of this information we will be able to make an informed decision based on the evidence provided on whether or not to authorise the absence. At this moment in time, the Headteacher will no longer authorise absences. Medical evidence will be reviewed and determined.

I look forward to meeting with you to discuss how we can work together to improve NAME's attendance.

If you are unable to attend the above appointment, please contact me as soon as possible so that an alternative date can be arranged. Please contact the school on the main phone number: 01724245151 to confirm, rearrange or discuss the proposed meeting.

Yours sincerely

L. Ellis.

Mrs L Ellis
Head of Year
Attendance

Senior Student Liaison officer:

Appendix H: Penalty notice warning letter

Parent's Address

Child X (dob XX/XX/XXXX)

Dear Parent/Carer,

Penalty Notice Warning Letter

On the (date), we wrote to you to explain that St Bede's Catholic Academy would not authorise any future absences, without medical evidence.

During the last (dates), your child has had (number of days) (number of sessions) of unauthorised absences, where reasons for absences from you are still outstanding or medical evidence hasn't been provided. Attendance certificate attached.

You, as a parent, are legally responsible under Section 444(1) of the Education Act 1996, for ensuring that your child attends school regularly and on time.

Please note that in November 2017 there has been a change to local and national government legislation with regards to schools initiating Penalty Notices. The change means:

an unauthorised leave of absence of more than 3 days/6 sessions (over a 6 week rolling period) may lead to you being issued with a penalty notice fine. Please note lates after the registers have closed will count towards this figure.

You are hereby informed that (child's) attendance and punctuality will be monitored until the (date), so if there are more than 3 days of unauthorised absences, within a 6 week rolling period we will request the Local Authority issue you with a Penalty Notice. Once issued, a Penalty Notice incurs a fine of £120 if paid within 28 days, or it reduces to £60 if paid within 21 days. The fine would be per parent and would be payable to the Local Authority and not (school).

Please take steps to ensure that (child) gets to school every day and on time. Please notify school as soon as possible, if (child) is going to be absent for any reason. Please provide medical evidence for any absences, as absences will not be authorised without medical evidence.

We thank you for your support in ensuring (child) is not absent from school during term time in future.

Yours sincerely,

(Name)

Headteacher

Appendix I: Penalty notice letter

Parent's Address

Child X (dob XX/XX/XXXX)

Dear Parent/Carer,

Penalty Notice Letter

On (date), we wrote to you to explain that the (School name) Academy would not authorise any further absences from school, without medical evidence or exceptional circumstances. We also informed you that this could lead to a Penalty Notice being issued to you.

I am now writing to advise you that a request has been made to the Local Authority to issue you with a Penalty Notice because between (dates), (student name) was absent from school for (number of days) days (number of sessions), due to unauthorised absences where medical evidence hasn't been provided. Attendance certificate attached.

The Local Authority in due time will issue you with the Penalty Notice, which will have details on how to pay the fine or appeal its issue.

Please be aware that only 2 Penalty Notices can be issued within a year. If there is a third instance to request further action for either an unauthorised holiday or unauthorised absence, this matter would be referred to the Magistrates Court for enforcement/prosecution and not dealt with as a Penalty Notice, in line with North Lincolnshire guidelines.

If an absence is not authorised by the school, the pupil's attendance is deemed to be irregular. Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, his/her parent/carer (s) are guilty of an offence. Please also note that if you have more than one child, each child's irregular attendance is dealt with as a separate matter.

The Local Authority may take formal action against you for failure to comply with the law. Penalty notices are issued as an alternative to prosecution, but may not be issued if prosecution is a more appropriate response to the attendance issues.

Therefore, your child's irregular attendance could result in one of the following actions:

1. A Penalty Notice being issued. Each penalty notice is £60 if paid within the first 21 days, rising to £120 if paid between 22-28 days. Failure to pay will result in prosecution
2. Prosecution. This could lead to fines of up to £2500 and/or 3 months imprisonment
3. The Supreme Court in April 2017 clarified the definition of regular attendance to be 'attendance in accordance with the rules prescribed by the school'.
4. Therefore, if an absence is not authorised by the school, the pupil's attendance is deemed to be irregular.

Yours Sincerely,
Headteacher

Appendix L: Agreeing a request for a holiday in term-time

«Title»

«Address_Line_1»

«Address_Line_2»

«ad3»

«ad4»

«ad5»

Dear «Title»

Pupil Name: «First_Name» «Last_Name»

School/Academy: St. Bede's Catholic Voluntary Academy

D.O.B. «DOB»

Thank you for your recent leave of absence request form.

I am able to confirm that on this occasion you have satisfied me that your request for leave of absence in term time is due to an exceptional circumstance. I am therefore prepared to authorise your child's leave of absence on this occasion from **«from_date»** to **«to_date»**; which is a total of «number_of_days» school days. Your child is expected to return to school on «return_date».

No further absences are to be taken this academic year without supporting medical evidence.

If your child fails to return to school on the expected date such absences will be recorded as unauthorised, unless you are able to provide a suitable explanation which is accepted by the school. Referrals will be made to the Education Inclusion Service if there are concerns regarding a pupil's attendance record.

Requests for leave of absence are never taken lightly and I would urge you to avoid taking future leave during school term time. Each request for a holiday absence is considered on its merits at the time. Please note that my decision in this instance does not set a precedent and does not mean I'll be able to agree to a similar request, from you or other parents, in the future.

Yours sincerely

J. Jackson

Mrs J Jackson
Assistant Headteacher

**APPLICATION DECISION ON CHILD'S LEAVE OF ABSENCE FROM
SCHOOL DURING TERM TIME
Our Lady of Lourdes CMAT**

Pupil's Name:	Year Group:	Home Address:			
You applied for your child to be absent from school during the following dates:					
First Day of Absence:		Date of Return to School:		Total days applied for:	
The reason you gave for the application for leave of absence during term time:					
The decision in response to your application:					
The leave is considered to be Authorised:			The leave is be considered to be Unauthorised:		
<p>This application for leave was considered using the Trust's Attendance Policy and guidance for leave of absence requests. The application was reviewed by the Headteacher.</p> <p>If you wish to discuss this decision further, please contact St Bede's Catholic Voluntary Academy</p>					
<p>Signed on behalf of St Bede's Catholic Voluntary Academy, part of the Our Lady of Lourdes CMAT.</p>					

Penalty Notices are set at £60.00 if paid within 21 days rising to £120 if paid after 21 days but within 28 days. Penalty Notices are per parent, per child. Failure to pay will result in prosecution under Section 444, Education Act 1996.

Appendix M: Declining a request for a holiday in term-time

Parent's Address

Child X (dob XX/XX/XXXX)

Dear Title

Pupil Name: First Name/Last Name

Academy: St. Bede's Catholic Voluntary Academy

D.O.B.

Thank you for your request form for leave of absence

On this occasion I am not able to authorise your child's leave of absence from **date from** to **date to** as I do not consider the reason provided as an exceptional circumstance. My first concern has to be the educational development of **First name**.

In September 2013, the Education Regulations (Pupil Registration in England) were amended to prohibit the Headteacher of a school granting leave of absence for a pupil except where an application was made in advance and the Headteacher considered that there were exceptional circumstances relating to the request.

If you decide to go ahead with the proposed leave of absence, your child's absences will be recorded in the register as unauthorised. I should inform you that unauthorised absences are referred to the Education Inclusion Service who may issue a Penalty Notice or take other legal action in relation to this matter. This can lead to you being issued with a penalty notice fine of up to £120 for each child who is absent. The fines can be issued to both parents for each child.

Yours sincerely



Mrs J Jackson

Assistant Headteacher

Important information:

If a Penalty Notice does not act as a deterrent and the young person continues to miss his/her education, then prosecution proceedings will be considered for future unauthorised school absences.

Appendix N: After an unauthorised holiday

Holiday absence

Parent's Address

Child X (dob XX/XX/XXXX)

Dear (Insert Parent's names)

Penalty Notice Letter

I'm writing about your action in taking (name(s)) out of school for a family holiday between (date) and (date). On (Date) we wrote to you to explain that the (Insert school name) Academy would not authorise (child name) absence from school for (insert number of days) days for a holiday. We also informed you that this could lead to a Penalty Notice being issued to you.

We're treating this as an unauthorised holiday because (explain the evidence you have). Therefore, a request has been made to Education Inclusion to issue a Penalty Notice to you for failing to ensure that your child attends school regularly.

Our school works with parents to provide the best education for each child and believes that regular attendance throughout the year is essential to every child's success and fulfilment.

We expect you to consult the school before booking holidays that means your child will be absent, or before making any plans that will involve your child's absence from lessons or other commitments, 12 school days in advance by completing a leave of absence request form.

We have the power to request that the local authority issue a penalty notice for unauthorised term-time holidays.

If issued with a penalty notice, you must pay:

- £60, if paid within 21 days of receiving the notice
- £120, if paid after 21 days but within 28 days

If you don't pay the penalty within 28 days, the local authority could pursue legal action.

Absences like these could have a detrimental effect on (name(s)) education.

We would like to arrange a meeting so that we can discuss this further. Please contact the school office urgently on (phone number).

Yours sincerely,

(Name)

Headteacher

Appendix O: After an unauthorised no notice holiday

Holiday absence

Parent's Address

Child X (dob XX/XX/XXXX)

Dear (Insert parents name)

Penalty Notice Warning Letter

The Government states that students should not be taking leave of absence during term-time and in line with this, it has been agreed that leave taken in term-time will not be authorised other than in exceptional circumstances.

As our school policy states a Leave of Absence must be made 12 school days in advance by completing a Leave of Absence Form. (Child) absence was not authorised and therefore I have requested a Penalty Notice Fine from the Local Authority.

All absences from school can have a detrimental effect on a child's education as well as personal development which is something we take seriously. We therefore, would like to bring to your attention that St Bede's Catholic Academy notify the local authority about holidays taken in term time, truancy and unauthorised absences such as repeated lateness to school after the registers close.

Penalty Notices are issued by the local authority to all guardians with parental responsibility for that child, even if the original request for leave was only raised by one parent/carer. With this in mind, if your child is taken out of school for any future holidays or has unauthorised absence in term time, this may lead to a Fixed Penalty.

A Penalty Notice can lead to a fine of £60 per child/parent if paid within 21 days or £120 per child/parent if paid within 28 days. If leave is due to employment contractual restrictions, please forward any official documentation as soon as possible prior to taking the leave.

Should you wish to discuss any of the above, please do not hesitate to contact me.

Yours sincerely,

(Name)

Headteacher

Appendix P: Punctuality.

Dear Parents / Carers,

Re: Punctuality

We are writing to children's families to emphasise the importance of being in school on time as there have been numerous incidents of some families routinely arriving late to school.

Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons. This means that they are often unsettled and confused about tasks. Their teacher will not always be able to re-explain work.

It is also very important that children establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that they need to develop whilst they are young.

It is essential that you ensure that your child arrives at school on time to prevent disruption to your child's own learning and that of others.

We will continue to focus on this area with children through class work and school assemblies

We are required to monitor children's punctuality and attendance. On-going lateness (after the class register has been taken) is classified as an unauthorised absence and this is contrary to The Education Act.

We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. On these occasions, please make sure that you contact the school office to inform us when you will arrive.

If you are experiencing difficulties with punctuality and would like to talk to us about it, please contact myself or the Head of Year.

Yours sincerely,

(Name)

Headteacher

Appendix Q: Action Plan for supporting positive attendance.

Support Plan



Student Name :		Year Group			
Date of Meeting:		SEN Status			
Pupil's Parents, Carers or Guardians					
Full Name (1)	Telephone Number	DOB	Relationship to Child	Ethnicity	First Language
Address:					
Full Name (2)	Telephone Number	DOB	Relationship to Child	Ethnicity	First Language
Address:					
Is the young person making expected progress					

CHILD'S CURRENT PLAN		Tick all relevant boxes			
Child Protection	CIN	Early Help	EHCP	SENCO	One Family Team e.g CEIT/Exploitation, FaSST/ IFSS
Ed Psych	School Nurse	Young Carer	Pupil Premium	Free school meals	Other : please specify

People present at meeting:		Apologies:	
-----------------------------------	--	-------------------	--

Do parents live together? Yes / No – if no provide details of why you are including them within the referral and sending copy of plan

What are we worried about? (Reason for Meeting)

Current Attendance:

Current Persistent Absence:

Current Patterns of absences:

Are parents/carers calling school by 9am as per legal obligation and in accordance with Academy policy?

Is medical evidence being sent in?

When was the child last seen by school (give details of attempts to see student including home visits, calls, texts):

Covid-19 related concerns and reassurances

Direct parents and carers to:

- Risk assessment on the website
- Risk assessment updated to reflect changes
- Regular updates in the parents' newsletter
- Hand sanitiser readily available in all rooms
- Staff teach from a distance
- Students taught in year group bubbles
- Students have staggered starts, breaks, lunches and end times
- No assemblies
- Signage visible around site with reminders about keeping Covid-19 SAFE

What other concerns/issues have been identified at the meeting

Are there any medical issues? Consider:

- Does a healthcare plan need implementing by the SENDCo?
- Referral to school nurse
- Referral to CAMHs
- *SENCO involvement*
- *Referral to Ed Psych*

--	--

How will we know if things are improving?

Parent/carer responsibility and legal accountability for securing regular school attendance
<p>To be considered within the referral all named adults must have been advised by school of their parental / carer responsibility and legal accountability for securing regular school attendance and that failure to do so could result in legal action</p> <p>Do you understand that you and any other adult with parental/caring responsibility is responsible and accountable for securing regular school attendance and failure to do so could result in legal action?</p> <p>Signature:</p> <p>Signature:</p>

Date of next meeting to review progress:		Time:		Venue:	
--	--	-------	--	--------	--

By ticking this box you are giving permission for us to share information with agencies who we feel may be able to support your needs		
Alternatively, please list the specific services below with whom you are happy to share information:		
Signed Parent		Date

Parent/Carer

I/we confirm that I/we have parental responsibility and agree to the above attendance improvement plan

I agree that I will...

- Ensure my child will attend school regularly
- Ensure they are wearing the correct uniform
- Ensure my child arrives to school on time
- Contact school at the earliest opportunity should my child be too ill to attend
- Ensure I update the relevant member of staff if there are any changes to my contact details
- Try where possible to make appointments outside of school hours or provide proof of the appointment when this is not possible and ensure my child attends before/after the appointment where possible.
- Contact the school office if there are any problems or concerns
- Understand that my child's attendance will be monitored closely and reviewed regularly
- Understand that failure to comply with the above may result in a referral to the Education Welfare Service which could lead to the issuing of a Penalty Notice or prosecution

Failing to ensure regular attendance at school may result in the issuing of a Penalty Notice or prosecution. Penalty Notices are set at £60 if paid by 21 days and £120 if paid between 22 and 28 days. Any legal proceedings would relate to section 444 or 444(1A) of the Education Act 1996.

Signed (Parent(s)/Carer(s) Date

Appendix R: Exceptional Circumstances

In order for consideration to be given, requests for absence must be for exceptional circumstances only. The number of days to be agreed with the headteacher.

Exceptional circumstances could include:

- Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child’s rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a family wedding of a close family member.
- Important religious observances (but only for the ceremony not travelling time).
- Where there are exceptional and unforeseen circumstances that fall outside of 1 to 4 above, the headteacher agrees to consult with the DPS team prior to any authorisation being given to the parent.

What are NOT considered ‘exceptional circumstances’

- The family cannot afford to go on holiday in school holiday time, or have a special holiday offer for term time.
- To visit family members abroad (unless they are severely ill which may be considered).
- To spend time with a family member who is visiting from abroad in term time.
- Because you or your partner cannot get time off work during school holiday time.

School	
Staff member	
<ul style="list-style-type: none"> • I/we agree to the above attendance improvement plan • I/we will monitor attendance, which will be reviewed regularly • If I/we have any concerns, I or someone on my behalf will contact you, the parent/carer immediately • I/we will keep you informed of the result of any attendance reviews 	
Signed	Date

- You have a family tradition of going at a certain time of year.
- Going away for a birthday celebration (including the child’s birthday)

Descriptor	Threshold Attendance	Actual Attendance	Whole Days Absent	Learning Hours Lost
Excellent	100%	190	0 days	0
	99%	188 days	2	10
Good	98%	186 days	4	20
	97%	184 days	6	30
	96%	182.5 days	7.5	37.5
Satisfactory (aim higher)	95%	180.5 days	9.5	47.5
	94%	178.5 days	11.5	57.5
	93%	176.5 days	13.5	67.5
	92%	174.5 days	15	77.5
	91%	173 days	17	85
			research shows GCSE grade can drop on this amount of absence	
Cause For Concern	90%	171 days	19	95
	89%	169 days`	21	105
Unsatisfactory	88%	167 days	23	115
	87%	165	25	125
	86%	163	27	135
Serious Cause For Concern – Pupil is a persistent Absentee (PA)	85%	161.5	28.5	142.6
	84%	159.5	30.5	152.5
	83%	158	32	160
	82%	156	34	170
	81%	154	36	180
Critical	80%			190

Persistent absence is a serious problem. Much of the work children miss when they are off school is never made up, leaving them at a considerable disadvantage to

their peers. There is clear evidence of a link between poor attendance at school and low levels of achievement:

- Of pupils who miss more than 50% of school, only 3% manage to achieve five A* to Cs, including English and maths
- Of pupils who miss between 10% and 20% of school, only 35% manage to achieve five A* to C GCSEs, including English and maths
- Of pupils who miss less than 5% of school, 73% achieve 5 A* to Cs, including English and maths