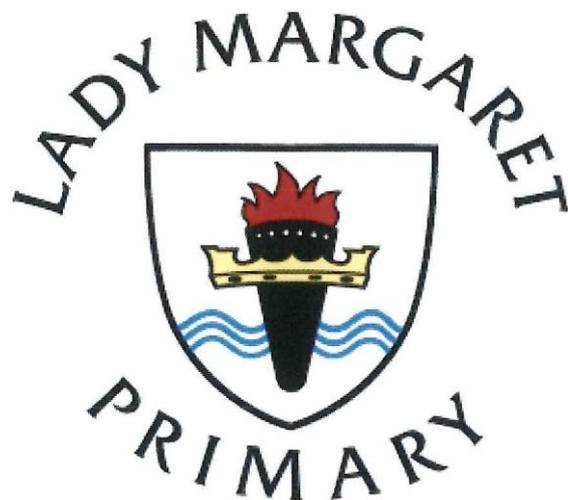


Lady Margaret Primary School



Where children come FIRST

Attendance Policy

Approved by: Teaching and Learning Committee

Date:

Last reviewed on: September 2021

Next review due by: September 2022

This policy supports the **Rights Respecting principles** adopted by Lady Margaret Primary School and is particular relevant to the following articles:

Article 3

The best interests of the child must be a top priority in all things that affect children.

Article 11

Governments must do everything they can to stop children being taken out of their own country illegally or being prevented from returning.

Article 28

Every child has the right to an education. Primary education must be free. Secondary education must be available for every child. Discipline in schools must respect children's dignity. Richer countries must help poorer countries achieve this.

1. Aims

Our school aims to meet its obligations with regards to school attendance by:

- Ensuring every pupil has access to full-time education to which they are entitled, helping them attain their full potential both academically and socially.
- Promoting a maximum attendance and good timekeeping for all children.
- Maintaining a low rate of persistent absence.
- Maintaining parents' and pupils' awareness of the importance full time attendance.

We will also support parents/carers to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

2. Good attendance is important because:

Statistics show a direct link between poor attendance and under-achievement. At Lady Margaret Primary School a regular attender attends **every day**.

Regular attenders;

- make better progress, both socially and academically,
- find school routines, school work and friendships easier to cope with,

- find learning more satisfying and settle into high school more easily.
- develop responsible learning habits, which prepare them for higher education and for their working life.

Absence for whatever reason disadvantages a child by creating gaps in his/her learning. A good understanding of the work and good progress can only take place when the child is in the classroom regularly and on time.

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:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- [Improving school attendance: support for schools and local authorities](#)

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

3. School procedures

3.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken 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
- Self-isolating due to Covid or quarantining

Any amendment to the attendance register will include:

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

See appendix 1 for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Pupils must arrive in school by **8:50** on each school day.

The register for the first session will be taken at **8:55** and will be kept open until **9:00**. The register for the second session will be taken between 12:30 to 13:35 as each phase has a different afternoon start time, the register will be closed 5mins after the end of the Phases lunch time.

3.2 Unplanned absence

Parents/carers must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by **9:30** or as soon as practically possible (see also section 6).

Parents/carers must notify the school by telephoning **0208 566 6486** to speak to an administrator or leave a message on the answer machine.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. Absence should only happen when your child is significantly ill, there should be a symptom, feeling unwell is not enough. **Remember we may ask for medical verification where illness-absence is frequent or prolonged**

If the authenticity of the illness is in doubt, the school may ask parents/carers to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

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

Where absence is frequent or prolonged the absence will be recorded as unauthorised until medical verification is received.

3.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

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

Parents/carers must provide the school office with a copy of the appointment card/letter at least 48 hours prior to the appointment.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

3.4 Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code. This will be then updated too Late.

A pupil who arrives late will receive a late sticker which is put in the child's diary.

Where attendance monitoring identifies concerns regarding a child's punctuality the following process is followed.

Stage 1 - Where a child is late more than 5mins, they receive a late sticker, which is stuck in a child's reading record.

Stage 2 - If a child is late more than three times a text message is sent to the parents advising that lateness is being monitored.

Stage 3 - Where a child has been late more than five times in a half term a reminder letter is sent to the parent/carer advising them that their child's punctuality must improve and that text messages will be sent if their child is late again. (Appendix 2).

Stage 4 - Where a child's punctuality shows no improvement, the parent/carer will be called by the Assistant headteacher who will set a target for improvement, (The Headteacher will also be informed). At this stage the parents/carers will be advised that they will be referred to Ealing school attendance service if targets aren't met.

Stage 3 – Where a child's punctuality target is not met the parents/carers will be referred to Ealing school attendance service.

Please ensure your child arrives on time and is collected on time in order to minimise disruption. Please do not turn up too early, as this causes congestion outside the school gate. Please follow current social distancing rules at all times. **Please come to the correct gate even if it is not the most convenient for you.**

Please contact the school ahead if you are experiencing difficulties. If lateness persists, the school will want to discuss this with you and agree some support measures; if matters do not improve, the lateness will not be authorised and the matter may be referred to the Local Authority School Attendance Service, who may invite you to agree a Parenting Contract to improve matters.

3.5 Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

Where a child is marked absent and no reason has been provided the attendance officer will:

- Check that the child has not arrived late.
- Contact the parents/carers to ascertain the reason.
- If parent/carer cannot be contacted the Headteacher, Pastoral Assistant headteacher and safeguarding lead are notified.
- Contact Local Authority (LA) School Attendance Officer if the child has already been referred to the local authority.

As part of the school's safeguarding procedures, if a child has not attended, without any parental contact or any other satisfactory information for the absence, then by the third day of unexplained absence the school will follow the "Reasonable Enquiry" process. This is carried out in collaboration with Ealing Council's School Attendance Officer to identify the pupil's whereabouts. The pupil will remain on roll during this process and parents will be contacted at their last known address to advise that their child's school place is at risk.

3.6 Reporting to parents/carers

The school reports to parents/carers on their child's attendance record annually in the written end-of-year report, unless there are concerns regarding their child's attendance, in these circumstances the school will provide a report at parents' evenings which are held once a term.

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'. Parents/carers wishing to apply for leave of absence **must** fill in an application form in advance.

We define 'exceptional circumstances' as the bereavement of an immediate family member, this being the parent grandparent or sibling of the child. Whilst these requests will be dealt with sensitively the expectation is that the pupil should be out of school for a maximum of **three days** and that the parent/carer provides appropriate evidence. Any additional time will be marked as unauthorised.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Headteacher's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision.

4.2 Unauthorised Absence

There is no entitlement to time off during term time. If children are absent for reasons, which are not permitted by law, or where the explanation or reason for the absence is considered unsatisfactory absence will be recorded as 'unauthorised'. Examples of unauthorised absence are:

- Term time holidays.
- **Absence following or prior to a school closure or authorised leave (this will be coded as unauthorised holiday until satisfactory medical evidence has been provided).**
- Waiting for a delivery or repair
- Taking or collecting a relative to/from the airport
- Going for a family day out
- Sleeping in after a late night
- Going shopping or for a hair cut

- Because it is a child's birthday
- Parent/carer's illness (**other than in an emergency**)
- Frequent unsubstantiated claims of illness
- Where there is no explanation for an absence **or the school considers the reason given for the absence as unsatisfactory.**

If a child goes abroad during a school holiday period, the parent must make definite arrangements so that they return in good time for school re-opening. Absence claimed for unexpected delays will require documentary evidence together with proof of original return dates. For example where illness prevents travel a doctor's certificates must be provided (these should be in English) and must be accompanied by a travel ticket with dates that would have indicated a timely return.

If a child remains abroad at the beginning of a school term and absence extended parents will be advised that their child's school place may be at risk.

The present [Prevent legislation](#) makes it a legal duty for the Headteacher to report any child who is absent from school who the school believes may be involved in matters concerning radicalisation or extremism.

The present [FGM legislation](#) also makes it a legal duty for the school to report any child who they believe may be subject to FGM. These must be reported immediately to the appropriate agencies including the police.

Through regular monitoring the school identifies pupils and families where attendance is poor. The following process is followed where there are concerns. (See Appendix 4)

Stage 1 – As soon as a child's attendance falls below 96% a reminder letter is sent to the parent advising them that their child's attendance must improve and that their attendance will be closely monitored. A pastoral phone call by the assistant headteacher is also made. Attendance Letter 1 sent.

Stage 2- Where a child's attendance falls below 90%, the parent will be invited to attend a meeting with the assistant headteacher who will set a target for improvement. At this stage the parents will be advised that they will be referred to the Local Authority (LA) School Attendance Officer if targets aren't met. Attendance letter 2 sent with agreed actions.

Stage 3 – If the child's attendance continues to fall the parent will be invited to attend a meeting with the assistant headteacher and Headteacher and the parents/carers will be referred to the Local Authority (LA) School Attendance Officer. Letter will be sent with agreed targets.

All meetings will COVID-19 secure parents will be required to wear their own face masks

Exceptional leave

There is no entitlement to leave during term time for the purpose of a holiday. Parents should plan their holidays within school breaks. If you need to take your child out of school for an exceptional circumstance, you must apply in writing and seek permission from the school as usual. Please provide the school with as much information as possible regarding your particular circumstances including if you are a Key worker. Please also consider that your child may need to self-isolate following trips overseas that require a period of quarantine. [View link The Health Protection \(Coronavirus,](#)

[International Travel\) \(England\) Regulations 2020](#)

If you and your child have been delayed in returning to the UK during the lock-down period or travelling abroad and you have been told to quarantine, you should not attend school during the period of quarantine. Please discuss such circumstances with the school and provide documentary evidence in support of absence; the school will consider the circumstances of the trip/time abroad to inform their decision to authorise absence or not. Current advice on [travelling abroad](#).

Remote learning policy

Outbreaks

In the event of a local outbreak, the school or number of schools may need to close temporarily to help control transmission. If this is the case, the school will provide your child with education at home resources (remote education – see remote learning policy).

Covid Symptoms

Anyone who displays symptoms of coronavirus (COVID-19) should get a test. [arrange to have a test](#) Tests can be booked online through the NHS testing and tracing for coronavirus website or ordered by telephone via NHS 119 for those without access to the internet.

Parents must inform school immediately of the results of a test:

The isolation period starts immediately from when someone's symptoms started. The isolation period includes the day the symptoms started and the next 10 full days. This means that if, for example, symptoms started at any time on the 15th of the month the isolation period ends at 23:59 hrs on the 25th.

Your child can return to school and stop self-isolating after 10 full days if their symptoms have gone, or if the only symptoms they have are a cough or anosmia, which can last for several weeks. If they still have a high temperature after 10 days or are otherwise unwell, they should stay at home and seek medical advice.

Pupils who are a close contact of someone who has tested positive for COVID-19 do not need to self-isolate. They should instead get a PCR test, and should only self-isolate if they test positive. If they do test positive, they should be recorded as code x (illness) until they are able to return to school.

Children Missing Education (CME)

Where the school is unable to contact a child/family over a 3-day period, they will contact the School Attendance Service to carry out enquiries to try to locate them. A door-step home welfare visit will also be undertaken.

Where the school and the Attendance Service have failed to locate the child/family within 10 days, the child will be referred to the **LA Children Missing Education Officer (CME officer)** who will undertake additional checks with other agencies to locate them, including consultation with social care, the police, health and housing. Where these enquiries do not lead to confirmation of the child's whereabouts, the matter will remain open to that service who will widen their enquiries. In these circumstances, the school cannot guarantee to keep a school place open for your child.

4.3 Legal sanctions

Schools can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age. **Penalties may be issued to each parent for each child.**

If issued with a penalty notice, parents/carers must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the Headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent/carer in the magistrate's court for irregular attendance, where, on conviction a fine of up to £1000 may be imposed as well as a record of criminal conviction.

5. Strategies for promoting attendance

The school works with parents/carers and pupils to support regular attendance by:

- Acknowledging and rewarding good attendance and punctuality through achievement assemblies.
- Acknowledging positive improvements.
- Communicating early with parents/carers about issues with their child's attendance and punctuality.
- Reminding children about the importance of attending regularly through weekly attendance cup presented in assembly and attendance board updates.
- Reminding parents/carers of the importance of regular attendance and punctuality in school letters, the school prospectus, the school website, open evenings and pupil annual reports.
- Following up unexplained absences by phone calls and letters as necessary.
- Publishing a child's attendance rate with her/his annual school report

6. Attendance monitoring

The school business manager and Assistant headteacher monitor overall pupil absence on a weekly basis.

Parents/carers are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2).

If a pupil's absence goes above **3** days in any half term we will contact the parents/carers to discuss the reasons for this.

If after contacting parents/carers a pupil's absence continue to rise, we will consider involving the local authority school attendance officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a **persistent absentee**.

When a pupil's attendance falls below 90% we will invite the parent/carer to attend a meeting with the Assistant Headteacher.

If following the meeting with the Assistant Headteacher the pupil's absence continues to rise, a referral will be made to the local authority school attendance officer.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this with governors.

The school collects and stores attendance data using an electronic management information system and is used for internal purposes to track the attendance of individual pupils, identify whether or not there are particular groups of children whose absences may be a cause for concern, and to monitor and evaluate those children identified as being in need of intervention and support.

7. Roles and responsibilities

7.1 The governing body

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.

7.2 The Headteacher

The Headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The Headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

7.3 The Assistant Headteacher

- Monitors attendance data at the school and 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/carers to discuss attendance issues
- Advises the headteacher when to issue fixed-penalty notices

7.4 The school business manager

- The school business manager:
- Monitors attendance data at the school and individual pupil level
- Reports concerns about attendance to the Assistant Headteacher

7.5 Class teachers

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

concerns are identified class teachers contact the parents/carers to discuss any issues and inform the Assistant Headteacher.

7.6 Office/reception staff

Office/reception staff are expected to take calls from parents/carers about absence and record it on the school system.

8. Monitoring arrangements

This policy will be reviewed annually by the Headteacher, Assistant Headteacher and school Business manager. At every review, the policy will be shared with the governing board.

9. Links with other policies

This policy is linked to our child protection and safeguarding policy.

Remote learning policy

Prevent

Medical Needs

SEND

Equalities

If at any time the school are concerned for a child's safety or welfare from any year group, we will consult with Ealing Social Care in line with our Child Protection Procedures.

Addendum

Temporary guidance for off-rolling for children gone abroad '20-day rule'

Guidance from the DFE is followed regarding regulations prescribed as the grounds on which the name of a pupil of compulsory school age shall be deleted from the admission register.

The following guidance provided from Ealing is followed for off-rolling for children gone abroad '20-day rule'

For pupils who are still abroad we encourage the families to return to the UK as soon as possible in every instance, however, some families are experiencing difficulties in travelling back to the UK. Unless justified, we cannot hold places for extended periods of time if the pupils are not in the UK, and where we have waiting lists for school places.

The off-rolling process is made clear to parents before any decision is taken, so that they fully understand that in choosing not to return to the UK and resume statutory school attendance that the place will become available to offer out to another child. The parent is also advised that the onus for providing evidence supporting the reason for absence is on them, the school is not obliged to accept it if we feel it is insufficient. This information is put in writing to the parent, to allow the parent to make an informed decision on returning.

Each case is fully considered on its own merit; taking into account whether the country they are travelling from is on the red list, the reason for travel and if it is covered by the list of reasonable excuses for travel abroad, any evidence the family have provided to support the reason for travel and any school investigations into the difficulty in returning. Families travelling back from a red list country will need to quarantine in a government approved hotel, the cost of which may be prohibitive.

If pupils are kept on roll, we will write to the parent (email and hard copy where possible) advising that to keep their child on roll they must:

Provide the following information:

- The address at which their child is currently staying
- The details of the adult responsible for their child's care while they are staying at this address
- The date by which they expect them to be back in the UK
- Keep in regular touch with the school (at least weekly)
- Be aware that the absence will be reviewed regularly and if the justifications for keeping the pupil on roll no longer apply, we will write to the parent again advising them of this and providing the date on which the pupil will be off rolled if they have not returned.

The use of 'Y' code is appropriate for the time pupils are abroad but regular contact must be maintained and distance learning considered and provided where possible.

Sub code X05 can be used for pupils required to self-isolate as part of quarantine requirement (after arriving in the UK from a non-exempt country or territory).

Decision to off roll:

Should a decision to off roll a pupil be made, after considering all the evidence, to take the pupil off roll, the following procedure should be followed:

- Parents will be written to (email and hard copy where possible) advising them of the date the pupil will be removed from roll if they have not returned. This date should be at least ten days from the date of the letter to allow them time to return. It should also remind the parent that if their child is removed from roll they will need to apply for a new place for them, and there is no guarantee they will be able to return to their current school. Ealing Council In-Year Admissions Guidance for Parents is included in this correspondence.
- A copy of this letter is forwarded to CME (Child missing in Education) on the day that it is sent to the parent(s), along with a completed Reasonable Enquiry form. The ESW will also contact the parent to reiterate the seriousness of the situation.
- If the pupil has not returned by the date advised in the previous letter to the parent, and that a decision to off roll is taken, a letter will be sent to the parent advising this has been done and the letter forwarded to cme@ealing.gov.uk and the Link Attendance Officer.

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
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

Code x

Pupils who are required to self-isolate as they have symptoms or confirmed COVID-19

Pupils who have symptoms of COVID-19, or have had a positive lateral flow device (LFD) test, should self-isolate and get a confirmatory polymerase chain reaction (PCR) test.

If a pupil tests negative and if they feel well, they can stop self-isolating and return to school. If the pupil remains unwell following the test (such as with a different illness), then they should be recorded as code I (illness). Code X should only be used up until the time of the negative test result. Schools should not retrospectively change the attendance register due to a negative test result.

If a pupil tests positive, they should continue to self-isolate in line with public health guidance. Code X should be used for the period of self-isolation until the test. After the pupil tests positive, they should be recorded as code I (illness) until they are able to return to school.

Appendix 2: punctuality letter

Parent/Carer of *child's name*

Class:

Subject: **Punctuality**

dd/mm/yyyy

Dear Parent/Carer,

The school places great importance upon punctuality as it is a positive habit that should be formed as early as possible.

Unfortunately *child's name* arrived late to school **x times** last term causing disruption to their lessons, and to their classmates' learning which is an unacceptable way to start the day.

We will now be monitoring your child's punctuality closely and you will be sent a text message if your child is late. If your child's lateness persists the school will arrange to meet you more formally and, in some cases, this may involve a referral to the Ealing school attendance service

I would like to remind you that the school is open from 8:30 every day and that the playground is supervised from this time. I very much hope you will support us by ensuring your child arrives at school before 8:40 for soft start so that they are ready to learn when lessons start at 8:50 every day.

If your child attended a medical appointment or an arrangement regarding late arrival was previously agreed with the school, causing a late arrival, please ignore this letter.

Thank you for supporting the school and your child's learning.

Yours sincerely



Helen Rai

Head Teacher

Appendix 3: attendance letters

Parent/carer of *child's name*

Class:

Subject: **Attendance**

dd/mm/yyyy

Dear Parent/Carer,

On reviewing our attendance data it has come to our attention that *child's name's* attendance is currently at **xx %**. The expected rate of attendance for all pupils is **96%**, unless there is an ongoing medical problem supported by medical evidence. If this is the case, **please provide us with copies of any relevant documentation such as hospital letters, prescriptions, appointment cards or any medication your child has been given. Without this proof we will be unable to authorise your child's absence.**

Your child **must** attend school every day in order to maintain the appropriate progress in their learning and to build on the previous days understanding. As you can appreciate the teacher is unable to recap on the previous work in any depth as this will be too time consuming and the remainder of the class is then unable to progress in their learning.

I shall be monitoring your child's attendance closely in the coming weeks and if there is not a significant improvement I will be inviting you to attend a meeting with the Assistant Headteacher.

Yours sincerely,



Mrs H Rai
Headteacher

Parent/carer of *child's name*

Class:

Subject: **Persistent Absence**

dd/mm/yyyy

Dear Parent/Carer,

On reviewing our attendance data it has come to our attention that *child's name's* attendance is currently at xxx%. The expected rate of attendance for all pupils is **96%**, unless there is an ongoing medical problem supported by medical evidence. Attendance of below **90%** is classed as persistent absence and action can be taken by Ealing school attendance service if attendance doesn't improve.

To ensure you are not referred to the *Local Authority (LA) School Attendance Officer* *child's name* needs to attend school every day. I will continue to monitor your child's attendance closely in the coming weeks and you will be required to attend a meeting with the Assistant head teacher if there is not a significant improvement.

Yours sincerely,



Mrs H Rai
Headteacher

Parent/carer of *child's name*

Class:

Subject: **Unauthorised holiday in term time**

dd/mm/yyyy

Dear Parent/Carer,

It has come to our attention that your child, *child's name*, has taken a holiday during term, and that you did not follow school procedures in regards to applying for leave.

Parents are required to seek permission from the Headteacher prior to taking their child out of school for all leave of absence during term time. Leave of absence is not a right. Leave of absence at the beginning of the school year is never permitted.

You did not apply for this leave and it has not been authorised. Your child's attendance is currently at 91.33%. The expected rate of attendance for all pupils is 96% and we would expect to see an improvement in the coming weeks.

We have to warn you that we will be notifying the Local Education Authority who will issue you with a Fixed Penalty Notice Fine in respect of this unauthorised absence.

Yours sincerely,

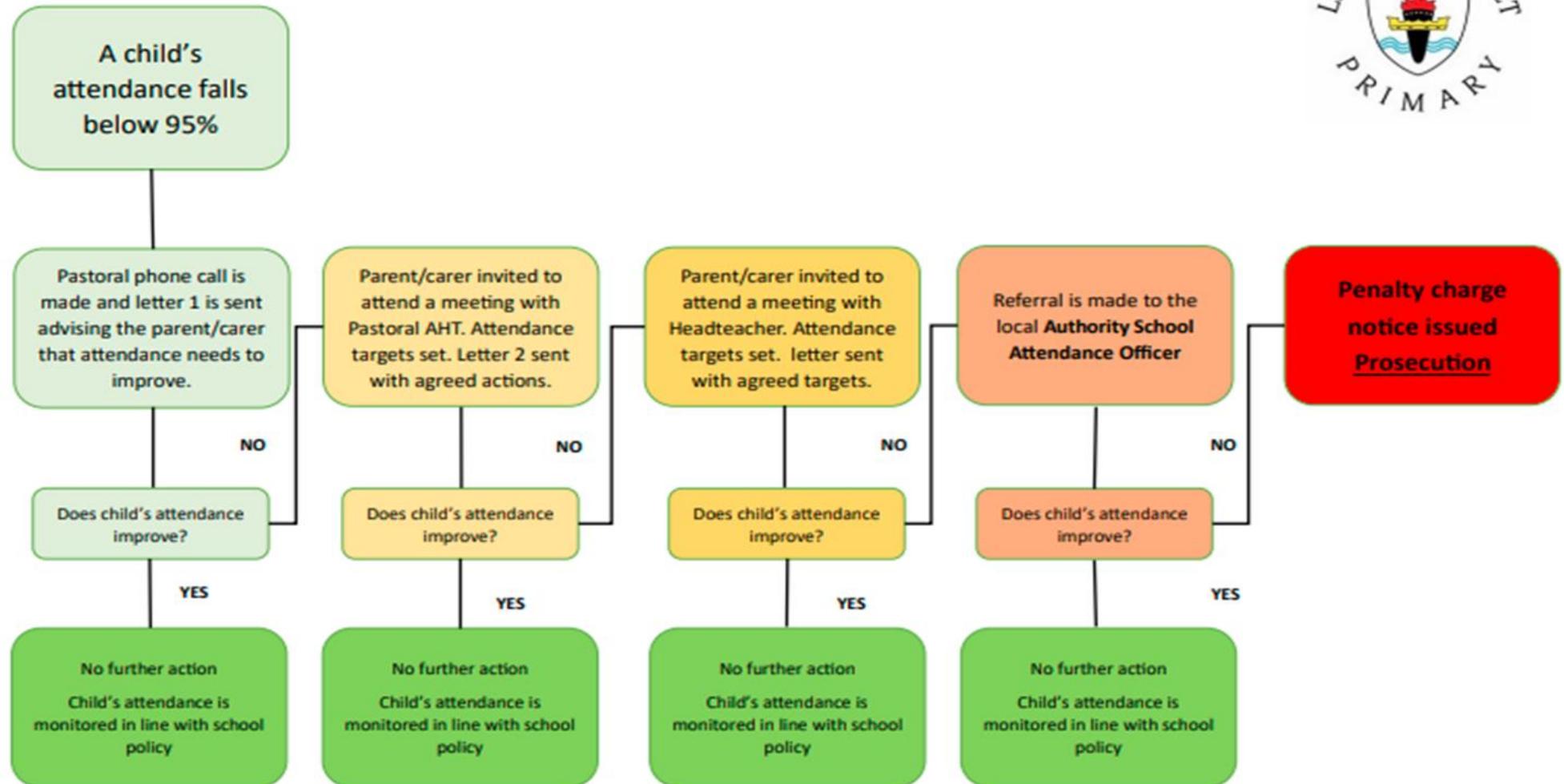


Mrs H Rai

Headteacher

Appendix 4: Attendance monitoring flowchart

Attendance Procedure – Flow Chart



Persistent lateness procedure – Flow Chart

