



## Stockport School **Attendance & Punctuality Policy**

***Students who are not here are not learning!***

### **Policy Statement**

At Stockport School we are committed to promoting the welfare of our students through regular school attendance. We know that every day lost to education can have a serious impact on students' attainments and overall progress in school. The link between good attendance and high levels of achievement is undeniable. Poor attendance and lateness may also be detrimental to the social adjustment and development of students.

We are therefore fully committed to promoting school attendance by providing an environment and ethos where all students feel safe and can build positive relationships with their peers. We expect that in return parents/carers ensure that students attend school and are punctual. Underpinning this policy is the belief that promoting good attendance is the responsibility of staff, parents and carers and this must be evident in our interactions with students. We expect students to attend school every day and arrive on time.

We value all students and we will work with families to identify the reasons for unsatisfactory attendance and try to resolve any difficulties.

Attendance is a matter for the whole school community. Our Attendance Policy runs through all aspects of school improvement which is characterised by inclusive learning and is supported by policies on child protection, safeguarding, bullying, behaviour and SEN.

This policy also takes into account the Human Rights Act 1998, the Equality Act 2010, Keeping Children Safe in Education 2019 and other relevant legislation.

### **Attendance and the Impact of Absence – Our School Aims**

Attendance is a key factor in success at Stockport School. The School and the Government place great emphasis on full attendance.

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

- To safeguard the welfare and wellbeing of the pupil and their family
- Promoting good attendance and reducing absence, including persistent absence
- Ensuring that every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

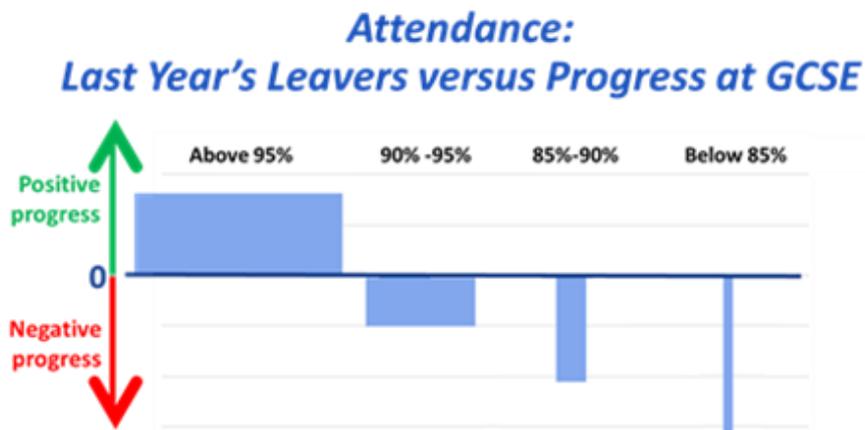
We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

Our attendance target for all students is **100%** (190 days attended from 190) and we have a core expectation that all students achieve well over 96% attendance, missing no more than 16 school sessions throughout the year. A session is defined as either the AM or PM mark.

It goes almost without saying that regular attendance is essential to progress and success and for that reason I would hope that you will support us in helping your child to achieve well over 96% attendance each year.

## Every day matters and each day missed hinders progress

- **95% Attendance**  
2 weeks off (52 lessons missed) per year, and 2 ½ months (260 lessons missed)  
Almost a school term over a five-year period
- **90% Attendance**  
4 weeks off (104 lessons missed) per year, and 5 months (520 lessons missed)  
Over half a year over a five-year period



In order for students to achieve well over 96% attendance and therefore succeed in school, Stockport School asks that parents and carers support us by sending your child into school on time for 8.40am every day where possible, as lateness to school is also disruptive to learning and hinders progress.

This policy seeks to outline the importance of good consistent attendance and punctuality upon educational success, it sets our highest expectations for all students, and provides guidance as to how attendance can be maximised in school.

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## **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.

### **1. Introduction**

- 1.1. The right of children and young people to an education is enshrined in the UN Convention on the Rights of the Child and in UK Law. The opportunities provided by education are fundamental to enabling children and young people to reach their potential and lead happy and rewarding lives.
- 1.2. Evidence shows that there is a clear link between low levels of school attendance and poor outcomes for children and young people. This is not just in relation to academic achievement. Poor attendance also leaves children and young people at greater risk of neglect, social isolation and offending.
- 1.3. At Stockport School we believe that it is vital that attendance problems are followed up at an early stage, and we are committed to doing so, in partnership with parents and the Local Authority. We will work with families to address any barriers to attendance and ensure support is offered which addresses any underlying issues.
- 1.4. Stockport School recognises that the causes of poor attendance are diverse and that all responses to absence must take account of the specific needs and circumstances affecting the pupil concerned.

### **2. Legal Framework for School Attendance**

#### **2.1 Legal Duties on Parents**

- 2.1.1 Parents are responsible for making sure that their children of compulsory school age receive a suitable full-time education. Children are of compulsory school age from the beginning of the term following their 5<sup>th</sup> birthday until the last Friday in June in the school year in which they reach the age of 16.
- 2.1.2 The definition of parent includes natural parents or other people with legal parental responsibility (whether or not they live with the child), and anyone who has care of the child.
- 2.1.3 For children receiving full time education at a school, parents must ensure that attendance is regular. Regular attendance means attending at every timetabled session required by the school.
- 2.1.4 If a child of compulsory school age fails to attend regularly at the school at which they have been registered the parents may be guilty of an offence, and can be prosecuted by the Local Authority.

#### **2.2 Legal Duties on Schools**

Stockport School is required to:

- 2.1.1. Maintain and preserve accurate registers as required by regulations and (*for maintained schools only*) make them available for inspection by the Local Authority. This includes:
  - Monitoring pupils educated Off-Site and ensuring that the school register mirrors the attendance information held by the off-site provision.
  - Having clear procedures for the closure of registers during each session.
- 2.1.2. Comply with legal requirements regarding adding or removing pupils' names to or from the school roll including ensuring that:
  - Pupils' names are added to the school roll on the expected date of attendance.
  - Pupils' names are removed from roll only when one of the legal grounds in the Education (Pupil Registration) England Regulations 2006 is satisfied.
  - All removals from roll are reported to the Local Authority.
  - Information is shared and enquiries made jointly with the Local Authority in order to locate missing pupils.

- 2.1.3. Report pupils who fail to attend regularly to the Local Authority via regular meetings with the Education Welfare team. This includes both authorised and unauthorised absences. (In the case of pupil on part-time timetables, the Local Authority also requires a part-time timetable Notification Form to be completed).
- 2.1.4. Persistent Absenteeism (PA)  
Any pupil whose attendance falls to or below 90% by the end of the academic year is defined as a Persistent Absentee. Student absences will not be authorised for any child who has received a first stage absence letter. Every absence must be supported by official documentation proving appointments, on-going illness/ medical conditions. Without such documentation, absences are recorded as unauthorised and will continue to be unauthorised until documentation has been received by the Attendance Manager.
- 2.1.5. Report Missing Pupils (pupils who are continuously absent for 10 days or more without explanation) to the Local Authority via the Children's Services Contact Centre.
- 2.1.6. Carry out all their functions with a view to safeguarding and promoting the welfare of all pupils at the school. 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 record if the pupil is present, attending an approved off-site educational activity, absent or unable to attend due to exceptional circumstances
- 2.1.7. Promote good attendance and identify patterns of poor attendance at an early stage.

### **3. Absence from School**

- 3.1 All absences must be recorded in the school register, and categorised as either authorised or unauthorised.
- 3.2 Authorised absence from school
  - 3.2.1 Authorised absences are those which the school has determined are for a justifiable reason. This could be because a child is ill, or because of other exceptional circumstances. It is for the school, not the parents, to determine whether an absence should be authorised.
  - 3.2.2 Illness  
Parents are asked to telephone school on **every** day that their child is unable to attend school, except where a doctor's report has been provided indicating an expected return date. We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness. 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.
  - 3.2.3 Where pupils miss a lot of school due to illness, Stockport School will seek medical evidence before authorising absences. Where this arises, we will write to parents to inform them of this requirement. If medical evidence is not produced the absences will not be authorised, and this could result in a referral to the Local Authority.
  - 3.2.4 Where pupils are likely to miss more than 15 continuous days of school, they may be entitled to educational provision from the Education of Sick Children Service, and it is the school's responsibility to ensure that a referral is made in appropriate cases. Stockport School will work in partnership with parents and health professionals to identify and refer pupils entitled to such provision in line with the Education for Sick Children Policy.
  - 3.2.5 Medical and Dental appointments  
Parents and carers are requested wherever possible to try to arrange medical and dental appointments for outside of school hours using the new NHS out-of-hours evening and weekend GP appointment service and therefore, keep medical appointments in school time to an absolute minimum. If on the rare occasion a medical appointment during school time is unavoidable, then we would ask that your child attends school beforehand and/or returns to school immediately that same day following their appointment. The appointment card should be submitted to school as evidence. If a student is absent from school first thing in the morning or immediately after lunch, then they cannot receive an attendance present mark for that session.
  - 3.2.6 Leave of absence may be given in exceptional circumstances such as family bereavement, or for other legitimate reasons such as an interview at another school or college. The absence should be restricted

to the minimum time required and parents are asked to request permission in advance by writing to the Headteacher. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised.

### 3.2.7 Family Holidays

Stockport School requests that parents and carers avoid asking for days off school for their child as refusal often offends. Parents should be aware that there is no right to time off for a family holiday. Leave of absence for any reason is only granted in exceptional circumstances and is very unlikely to be granted for the purpose of a holiday.

### 3.2.8 Other examples of authorised circumstances include:

- Part-time timetables which may be agreed in exceptional cases, for example where medical issues prevent a pupil from attending full time or as part of a re-integration package.
- Where a pupil is absent from school due to an exclusion.
- Absence to take part in any day set aside exclusively for religious observance by the religious body to which the parents belong, including religious festivals.
- Study leave granted by the school for year 11 pupils approaching GCSE examinations.
- When traveller families are known to be travelling for occupational purposes and have agreed this with school, but it is not known whether the pupil is attending another school. In order to fulfil legal requirements, in such cases, pupils must attend school for at least 200 sessions in every 12 months.

## 3.3 Unauthorised Absences from School

3.3.1 Unauthorised absences are absences from school for which the school have not given permission for, including arriving late at school after the registers have closed. Absence will not be authorised unless parents have provided a satisfactory explanation that has been accepted as such by the school.

### 3.3.2 Examples of unsatisfactory explanations include:

- A pupil's/family member's birthday
- Shopping for uniforms
- Having their hair cut
- Closure of a sibling's school for INSET (or other) purposes
- "Couldn't get up"
- Illness where the child is considered well enough to attend school
- Illness where parents have been asked to produce medical evidence but have failed to do so
- Leave of absence for holidays or other reasons taken without the authorisation of school
- Waiting for a place at a new school

## 3.4 Late Arrival at School

3.4.1 AM Registration begins at 8.40am; pupils arriving after this time will be marked as present but arriving late (L). The morning register will close at 10.50am, pupils arriving after the close of the register will be marked as an unauthorised absence through lateness (U) for the whole session. This will not be authorised and will count as an absence for that school session.

3.4.2 On arrival after the close of register pupils must go direct to the Attendance Officers desk and sign in via the late book.

## 3.5 Individual Lesson Monitor

3.5.1 Stockport School places the safety of all students as its priority, and as such we take steps to ensure that all students are accounted for throughout the day. All of our staff have access to computers in lessons that are linked to our SIMS network, enabling us to conduct individual registers for all subject lessons throughout the day. This means that in addition to the main AM & PM Registration sessions, there are 4 other times throughout the day when your child will be registered. We will regularly monitor and track student's patterns of attendance and punctuality via use of this system. We will also notify parents if we have any concerns regarding their child's record of attendance or punctuality to lessons.

## 3.6 First Day of Absence Calling

3.6.1 Of paramount importance to our school is the safety of the students and effective communication with parents and carers. We also acknowledge the importance of the Government's previous 'Every Child Matters' agenda in promoting child safety, and providing peace of mind to parents and carers. In order to address this area, we will contact you directly if your child is marked absent for registration and

Period 1 in the morning. If your child is absent and you have not already notified us of this you may receive an email, text or voice message informing you of the absence and requesting that you either email, text or call the school to explain this. This will ensure that the reason for the absence is known as soon as possible and alert you if your child is not in school when they should be.

### **3.7 Following up Absence**

3.7.1 Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by firstly contacting home either by phone or by home visit. If we not get a response, we will write or message home.
- If the parent does not make contact with the school, we will refer the matter on to the Educational Welfare Officer from SMBC.
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

## **4. Roles and Responsibilities**

4.1 Stockport School believes that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, pupils and the wider school community.

4.2 As such, the Governing Body will:

- 4.2.1 Support and hold to account the leadership team regarding its obligations in relation to attendance.
- 4.2.2 Ensure that the legal duties in the Education (Pupil Registration) (England) Regulations 2006 and other attendance related legislation are complied with.
- 4.2.3 Ensure that the importance and value of good attendance is promoted to all school staff, pupils and their parents.
- 4.2.4 Identify a member of the governing body to lead on attendance matters.
- 4.2.5 Monitor the school's attendance through termly reporting at governing body meetings and on a half-termly basis to the lead governor for attendance.
- 4.2.6 Ensure that there is a named senior manager to lead on attendance and ensure that, that manager is allocated sufficient time and resources.
- 4.2.7 Contribute and participate in initiatives to promote good attendance across the school.

4.3 The leadership team will:

- 4.3.1 Ensure that the legal duties in the Education (Pupil Registration) (England) Regulations 2006 and other attendance related legislation are complied with.
- 4.3.2 Return school attendance data to the Local Authority and the Department for Education as required.
- 4.3.3 Respond to requests for information and recommendations from the Local Authority in relation to specific compliance issues.
- 4.3.4 Actively promote the importance and value of good attendance to pupils and their parents and the wider staff team.
- 4.3.5 Ensure that there is a whole school approach which reinforces good school attendance.
- 4.3.6 Ensure good teaching and learning experiences that encourage all pupils to attend and to achieve.
- 4.3.7 Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually.
- 4.3.8 Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues.
- 4.3.9 Report the school's attendance and related issues through termly reporting to the Governing Body and on a half termly basis to the lead governor for attendance.
- 4.3.10 Ensure that attendance data is collected and analysed frequently on a weekly basis to identify causes and patterns of absence.
- 4.3.11 Monitor the implementation of the Attendance Escalation Interventions (See Appendix One).
- 4.3.12 Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
- 4.3.13 Develop a multi-agency response to improve attendance and support pupils and their families.
- 4.3.14 Ensure all interventions around attendance are accurately recorded and documented.
- 4.3.15 Ensure that the Registration Regulations, England, 2013 and other attendance related legislation is complied with.

#### 4.4 Teaching and Pastoral Support Staff will:

- 4.4.1 Actively promote the importance and value of good attendance to pupils and their parents.
- 4.4.2 Contribute to a whole school approach which reinforces good school attendance.
- 4.4.3 Contribute to the provision of good teaching and learning experiences that encourage all pupils to attend and to achieve.
- 4.4.4 Ensure that the legal duties in the Education (Pupil Registration) (England) Regulations 2006 and other attendance related legislation are complied with.
- 4.4.5 Implement the Attendance Escalation Interventions in relation to individual pupils (See Appendix One).
- 4.4.6 Actively work with the Education Welfare team to, identify pupils with poor attendance and agree strategies to improve attendance.
- 4.4.7 Work with other agencies such as Stockport Family to implement strategies to improve attendance and to support pupils and their families.
- 4.4.8 Contribute to the evaluation of school strategies and interventions.
- 4.4.9 Accurately record and document interventions around attendance.

#### 4.5 Specific Responsibilities - Staff

##### 4.5.1 Director of Equality and Opportunity

- Have overall responsibility for attendance and punctuality
- Raise profile of the importance of good attendance and punctuality throughout the school community
- Build attendance rewards into the House system
- Complete a termly report to Governors
- Report monthly to the Headteacher
- With the Headteacher, authorise EPNs (Education Penalty Notices)
- Liaise with EWS (Education Welfare Service)
- Discuss attendance issues with the Attendance Manager in line management meetings
- Set whole school targets for Governors' approval
- Oversee the prompt collation of attendance statistics
- Monitor attendance patterns
- Monitor and review the Attendance Policy
- Monitor the completion of registers
- Produce the attendance profile for the whole school
- Ensure that targets are included on IEPs (Individual Education Plans)
- Coordinate attendance-related rewards events, including assemblies
- Oversee and administer weekly late detentions

##### 4.5.2 The Attendance Manager

- Be responsible for organising a daily check on children at risk of truanting.
- Initiate and carry out periodical post-registration truancy checks.
- Chase up reasons for absence using agreed systems.
- Provide advice and support for students returning to school after a long period of absence.
- Liaise with the Attendance Welfare Officer to identify students with attendance and punctuality issues and initiate periodic home visits.
- Meet periodically with students/parents and address issues/agree strategies that seek improvement.
- Raise attendance issues with parents; meet with parents and students in order to support them and improve attendance and punctuality.
- Analyse attendance data weekly to identify and report to the SLT member who oversees attendance.
- In liaison with the Pastoral Manager for Year 7 make contact with feeder primary schools and gain any relevant information about the attendance records of new students.
- Be available to staff and parents for home visits on individual students.
- Provide regular updates for staff, e.g. Headteacher, Deputy Headteacher, Pastoral Managers and Tutors, on student attendance with targets and strategies for improvement.

- Liaise with the L.A. Education Welfare and other support services to improve attendance rates.
- Keep up to date with current technology and oversee the training of staff in attendance and registration issues.
- Work with new and supply staff to ensure that the school system of registration is adhered to.
- Participate in the development of school reward systems in relation to attendance.
- Ensure that school registration systems are developed and correctly administered and report on the quality of the registers.
- Produce and interpret statistical data relating to attendance patterns of groups within the school.
- Be the first contact for all attendance issues in school.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Ensure all concerns are reported to the appropriate person.
- Attend and participate in meetings as required, including on occasion twilight meetings with staff/governors/parents.

#### 4.5.3 Pastoral Managers

- Meet regularly with the LA Education Welfare Service and Attendance Manager.
- Reinforce good practice at year team meetings.
- Interview students, in conjunction with the LA Education Welfare Service/Attendance Manager, where absence or punctuality is a concern and take appropriate action.
- Work with the parents/carers of students to address the issues.
- Work with relevant support agencies.

#### 4.5.4 Form Tutors

- Complete accurate registers before the end of registration. Paper copies are available for assembly days.
- Follow up on absences.
- Assist the students in setting attendance targets.
- Intervene with individual students whose attendance and punctuality are giving cause for concern.
- Liaise with parents/carers.
- Encourage good attendance within the tutor group.
- Display attendance information and rewards in class.
- Use the weekly spreadsheet to highlight issues/reward attendance issues across their form.
- Liaise with Pastoral Managers/Attendance Manager regarding attendance and punctuality issues.

#### 4.5.5 Subject staff

- Complete and send accurate and prompt electronic registers in all lessons.
- Openly value good attendance of all students.
- Welcome back students who have been absent and provide a means for them to catch up.
- Praise and reward good attendance.
- Liaise with form tutors/Pastoral Managers/Attendance Manager regarding attendance and punctuality issues.
- Obtain permission in advance for planned activity which will result in students being absent from class and liaise with colleagues whose lessons may be missed.

#### 4.5.6 LA Education Welfare Service

- Take legal action.
- Respond to referrals.
- Attend regular meetings e.g. Pastoral and Attendance Managers, TAC etc.
- Support the school in achieving attendance targets.
- Liaise regularly with the Director of Equality and Opportunity, who is in charge of attendance and the Attendance Manager.

### 4.6 Parents

4.6.1 Ensure their child attends regularly as required by law.

4.6.2 Ensure school has up to date contact information including:

- Parents' and pupils' addresses.
- Parents' telephone numbers and email addresses.
- Telephone numbers for emergency contacts.
- Details of new addresses and schools in the event of a move away from the area.

4.6.3 Talk to their child about school and education. Take a positive interest in their child's work and educational progress.

4.6.4 Comply with the school's absence procedures by:

- Notify the school when their child is unable to attend, with a reason, on the first day of the absence with a call to 0161 483 3622 Ext. 250.
- Telephoning school on every day that their child is unable to attend school due to illness (except where a doctor's report has already been provided indicating an expected return date).
- Requesting leave of absence only in exceptional circumstances and in advance by writing to the Headteacher for permission.
- Providing medical or other evidence in relation to absence if required by the school.
- Inform the school immediately if your child has a contagious illness or infection.
- Arranging medical or dental appointments to take place outside school hours wherever possible.
- Not arranging and/or seeking to take family holidays in term time.
- Not taking leave of absence for any reason without prior agreement.
- Raise any issues or concerns which may impact on attendance with school staff at the earliest opportunity.
- Attend meetings with school staff to discuss concerns if requested by the school.
- Work in partnership with school and other agencies to address any attendance problems.
- Encourage good routines at home to ensure children have good sleep patterns and are prepared for school each day.
- Ensure that their child arrives at school on time each day.
- Take an active interest in their child's educational progress and instil the value of education and good attendance.
- Encourage their child to look to the future and have aspirations.

#### 4.7 Students

- Will arrive on time in school at or before 8.40am in order to enter registration promptly.
- Will be prompt to the afternoon session, where they will register in Period 5 at 2.00pm
- Will attend all lessons throughout the day punctually.
- Will attend on all days the school is open unless too unwell/incapacitated to do so.

### 5. Managing attendance in school

5.1 Stockport School recognises that poor attendance is often a sign of wider difficulties in a child's life whether at home or at school. Parents should make school aware of any difficulties or changes in circumstances which may affect their child's attendance or behaviour at school, such as bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support which may be required.

5.2 Stockport School will use Attendance Escalation Interventions (Appendix 1) to ensure that every pupil with attendance concerns receives a red, amber or green rating and that an appropriate response is made to address the situation.

5.3 Stockport School recognises that some pupils are more likely to require additional support to attain good attendance – for example, pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.

5.4 Stockport School will implement a range of strategies to identify cases requiring support including:

5.4.1 Regular attendance monitoring meetings between the lead attendance officer and relevant teaching/pastoral staff and, at agreed periodic intervals, with the school's designated Education Welfare team member.

5.4.2 Regular analysis of attendance data by the leadership team and governing body.

5.5 Stockport School will implement a range of strategies to provide support to pupils and families including:

- 5.5.1 Early contact with parents by telephone/text – school will attempt to make immediate contact with parents whenever a child is absent without explanation.
- 5.5.2 Attendance letters – Stockport School will notify parents in writing if there are attendance concerns and offer support. Where the offer of support is not taken up and/or those concerns persist, school will notify parents in writing that absences will only be authorised if medical evidence is provided.
- 5.5.3 Meetings in school – school will invite parents to meetings in school at an early stage to discuss attendance concerns.
- 5.5.4 Home visits – school staff will visit pupils’ homes to check on a pupil’s welfare and/or offer support to improve attendance. In order for us to address the key priority of good attendance and to support you as parents, we regularly conduct home visits on a daily basis to check on the welfare of students who fall below our core expectation of less than 96% attendance. These home visits may on occasion, also be accompanied by our Community Police Officer or Local Education Authority Welfare Officer.
- 5.5.5 Early Help Assessments – school will use Early Help Assessments to support families in identifying barriers to good attendance and attainment and put in place plans to overcome them.
- 5.5.6 Team Around the School – After appropriate action by school and where internal interventions have not been successful, pupils and families requiring further support around attendance will be referred to the Team Around the School (TAS). The TAS includes representatives from services working with children and families in Stockport so that appropriate support can be allocated.
- 5.5.7 Referrals to the Education Welfare team – the school will refer cases to the Education Welfare team who offer a range of measures to improve attendance including Parent Contracts (see below).
- 5.5.8 Stockport School will also consider a range of other strategies to improve individual pupils’ attendance including:
- Attendance Panels – parents and pupils may be invited to discuss attendance at attendance panels consisting of pastoral staff, senior staff and governors.
  - Reintegration Support Packages – where a pupil has missed a significant amount of school a reintegration package can be arranged in consultation with parents and pupils so to ensure a smooth return to school.
  - Part-time timetables – in exceptional circumstances where a pupil is unable to manage full time attendance a temporary part-time timetable may be put in place.
  - Alternative provision – in exceptional circumstances where it is felt that a pupil’s needs may be better served outside of the mainstream curriculum; referrals may be made to alternative education providers.
  - Whole School Strategies – Stockport School will promote good attendance using a range of initiatives including:
    - Rewards systems
    - Pupil Voice activities
    - Restorative approaches
    - Implementation of the Stockport Emotional Health and Well-Being Strategy
    - Attendance report cards
    - Late at the Gate initiatives
    - PSHE activities
    - Whole school assemblies
  - Recognition and Reward - Of course it is correct for the school to recognise that the vast majority of our students attend school regularly each day, and also that students whom may have had attendance issues previously are able to make improvements. We therefore, seek to recognise, celebrate and reward good attendance with our students through our rewards system, and we will continue to look creatively at enhancing this even further in the years ahead.

## 6. Legal Sanctions

- 6.1 Regular school attendance is a legal duty on parents and carers. If a parent fails to ensure their child attends school regularly, they are guilty of an offence under section 444(1) or (1A) Education Act 1996.

- 6.2 A parent who commits this offence may be liable to prosecution in the Magistrates' Court, and depending on which offence they are convicted of, may be liable to a fine of up to £2500 or a term of imprisonment of up to three months.
- 6.3 Although school will offer support in addressing attendance issues, it will also refer pupils whose attendance fails to improve, or who take leave of absence from school without agreement, to the Education Welfare team within Stockport Council. This can take several routes:
- 6.3.1 Education Penalty Notices – Education Penalty Notices are fixed penalty notices issued by Stockport Council of £60 per parent per child. These are payable within 21 days and rise to £120 if paid between 22-28 days. If unpaid after 28 days, the parent will be prosecuted for the offence of failing to ensure regular school attendance. Penalty Notices are issued in accordance with Stockport Council's Code of Conduct. Stockport School doesn't receive any of the money paid from penalty notices.
  - 6.3.2 Education Penalty Notices for Irregular Attendance - Before being issued with an Education Penalty Notice, parents will receive a written warning. This gives them an opportunity to avoid a fine by ensuring that no unauthorised absences – including late after the close registration marks – are recorded against their child during the next 15 school days. The minimum criteria for sending such a warning is 10 sessions of unauthorised absence in a three-month period.
  - 6.3.3 Education Penalty Notices for Unauthorised Leave of Absence - Education Penalty Notices may also be issued where a pupil is taken out of school for five days or more without the school's consent – such as for a term time holiday. In these cases, the fine is sent by the Council without an initial warning being issued.
  - 6.3.4 Parent Contract Referrals – a Parent Contract is an agreement which usually involves the school, parents, member of the Local Authority Education Welfare team member and in some cases the pupil. The agreement sets out the actions required by all parties to overcome the barriers to improved attendance. Compliance with the contract and the progress of improving attendance are reviewed regularly at Parent Contract Review Meetings. Should a parent fail to participate and/or fail to ensure that attendance improves, prosecution in the Magistrates' Court is likely to ensue.

## **7. Punctuality**

- 7.1 Whilst the vast majority of our students arrive on the school premises on time, we are concerned for the small minority of students who arrive at school late, after lessons have begun.
- 7.2 At Stockport School, we expect your child to be in school and ready to learn every morning for at least 8.40am to attend registration. The first ten minutes of a lesson are often key to the rest of the session and students who miss this time often struggle for the rest of the lesson. If this occurs even once, it could potentially mean that they are missing out on an hour or more of learning on that day. Persistent lateness could mean that even more learning time is missed which could have a knock-on effect on overall progress and attainment.
- 7.3 If your child, like most of our students, has had an excellent attendance and punctuality record over the past term, as can be checked from their recent Grade Card, then it is worthy of note and recognition, as your child is clearly putting themselves in a very strong position for future success. However, if your child has generated any number of late marks or absences during the past term, I would ask you to take this opportunity to discuss the importance of maintaining consistently good attendance and punctuality and the negative impact that it is likely to have upon their learning and progress if they are unable to do so. This may mean that you need to encourage your child to get up/leave for school earlier. We appreciate any support you can offer so we can work towards improving attendance and punctuality across the school and therefore, enhancing progress and outcomes for all of our students.
- 7.4 Lateness to school is unacceptable and is punishable by a detention unless the student has a valid reason and a parental note or telephone call. All students arriving late should sign in at the Attendance Office.
- 7.5 Lateness to lessons is monitored by staff using our Lesson Monitor system, and students who are regularly late are referred to the Pastoral Manager or Director of Progress. Attendance and punctuality are monitored by the school, the Local Authority, and the DfE.
- 7.6 If you have concerns about your child's attendance and/or punctuality or need further support in regard to attendance and punctuality issues, please contact your child's Pastoral Manager or alternatively, Miss O'Gara, Director of Equality and Opportunity, by calling the school number on 0161 483 3622, or alternatively by email: [c.ogara@stockport.stockport.sch.uk](mailto:c.ogara@stockport.stockport.sch.uk)

**8. Links with other policies**

8.1 The Attendance Policy links to Stockport School's Child Protection, Safeguarding and Behaviour policies

**9. Named staff responsible**

Mr Ian Irwin	Headteacher
Miss Cat O'Gara	Director of Equality and Opportunity
Ms Fiona Shaw	Attendance Manager
Mr Russ Crosby	Student Welfare Officer

**10. Review**

Last Review date: May 2021

Review date: May 2022

## Appendices

### Appendix 1 - Escalation of Attendance Interventions

#### 1. Introduction

At Stockport School, we categorise attendance into green, amber and red, which in turn indicates the rewarding of positive attendance and any course of action that may be needed to improve pupil attendance at school.

#### Attendance Indicators at the end of the School Year

Key to Table	
	<b>Over 96% Attendance</b> (Meeting & Exceeding School Target)
	<b>94% - 96% Attendance</b> (Approaching School Target)
	<b>92% - 94% Attendance</b> (Below Target)
	<b>Below 92% Attendance</b> (Significantly Below Target)

At Stockport School we recognise that there is a wide range of reasons why a pupil's attendance may not fall into the Green category. The purpose of these attendance escalation interventions is to ensure that all pupils whose attendance falls below 96%, and/or who miss school for unauthorised term time holidays regardless of their overall attendance, receive a suitable response. In all cases we will exercise judgement and consider the particular needs of the pupil and the circumstances surrounding the case.

#### 1.1 The following tasks in relation to pupil absence will apply to all pupils irrespective of current attendance level:

##### ❖ Unexplained Absence

The designated attendance lead will attempt to make immediate contact with parents whenever a child is absent from school without explanation. Where it is not possible to make contact the attendance lead will liaise with the nominated Safeguarding Officer to agree on further action.

**On the 10<sup>th</sup> consecutive day of absence the designated attendance lead will report the pupil as Missing from School to Stockport Children's Services Contact Centre.**

##### ❖ Requests for Leave of Absence

All requests for leaves of absence will be dealt with by the Headteacher/designated member of staff.

##### ❖ Referrals to the Education Welfare team to use the Education Penalty Notice system for Unauthorised Leave of Absence

All referrals will be made by the Headteacher/designated member of staff.

##### ❖ Referrals to the Education of Sick Children Service

All referrals will be made by the Headteacher/designated member of staff.

##### ❖ Notification of Removal from Roll

The designated attendance lead will complete a Notification of Removal from Roll form and submit to the local authority whenever a pupil is deemed to meet legal criteria for removal.

The designated attendance lead will work jointly with the Education Welfare Service to ensure that all pupils removed from roll are confirmed as starting in a new educational provision.

#### 1.2 Actions for Pupils in the Dark Green Category

##### **DARK GREEN OVER 96% ATTENDANCE BY THE END OF THE SCHOOL YEAR**

**Less than 5 sessions of absence each term or less than 15 throughout the school year**

**At this stage, with the exception of referrals to use the Education Penalty Notices system for unauthorised Leave of Absence (see above), all action is at Form Tutor admin level and will be monitored by the Headteacher or nominated member of staff.**

When a pupil is absent and returns to school, if their attendance is above 96%, all action is at Form Tutor and administration level.

This will include:

- Welcoming the pupil back to school.
- Confirming the reason for the absence and recording as required in the register.
- Updating the pupil on any work they have missed and supporting any catch up as required.

The Attendance Reward Programme will be used to recognise and celebrate pupils with the best attendance levels, i.e. in relation to pupils with attendance levels of 100% or those with significant improvement.

### **1.3 Actions for Pupils in the Light Green Category**

#### **LIGHT GREEN – 94-96% ATTENDANCE BY THE END OF THE SCHOOL YEAR**

##### **Less than 7 sessions of absence each term or less than 21 throughout the school year**

**The attendance levels and reasons for absence for this group will be analysed by the Form Tutor, Pastoral Manager and attendance lead to determine the level of need and in particular if the case requires monitoring only, whether communication with the parent is needed or if a package of support should to be put in place to overcome a particular barrier to attendance. The Headteacher/designated member of staff will maintain regular oversight of decisions for this group of pupils.**

In addition, for each incidence of absence for pupils with attendance of 94% to 96% the Form Tutor, Pastoral Manager or Attendance Manager will:

- Welcome the pupil back to school.
- Confirm the reason for the absence and record as required in the register.
- Update the pupil on any work they have missed and supporting any catch up as required.

### **1.4 Actions for Pupils in the Amber Category**

#### **AMBER – 92-94-% ATTENDANCE BY THE END OF THE SCHOOL YEAR**

##### **Less than 10 sessions of absence each term or less than 30 throughout the school year**

For pupils with attendance of 92-94%, the Attendance Manager will write to parents. The letter will:

- Provide details of the current attendance and sessions missed.
- Convey the school's concern about the level of attendance
- Invite the parent to make contact with [Headteacher/ nominated Senior Leader or Pastoral Manager to discuss attendance and how it can be improved (see Letter 1– Initial attendance contact letter)

Attendance will continue to be closely monitored whilst in this band with further contact made with the parent at regular intervals discuss the progress until the pupil's attendance moves into at least the light green category, above 94% and beyond.

### **1.5 Actions for Pupils in the Red Category**

#### **RED - BELOW 92% ATTENDANCE BY THE END OF THE SCHOOL YEAR**

##### **More than 10 sessions of absence each term or over 30 throughout the school year**

**The attendance levels and reasons for absence for this group will continue to be analysed by the Form Tutor, Pastoral Manager and Attendance Manager with additional input from a member of Stockport Family Education Welfare Team to determine the level of need and in particular if the case requires monitoring only, whether communication with the parent is needed or if a package of support should to be put in place to overcome a particular barrier to attendance (Under 92% meetings). The Headteacher/designated member of staff will maintain regular oversight of decisions for this group of pupils.**

If not sent already, Letter 1– Initial attendance contact letter shall be sent and the case shall be monitored as above to see if attendance improves.

If Letter 1– Initial attendance contact letter has previously been sent, then the Attendance Manager will send a second letter indicating that absences will no longer be authorised without medical evidence. (Letter 3 – medical evidence required/legal duties letter)

Where absences are not authorised, either due to no contact from the parent, or no medical evidence being provided following Letter 3 being sent, further action should be taken. Depending on the reasons for poor attendance, the strategies already attempted and the parent(s)' willingness to engage with support, this could be:

- Referral to the Team Around the School (TAS)
  - When pupils with poor attendance are discussed at the TAS the level of absence and action agreed to improve attendance should be clearly written into the minutes
- Completion of an Early Help Assessment (EHAs) and commencement of Team Around the Child (TAC) process
  - When EHAs and TAC processes are put in place for pupils with poor attendance the EHA should clearly identify the barriers to attendance and the plan should clearly identify actions and interventions to improve the attendance.
- Referral to the Education Welfare team for a Parent Contract to be undertaken
  - Where a case is accepted for Parent Contract by the Education Welfare Team:
    - a member of school staff will be nominated to take part in the contracting process alongside the parent and Education Welfare Team member
    - nominated member of school staff will update the Education welfare officer of any absences on a daily or weekly basis
    - The nominated officer will liaise directly with the Education Welfare Team member before authorising any absences
- Referral to the Education Welfare team for the Education Penalty Notice system to be used
- Liaison with education services, the ethnic diversity service or with voluntary agencies to access appropriate support to address identified needs.
- Referral to an attendance panel

Contact will be made with the parent on a weekly basis by a named member of staff to discuss progress until the child moves to at least amber and then towards green.

**Appendix 2**  
**Attendance codes**

The attendance codes which will be recorded on the school system are:

<b>Code</b>	<b>Meaning</b>	<b>Type</b>
/\	Present AM/PM	Present
B	Off-site educational activity (see terms*)	Approved educational activity (AEA)
C	Authorised leave	Absent
D	Dual registered	Data discounted code
E	Excluded (with no alternative provision made)	Absent
G	Unauthorised holiday	Absent
H	Authorised holiday	Absent
I	Illness (not medical or dental)	Absent
J	Interview with prospective employers or another educational establishment	Approved educational activity (AEA)
L	Late (before registers have closed)	Present
M	Medical or dental appointments	Absent
N	No reason provided for attendance	Absent
O	Unauthorised absence	Absent
P	Supervised sporting activity	Approved educational activity (AEA)
R	Religious observance	Absent
S	Study leave (see terms*)	Absent
T	Traveller absence (see terms*)	Absent
U	Late (after registers have closed)	Absent
V	Educational trip	Approved educational activity (AEA)
W	Work experience	Approved educational activity (AEA)
X	Non statutory school age and isolation (see terms*)	Data discounted code
Y	Exceptional circumstances (see terms*)	Data discounted code
Z	Not on admission register	Data discounted code

N.B. An approved educational activity will output as present attendance. Both authorised absence and un-authorised absence have the same absence weighting.

### **Appendix 3**

#### **Guidelines for Establishing Healthy Daily Routine**

<b>Tasks to promote better daily routine</b>
Keep all electrical devices out of bedroom, including mobile phone, tablet and laptop.
Young people to come off all electrical devices at least one hour before desired bedtime.
Encourage young person to read/doodle/colour in as a way of relaxing before going to bed.
Ban all sweet food and drink after 7pm.
No caffeine/energy drinks, even in the day.
Young person to be in bed by 10pm.
Put alarm clock in young person's bedroom for the morning 7am (9 hours after bedtime)
20 minutes after time of alarm if young person is still in bed remove their duvets and take them away
10 minutes after removing the duvet if young person is still sleeping open the curtains and window.
Put loud noises near the room e.g. Hoover, radio, alarm if still not getting up.

<b>Tasks to promote healthy daytime routine</b>
Keep young person's electrical devices until they have got washed, dressed and eaten/drunk something for breakfast.
On school days dress in school uniform regardless of being in or not.
If not in school – telephone school with reason for absence.
If not in school mobile/tablet/Netflix/visual entertainment to be off limits until after school closing time and only if young person has done some school work.
Parent/carer not engage socially with the young person until they are washed and dressed, including at weekend.
Ensure the young person eats lunch at lunchtime (regular time each day – no snacking)
Ensure the young person eats some dinner at teatime (regular time each day - no snacking)

## **Appendix 4**

### **Initiatives to improve attendance**

Stockport School is committed to supporting students to achieve high attendance and punctuality standards.

A well-planned induction programme for students transferring from Year 6

Rewarding good attendance rates for individuals and classes

Using learning mentors where absence is a problem

Taking part in LEA initiated projects

Showing parents that unjustified absence will have a detrimental effect on students learning

Regular telephone attendance checks from the attendance team

Contacting and meeting parents when patterns begin to emerge

Sending termly letters home informing parents/carers of their child's attendance record to date

Monitoring by the AM and SLT, home visits and possible legal/court proceedings in serious cases

### **Celebrating Good Attendance**

It is important that good attendance is acknowledged, celebrated and rewarded. Achievement in attendance is as important as achievement in subjects and this should be embedded within the ethos of the school. Certificate awards will be given to students who achieve 100% throughout the academic year i) 100% attendance and punctuality (Gold certificate) ii) 100% attendance (Silver Certificate). For the policy and procedures to be effective, it is important that all concerned play an active role and contribute to the partnership, i.e. parents, students and teachers. Hence there must be consistency in teacher approach and Pastoral Leaders must take the responsibility for making enquiries and initiating action on attendance. In addition, attendance matters must be included in the induction programme for all new staff and in particular for newly qualified teachers.

**Appendix 5**

**Holiday Referral Checklist**

Name	Year	Dates of absence

The parent of the child named above requested leave of absence during term-time. The exceptional circumstances are identified below.

Summary of leave	Identified exceptional circumstances

The decision has been made to refer this case for a Fixed Penalty Notice. The following information has been collected:

Document	Dated	Enclosed (tick)
Initial request from parent		
Confirmation the parent is in receipt of the school's policy for term time leave		
Signed return letter to parent		
Registration certificate		
Additional support checklist		

**The student has been offered the following support following their return. This comprises (tick as appropriate):**

- ✓ Return to learn conversation
- ✓ Curriculum catch-up meeting
- ✓ Re-integration meeting
- ✓ Head of Year discussion
- ✓ Friendship re-building programme
- ✓ Early help assessment
- ✓ Additional parental meeting

We can confirm that the student returned to school on:

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**Appendix 6**

**Attendance Concern Checklist**

Name	Year	Parents Names

The child identified above has been supported to improve their irregular attendance to school during this academic year.

The decision has been made to refer this case for consideration by the local authority. The following actions have already been put in place:

Document	Dated	Enclosed (tick)
Confirmation of the stage one conversation		
Copy of the dated and signed stage two letter		
Invitation to parental contract meeting		
Confirmation of offer of Early Help Assessment		
A copy of the parenting contract		
A copy of the parenting contract review form(s)		
Confirmation parents are aware of our attendance policy		
Attendance certificate		

**Additional specific support:**

Summary of additional specific provision and support (use intervention matrix):
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## Appendix 7

### Parent Reference Guide

When a student is absent from school, a parent or carer is expected to phone the school on the first day of the absence to explain the reason for absence. They are then expected to ring on each subsequent day of absence to update the school as to the student's health and wellbeing. Upon a student's return to school they will be welcomed back by their form tutor.

If a student is late to school, they will be placed into the late detention on that day. A student who is late to registration will receive a 20 minutes late detention at lunch time. A student who is late to period 1 will receive a 30 minutes detention at either lunch time or after school that day. If a student fails to attend this detention it will be escalated in the usual manner.

If a student receives 5 or more late to school marks in a fortnight, then they will receive a SLT detention the following week. Once a student has accrued 10 or more lates, their parent/carer will be invited in for a meeting to discuss support for the student and assist them in coming to school on time each day.

If a student has more than 10 sessions of absence in a term, and if letter 1 hasn't already been sent, then this will be sent immediately. If letters 1 or 2 have already been sent then letter 3 will be sent. This will mean that any future absences will need to be supported by medical evidence.

If a student has between 8 and 10 sessions of absence in a term, then their attendance will be monitored by the attendance team. Letter 1 will be sent home, unless there is intervention put in place from the pastoral team. The student's attendance will then be monitored until it enters the green category. Messages will be sent fortnightly to help monitor attendance. Letter 2 maybe sent if absence continues.

If a student has between 5 and 7 sessions of absence in a term, then their attendance will be monitored by the attendance team. The student's level of need will be determined and if needed a package of support will be put in place to overcome any barriers to attendance. A phone call phone will be made to address the absence concern and to identify any engagement issues.

If a student has more than 10 sessions of absence in a term, then parents/carers will be invited in for a meeting with the attendance team. This will give both parties an opportunity to express their concerns and to discuss an action plan to help the students attendance improve. Parents/carers should be aware that the student could be referred to the LA if attendance continues to drop.

If a student has more than 10 sessions of absence in a term, then additional specific provision will be put in place for the student including daily meet and greet, weekly update phone calls, mentoring, monitoring etc. Any improvement will be celebrated with the student.

If a student has more than 12 sessions of absence in a term, then they will be referred to the LA Educational Welfare Team. The school will work with the LA to help improve the attendance of the student and continue to offer the provision which is in place.

## **Appendix 8**

### **Letters to be sent to parents/carers about their child's absence, attendance and punctuality**

#### **Letter 1– Concerns about a pupil's high level of absence**

Use this letter in situations where a pupil's absence has been authorised, but absence levels are still high.

For example:

- A pupil is regularly ill, but doesn't have an identified medical need
- Combined circumstances (such as a family bereavement and pupil illness) means the pupil has missed a lot of lesson time

[Date]

Dear [name of parent/carers]

#### **Re: Absences from school of [name of child]**

I am writing to you to advise you of the school's concerns about [name of child's] recent high levels of absence from school.

Currently [forename of child]'s has missed [number] sessions of school which is well below the level of attendance which we expect from our pupils and will likely have an impact on their academic achievement. I have enclosed a copy of the registration certificate which shows the attendance record for the current school year.

We acknowledge that each family's circumstances are different and we aim to work with parents to provide the best education for every child. We hope that bringing this issue to your attention may lead to an improvement in attendance.

If there are any issues which you believe are affecting [forename of child]'s attendance, please contact the school and make an appointment to discuss how the situation can be improved. Pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment. We want to make sure that we can support [name's] education in the best way possible, including looking into how we can help them to address gaps in learning due to absence. Therefore, please do not hesitate to contact the school if you require support with this (extension number 250 or [f.shaw@stockport.stockport.sch.uk](mailto:f.shaw@stockport.stockport.sch.uk))

Please also be aware that where pupils have a substantial amount of absence from school, schools are expected to investigate the reasons for the absences and where appropriate request medical evidence before agreeing to authorise further absences.

I look forward to hearing from you to discuss how the school can support your child to improve their attendance.

Yours sincerely,

Ms Shaw  
Attendance Manager  
Sent on behalf of Mr Irwin (Headteacher)

**Letter 2 – Concerns about a pupil's unauthorised absence(s)**

Use this letter as the first step to address unauthorised absence.

[Date]

Dear [name of parent/carer]

**Re: Unauthorised absences from school of [name of child]**

I'm writing to express my concern at [name's] recent unauthorised [absence/absences] from school. [Name] has been absent from school for a total of [number] unauthorised sessions ([number] days) as can be seen on the attached registration certificate.

We acknowledge that each family's circumstances are different and we aim to work with parents to provide the best education for every child.

Pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment.

Unauthorised absences can result in a penalty notice being issued if your child continues to have unauthorised absences. More information about penalty notices is available in the school's attendance policy. Copies of the policy are on the school website, or available from the school office.

I therefore request that you contact the school office on 0161 483 3622 as soon as you can to discuss this.

Yours sincerely,

Ms Shaw  
Attendance Manager  
Sent on behalf of Mr Irwin (Headteacher)

### **Letter 3 – Medical evidence required/legal duties**

Use this letter if:

- You have previously tried to address a pupil's unauthorised absence
- The pupil's unauthorised absence has reached the threshold set by your local authority for the use of a penalty notice

[Date]

Dear [name of parent/carer]

#### **Re: Unauthorised absences from school of [name of child]**

I am writing to you again with reference to our concerns about [forename of child]'s attendance record.

Please find enclosed an up to date copy of the registration certificate. You will see that [forename of child]'s attendance remains concerning and they have now had [number] sessions of absence.

As I previously advised you, where pupils have a substantial amount of absence from school, schools are expected to investigate the reasons for the absences and where appropriate request medical evidence before agreeing to authorise further absences.

I am now writing to advise you that in view of [forename of child]'s continued poor attendance, the school is no longer willing to authorise any future absences unless supported by medical evidence (for example, a doctor's note) and it will not be sufficient merely to report the absence by telephone or letter. Absences not supported by such evidence are likely to remain unauthorised.

I must also remind you that ensuring regular school attendance is a legal responsibility and that failure to do so may result in your case being referred to the Local Authority for further action, which can include Education Penalty Notice fines or prosecution.

We would also like to invite you in for a meeting with myself to discuss how we can support you to help improve [name's] attendance. Please contact the school office on 0161 483 3622 urgently to arrange a meeting.

Yours sincerely,

Ms Shaw  
Attendance Manager  
Sent on behalf of Mr Irwin (Headteacher)

**Letter 4 – Accepting a request for a holiday in term-time**

[Date]

Dear [name of parent/carer]

**Re: Approved absence from school of [name of child] for a holiday**

Thank you for your request to take [name(s)] out of school between [date] and [date].

In this case, I'm prepared to agree to your request.

I haven't made this decision lightly. Our school is dedicated to the education of all our pupils and believes regular attendance throughout the year is essential to every child's success and fulfilment.

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 agree to a similar request, from you or other parents, in the future.

Yours sincerely,

Mr I. R. Irwin  
Headteacher

**Letter 5 – Declining a request for a holiday in term-time**

[Date]

Dear [name of parent/carer]

**Re: Unapproved absence from school of [name of child] for a holiday**

Thank you for your request to take [name(s)] out of school between [date] and [date].

In this case I regret I cannot consent to your request.

Our school, while acknowledging that each family's circumstances are different, is dedicated to the education of all our pupils and believes regular attendance throughout the year is essential to every child's success and fulfilment.

I have not made this decision lightly. A request for an absence is considered on its merits at the time and many variables are taken into consideration. As each request is unique, my decision in this instance cannot be directly compared with decisions made by the school in the past, and nor does it set a precedent. It does not mean I'll not agree to a similar request, from you or other parents, in the future.

I'm sorry to have to disappoint you.

Yours sincerely,

Mr I. R. Irwin  
Headteacher

## **Letter 6 – After an unauthorised holiday**

[Date]

Dear [name of parent/carers]

**Re: Unauthorised absence from school of [name of child] for a holiday**

I'm writing about your action in taking [name(s)] out of school for a family holiday between [date] and [date].

We're treating this as an unauthorised holiday because [explain the evidence you have].

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 mean your child will be absent, or before making any plans that will involve your child's absence from lessons or other commitments.

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 before 28 days

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

Yours sincerely,

Ms Shaw  
Attendance Manager  
Sent on behalf of Mr Irwin (Headteacher)

**Letter 7 – Accepting a request for absence for religious observance**

[Date]

Dear [name of parent/carer]

**Re: Request for Religious Observance for [name of child]**

Thank you for your request to take [name(s)] out of school on [date] because of [religious occasion].

In this case, I'm prepared to agree to your request and it will be considered an authorised absence.

Each request for an absence is considered on its merits at the time. We recognise that a family's religious beliefs and traditions are intrinsic to their sense of identity. However, please note that my decision in this instance does not set a precedent, and does not necessarily mean I'll agree to a similar request, from you or other parents, in the future.

Yours sincerely,

Mr I. R. Irwin  
Headteacher

## **Letter 8 – Concern about punctuality**

[Date]

Dear [name of parent/carer]

**Re: Concerns about the punctuality of [name of child]**

I'm writing to you because [name] has been late to school [number] times in [timeframe].

I have attached [name]'s Registration Certificate so that you can see the sessions which they have been late for.

L means that they have arrived late but before the registers have closed.

U means that they have arrived late but after the registers have closed.

The school day begins promptly at 8:40am and the afternoon registration slot is at 14:00.

Arriving promptly makes sure that your child doesn't miss work, and that disruption to the teacher and other pupils is minimised. Persistent lateness can lead to a significant loss in learning time.

We're committed to working with families to make sure every pupil gets the support they need. We would therefore like to arrange a meeting to discuss how we can work with you to help improve [name's] punctuality.

Please contact the school office on 0161 483 3622 to arrange a meeting.

Yours sincerely,

Mr Crosby  
Student Welfare Officer  
Sent on behalf of Mr Irwin (Headteacher)