

Attendance Policy

This Policy applies to the whole school and is published to staff, pupils and parents/carers

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Key Points of the Attendance Policy

Purpose	<p>Promote good attendance and reduce absence, including persistent absence.</p> <p>Ensure every pupil has access to full-time education to which they are entitled.</p> <p>Act early to address patterns of absence, to listen to reasons offered by families and offer support through the school's pastoral system.</p> <p>Encourage parents to perform their legal duty by ensuring their children of compulsory school age, who are registered at Longridge Towers School, attend regularly and are punctual to their lessons.</p> <p>Ensure compliance with relevant Education Laws, Regulations and Government guidance.</p>
School Attendance and the Law and Guidance	<p>This Policy complies with the 1996 Education Act, the Education (Pupil Registration) Regulations 2006 and the Education (Pupil Registration) (England) Regulations 2013. It is also written in conjunction with the 'Working Together to Improve School Attendance' guidance.</p>
Procedures	<p>If attendance falls below 90% in a term it should be reported to the Deputy Head or Head of the Junior Department and a phone call/ is made by a pastoral leader. The phone call will offer families support</p>

	<p>and suggest strategies to help raise attendance.</p> <p>If attendance falls below 80%. Meeting between parents/ carers and appropriate pastoral staff to discuss of pupil/ family circumstances. Actions agreed documented.</p> <p>If attendance drops below 70% without a satisfactory reason a formal letter is sent to the parents and further discussion is had with the family and Senior Staff.</p>
Children at Risk Of Missing Education	In line with the School Safeguarding Policy the School has a duty by law to report to the Local Authority if a pupil is absent without the relevant school's permission for a continuous period of 10 days or more.
Tier 4 Sponsored Pupils (Child / Student Visa)	Tier 4 sponsored pupils' attendance will be monitored in line with the Home Office's UKVI requirements. In particular, the Foundation will notify the Home Office if the attendance rate of any such pupil falls below 80% for the academic year or such pupil has 10 consecutive days of unauthorised absences.
The Attendance Register	<p>The attendance register is taken at the start of the first session of each school day and once during the second session and determines whether the pupil is present or absent.</p> <p>Absences should be followed up by Form Tutors. School will use the national codes to record and monitor attendance.</p> <p>Parents/carers should contact their child's school on the first day of absence to state the reason for absence.</p>
Preservation of the Attendance Register	Every entry in the attendance register must be preserved for a period of six years after the date on which the entry was made.
Punctuality	<p>Sanctions for lateness or non-attendance of lessons can be found in the School's Behaviour Policy.</p> <p>Any episode of persistent lateness or an identified pattern of lateness will result in communication home from the school to discuss ways in which this pattern of behaviour can be corrected</p>

Table of Contents

Introduction.....	3
Attendance Description.....	4
Principles	4

Rights/Roles/Responsibilities	4
Legal Framework	6
The Attendance Register	6
Categorising Absence	6
Leave of Absence during term time	7
Application Process	7
Religious Observance	8
Late Arrival.....	8
Un-authorised absence.....	8
Deletions from the Register	8
Using Attendance Data	9
Support Systems.....	9
Part-Time Timetables.....	10
Children at Risk of Missing Education	10
Reporting missed contacts for holders of a Child Student Visa.....	10
Parents of international boarders.....	11
APPENDIX I	12
APPENDIX II.....	14
APPENDIX III.....	15
APPENDIX IV.....	16
APPENDIX V.....	19

Introduction

Excellent attendance promotes excellent learning. Regular school attendance is essential if children are to achieve their full potential.

At Longridge we believe that regular school attendance is crucial in allowing children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

The School values all pupils. As set out in this policy, we will work with families to early identify the reasons for poor attendance and try to resolve any difficulties.

We believe attendance is a shared responsibility, involving the whole school community and local community; Our Attendance Policy should not be viewed in isolation; it is a thread that runs through all aspects of school improvement, and is supported by our policies on safeguarding, anti-bullying, behaviour and remote teaching and learning.

This policy also takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

We define our key levels of attendance as:

Attendance Description

98%+	Excellent
96%-97%	Good
95%	Satisfactory
91%-94%	Unsatisfactory
51%-90%	Persistent Absence
50% or below	Seriously Absent

Principles

The following important principles underpin our approach to managing attendance:

- Pupils and parents/carers understand the issues and procedures for attendance and punctuality;
- All school staff, including Governors, administrative and support staff understand the issues and procedures for attendance and punctuality;
- Clear procedures for enabling pupils to come to school;
- Attendance issues are addressed in the curriculum;
- Parents/carers and pupils having the opportunity to raise concerns and share in addressing those concerns;
- Allocating resources e.g. time, people, and space to support the policy;
- Rewarding pupils who have good attendance and those who strive to improve their attendance;
- Identifying patterns of absence and intervening early. Patterns of attendance are established early in a school career. Children who miss significant amounts of their education in primary schools are more likely to truant later on;
- Sanctions for failing to ensure regular attendance are fully understood by the whole school community and parents/ carers. These are included within the Behaviour Policy.

Each of these principles is explained in full detail in the following guidance.

Rights/Roles/Responsibilities

There is a clear link between poor attendance at school and lower academic achievement. In later school life, of pupils who miss more than 50 per cent of school only three per cent achieve five or more GCSEs at grades A* to C including Maths and English and so we believe that we need to establish good attendance patterns in our school.

We believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the School staff, Governors, parents/carers, pupils and the wider school community.

The School will:

- Actively promote the importance and value of good attendance to pupils and their parents/carers;
- Form positive relationships with pupils and parents/carers;

- Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve;
- Ensure that staff colleagues are aware of this Policy on joining the School and on a regular basis;
- Monitor the implementation of the Attendance Policy, under the direction of the Designated Safeguarding Lead (DSL);
- Have a named senior leader (DSL) to lead on attendance and allocate sufficient time and resource and be known as Attendance Officer;
- Make staff aware of the Attendance Policy and are adequately trained to address attendance issues;
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with;
- Return school attendance data to the Local Authority and Department of Education as required and on time;
- Have systems in place to report, record and monitor the attendance of all pupils, including those who are educated off-site;
- Collate and analyse attendance data frequently to identify causes and patterns of absence on a regular basis;
- Interpret the data to develop solutions and to evaluate the effectiveness of interventions.
- Report the School's attendance and related issues through termly reporting to the Governing Body and on a termly basis to the lead safeguarding Governor;
- Involve Education Welfare and develop a multi-agency response to improve attendance and support pupils and their families;
- Document interventions used to a standard required by the Local Authority should legal proceedings be instigated.

We will encourage parents and carers to:

- Talk to their child about school and what goes on there. Take a positive interest in their child's work and educational progress;
- Instil the value of education and regular school attendance within the home;
- Encourage their child to look to the future and have aspirations;
- Contact the School if their child is absent to let them know the reason why and the expected date of return;
- Support the School with its intention that full attendance on every school day is expected, along with some weekend requirements such as Open Mornings, Fixtures and Founders Days;
- Avoid unnecessary absences. Wherever possible make appointments for the doctors, dentists etc. outside of school hours;
- Ask the School for help if their child is experiencing difficulties;
- Inform the School of any change in circumstances that may impact on their child's attendance;
- Support the School; take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home;
- Encourage routine at home, for example, bed times, homework, preparing school bag and uniform the evening before;
- Not keep their child off school to go shopping, to help at home or to look after other members of the family;

- Avoid taking their child on family holidays during term-time.

Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of Compulsory School Age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement. This responsibility is undertaken by Education Welfare. The Education (Pupil Registration) (England) Regulations 2006, expect schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register must record whether the pupil was:

- present;
- absent;
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.

The Attendance Register

Our administration and pastoral teams maintain the daily attendance register. Attendance is marked at the start of the first session of each school day and again during the second session (after lunch). This determines whether the pupil is present or absent. Absences should be followed up by a reception team member (See Appendix III) or the pastoral team. The School will use the national codes to record and monitor attendance. Parents/carers should contact their child's school on the first day of absence to state the reason for absence.

Categorising Absence

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised. See Appendix II for details. Absence can only be authorised by the School and cannot be authorised by parents/carers. All absences will be treated as unauthorised unless a satisfactory explanation and or evidence for the pupil's absence has been received. Parents/carers should advise the School by telephone on the first day of absence and provide the School with an expected date of return. This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate. Alternative arrangements will be agreed with non-English speaking parents/carers.

Absence will be categorised as follows:

Illness

In most cases a telephone call or a note from the parent/carer informing the School that their child is ill is acceptable. Where there are repeated absences due to reported illness parents/carers may be asked to provide medical evidence. This will usually be in the form of an appointment card, prescription etc.

Medical/Dental Appointments

Parents /carers are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day. Parents may be asked to show the appointment card to school.

Other Authorised Circumstances

This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement, visiting a parent in prison or part time timetable agreed as part of a reintegration package.

Exclusion from attending school is counted as an authorised absence. The child's class teacher will make arrangements for work to be sent home.

Leave of Absence during term time

Amendments to the 2006 pupil regulations remove references to family holiday, extended leave and the statutory threshold of ten school days (authorised at the discretion of the Head.) The amendments make clear that:

'Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school if the leave is granted'.

Leave of absence during term time is entirely at the discretion of the Head or their appointed representatives (Deputy Head or Head of Junior Department) and is not a parental right. All decisions in relation to whether leave of absence is granted (authorised) or not (unauthorised) should be applied consistently and equitably.

Application Process

- A parent/carer requesting leave of absence during term time should make the application in writing at least two weeks in advance;
- School may invite the parent/carer into school to discuss the reasons for the application and the impact the absence may have on the child's education;
- The School will reply to all applications. All replies will be signed and dated by the Head, Deputy Head or Head of the Junior Department;
- If leave is not granted, the reason for not authorising a request will be clearly stated, explaining why exceptional circumstances have not been met, in addition to the possible consequences of disregarding the refusal to grant absence;
- All replies should be signed and dated by the Deputy Head or Head of Junior Department.
- If leave is granted, the length of authorised absence will be clearly stated including the date the child is expected to return to school including possible consequences if the child fails to return on that date. All replies will be signed and dated by the School;
- If a pupil fails to return and contact with the parents/carers has not been made or received, school may take the pupil off the School's roll in compliance with the Education (Pupil Registration) (England) Regulations 2006. This means that the child may lose their school place.

Religious Observance

Longridge acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance. It is reasonable for a parent/carer to request their children not to attend school on any day of religious observance if recognised by the parent's/carer's religious body.

Parents/carers are requested to give advance notice to the School if they intend their child to be absent. However, in the interests of fulfilling the academic requirements of the School and limiting the authorised absence rate of the School, it is identified as reasonable that no more than one day be designated for any individual occasion of religious observance/festival and no more than three days in total in any academic year.

Any further absence will be categorised as unauthorised.

Late Arrival

Registration begins at 8.45 am, pupils arriving after this time will be marked as present but arriving late. (L). On arrival after the close of register, pupils must immediately report to the School office to ensure that we can be responsible for their health and safety whilst they are in school. Absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, evidence of attendance at a medical appointment.

Un-authorised absence.

Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the School.

Deletions from the Register

In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

- The pupil has ceased to be of compulsory school age;
- Permanent exclusion has occurred and procedures have been completed;
- Death of a pupil;
- Transfer between schools;
- Pupil withdrawn to be educated outside the school system;
- Failure to return from an extended holiday after both the school and the local authority have tried to locate the pupil;
- A medical condition prevents their attendance and return to the school before ending compulsory school-age;
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil;
- Left the School but not known where they have gone after both the School and the local authority have tried to locate the pupil.

The School will follow the 'Child Missing in Education' section contained within its 'Safeguarding Policy' when a pupil's whereabouts is unknown.

Using Attendance Data

Pupil's attendance will be monitored and may be shared with the Local Authority and other agencies if a pupil's attendance is a cause for concern.

Attendance information may be reported upon on a termly basis. Pupil level data will be used to identify school action as set out in the examples of support and intervention listed in Appendix I. Attendance data will also be used to identify emerging patterns and trends to inform school strategies to improve attendance and attainment.

We will share attendance data with the Department for Education and the Local Authority as required. All information shared will be done so in accordance with the Data Protection Act 1998 and the School's Privacy Notice.

Support Systems

School recognises that poor attendance is often a sign that there are more serious issues going on in a child's life. This may be linked to problems at home and or in school. Parents/carers should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the School identify any additional support that may be required.

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

The School will implement strategies to support improved attendance. Strategies used may include:

- Discussion with parents and pupils;
- Attendance panels/ School Attendance Contracts (See example in Appendix IV);
- Attendance report cards;
- Referrals to support agencies;
- Learning mentors;
- Pupil Voice Activities;
- Friendship groups;
- PSHE;
- Family learning;
- Reward systems;
- Time limited part time time-tables (temporary);
- Additional learning support;
- Behaviour support;
- Reintegration support;

Support offered to families will be child centred and planned in discussion and agreement with both parents/carers and pupils. Where parents/carers fail or refuse to engage with the support offered and further unauthorised absence occurs, the School will refer to Education Welfare and the use of legal sanctions will be considered.

Part-Time Timetables

Pupils are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable will not be used to manage a pupil's behaviour.

A part-time timetable will only be in place for the shortest time necessary and not be treated as a long-term solution. Any pastoral support programme or other agreement should have a time limit by which point the pupil is expected to attend fulltime, either at school or alternative provision. There should also be formal arrangements in place for regularly reviewing it with the pupil and their parents. In agreeing to a part-time timetable, Longridge has agreed to a pupil being absent from school for part of the week or day and therefore will treat such absence as authorised.

Children at Risk of Missing Education

The School will report to the Local Authority if it has a serious concern over a child's attendance or the child has been absent without their school's permission for a continuous period of 10 days or more.

Also, the School will, after making appropriate checks, report all Children Missing from Education after a period of 10 consecutive days to the Local Authority Education Welfare Service, who has a duty to investigate the whereabouts of such children and negotiate their prompt return to suitable education. This is line with the School's Safeguarding Policy.

Reporting missed contacts for holders of a Child Student Visa

The School takes responsibility for all its holders of a Child Student Visa while it is sponsoring them, including by doing all it can to ensure that prospective pupils are genuine applicants who can comply with the Immigration Rules, and that pupils enrol, comply with their conditions of leave, and see their course through to completion, including attending regularly, in accordance with the School's UKVI Child Student Sponsorship.

The School supports immigration control, including by taking steps to ensure that every pupil at the School has permission to study in the UK throughout the whole period of their study.

In signing up to the School's Terms and Conditions, parents are consenting to the arrangements for their child's application, travel, reception and care arrangements in the UK. As a sponsor for pupils under the Home Office Child Student visa scheme, the School is aware of its responsibility to report promptly to the United Kingdom Visas and Immigration (UKVI) department of the Home Office in cases where a holder of a Child Student visa is found to have contravened the terms of their visa.

In particular, a report will be made by the Registrar to UKVI in the event that a holder of a Child Student visa has:

- Missed 10 consecutive expected contact points (with a contact point being a morning or afternoon registration period) without reasonable permission given by the School leading up to those contact points, resulting in the School withdrawing sponsorship;
- Not enrolled within the enrolment period;

- Enrolled but not attended;
- Withdrawn due to ill health or other circumstances (including if the pupil withdraws before they travel to the UK);
- Ceased to be sponsored by the School;
- Been delayed from enrolling or attending (even when the length of the delay is known);
- Ceased studying and stopped attending;
- Been excluded or otherwise required to leave by the School resulting in the School withdrawing sponsorship;
- Been the subject of an administrative error in pupil attendance reporting;
- Returned overseas but not withdrawn (including where the pupil has been permitted to defer). Reports will be made in all cases through the online Sponsorship Management System (SMS) in accordance with the reporting procedures given in the document Tier 4 of the Points Based System: Guidance for Sponsors (2019).

The School does not need to make a report if:

- A pupil has been given reasonable permission to miss a contact;
- The School has decided not to withdraw sponsorship even though the pupil has missed 10 consecutive contacts. This should be very rare and the School must keep evidence of any decision of this kind, together with the reasoning behind it.

Parents of international boarders

Parents of international boarders must make sure that holidays are not extended either side of the School holidays. However, in order to accommodate the ease of returning home when taking long-haul flights, pupils will be permitted to leave their School during the day of the last day of term or half-term. They will not be given permission to miss any part of the preceding School day.

Parents are therefore urged to book flights well ahead of the holidays so that they do not encounter problems with limited availability of flights.

APPENDIX I
PROMOTING GOOD ATTENDANCE

% Attendance	Key Person	Action(s)	Support Entitlement
100% -98%	Form Tutor	<ul style="list-style-type: none"> • Encourage attendance • Ensure all absence is followed up. • Accurate and consistent marking of registers 	<ul style="list-style-type: none"> • Postcards/ letters home for positive attendance
95% -97%	Form Tutor	<ul style="list-style-type: none"> • Encourage positive attendance • Inform Head of Year of any deteriorating attendance patterns and follow up. 	<ul style="list-style-type: none"> • Continued school support
91% -94%	Form Tutor	<ul style="list-style-type: none"> • Inform Head of Year of any deteriorating attendance patterns and follow up • Contact parent/carer • Letter home (See Appendix V) and/or arrange meeting with parent/ carer and Head of Year if appropriate • Agree attendance plan 	<ul style="list-style-type: none"> • Support for pupils in school - target set
80% -90%	Head of Year	<ul style="list-style-type: none"> • Letter home (See Appendix V) • Review action plan • Meet with pupil and parent/carer • Advise parent /carer no further absence due to illness will be authorised without evidence 	<ul style="list-style-type: none"> • Home visit • Discussion at a pupil meeting as appropriate. • Early Help Assessment (EHA) if appropriate.
80% and below	Head of Pastoral/ DSL	<ul style="list-style-type: none"> • Letter home advising possible referral to Education Welfare (EW). • EW case work undertaken 	<ul style="list-style-type: none"> • Continued support from school/ EW and pupil support and other agencies where appropriate

70% and below	Head/ EW	<ul style="list-style-type: none"> • Formal review with the Head. This may include consideration of repeating the academic year and a review of the pupil's place in the School, in accordance with the School's Terms and Conditions 	<ul style="list-style-type: none"> • Pastoral support, EW, GP or School Counsellor
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APPENDIX II

ATTENDANCE AND ABSENCE CODES

The following absence and attendance codes will be used:

Present at School	Registration Code / \:	Present in school / = am \ = pm
	Code L:	Late arrival before the register has closed
Attendance codes for when pupils are present at approved off-site educational activity	Code B:	Off-site educational activity
	Code J:	At an interview with prospective employers, or another educational establishment
	Code P:	Participating in a supervised sporting activity
	Code V:	Educational visit or trip
	Code W:	Work experience
Absence codes when pupils are not present in School	Code C:	Leave of absence authorised by the School
	Code E:	Excluded but no alternative provision made
	Code I:	Illness (not medical or dental appointments)
	Code M:	Medical or dental appointments
	Code R:	Religious observance
	Code S:	Study leave
	Code X:	Remotely educated- Isolating
Unauthorised Absence from School	Code N:	Reason for absence not yet provided
	Code O:	Absent from School without authorisation
	Code U:	Other unauthorised absence
Administrative Codes	Code Y:	Unable to attend due to exceptional circumstances
	Code Z:	Pupil not on admission register
	Code #:	Planned whole or partial school closure

APPENDIX III

EXAMPLE EMAIL FOLLOWING UNEXPLAINED ABSENCE

At 10.00am each morning, a Reception team member will call the parents of any pupil registered as Absent: N (No reason yet provided) for that morning. If there has been no response, the following email will be sent:

Dear Parent/ Guardian,

You are receiving this email from Longridge as, at present, your child appears not to have registered in School for the day, and we have not received notice of any reason for their absence.

We have tried to contact you by telephone, as there may be a number of reasons for the failure to register this morning. As we have not had a response to our call, we write to inform you of this unexplained absence as part of our duty of care.

Please can you reply at your earliest convenience, copying in the Form Tutor, to let us know the reason for the absence or otherwise?

APPENDIX IV

ATTENDANCE CONTRACT (Draft)

Name of Child: DOB: AGE:

School Year Group:

Home Address:

School: Longridge Towers School

Address: Cornhill Road, Berwick-upon-Tweed, TD15 2XQ

Parent/ Carer (1):

Parent/ Carer (2):

CONTRACT

For your child to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that NAME attends regularly.

WHY REGULAR ATTENDANCE IS IMPORTANT

Any absence affects the pattern of your child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

UNDERSTANDING ABSENCE

Every half-day absence from school has to be classified by the School (NOT BY THE PARENTS), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing. Authorised absences are mornings or afternoons away from school for a good reason, such as emergencies or other unavoidable cause. Unauthorised absences are those which the School does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Authority using sanctions and/or legal proceedings. This includes:

- Parents/ carers keeping children off school unnecessarily.
- Truancy before or during the school day.
- Absences which have never been properly explained.
- Children who arrive at school after registration has closed.
- Shopping, looking after other children or birthdays.
- Day trips and holidays in term time which have not been agreed.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the School, the parents and the child. If NAME is reluctant to attend, it is not acceptable to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse. If NAME attendance at school is affected by persistent illness the School will not authorise the absence until they are satisfied the absence is valid.

PERSISTANT ABSENTEE (PA)

A pupil becomes a ‘persistent absentee’ when they miss 10% or more schooling across the School year FOR WHATEVER REASON. Absence at this level damages your child’s educational prospects and we need your fullest support and co-operation to tackle this. We monitor all absence thoroughly. If NAME is seen to have reached the PA mark or is at risk of moving towards that mark you will be informed of this immediately.

PROCEDURES

If your child is absent you must:

- Contact the School as soon as possible on the first day of absence;
- Send a note in to School on the first day they return with an explanation of the absence and the dates of the absence – you should do this even if you have already telephoned;
- Or, you can call into school and report to reception, who will arrange for a member of staff to speak with you.

If your child’s attendance deteriorates we will:

- Write to you;
- Invite you in to school if absences persist to discuss the situation with the appropriate staff;
- Refer you to Education Welfare.

CONTACT DETAILS

There are times when the School and Education Welfare need to contact you about lots of things, including absence, so we need to have your contact details at all times. Help us to help you and your child by making sure we always have an up to date number – if we don’t then something important may be missed. Parents/Carers are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, Education Welfare will become involved. Full details of the options open to enforce attendance at school are available from the Education Welfare Service/ Local Authority.

LATENESS

Poor punctuality is not acceptable. If NAME misses the start of the day they can miss work and time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence. The School day starts at 8.45am and we expect NAME to be in class at that time. Registers are marked by twice a day and NAME will receive a late mark if they are not punctual.

In accordance with the Regulations, if NAME arrives after the close of registration they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have been absent for that session.

If your child has a persistent late record you will be asked to meet with staff in school to resolve the problem, but you can approach staff at any time if you are having problems getting your child to school on time

LEAVE OF ABSENCE IN TERM TIME.

Any applications for leave must be made in advance and at the discretion of the Deputy Head or Head of Junior Department. In making a decision the School will consider the exceptional circumstances of each application individually, including any previous pattern of leave of absence in term time.

I have read and understood the terms and conditions of the School Attendance Contract.

Signed PARENT/ CARER

Signed CHILD

Date

APPENDIX V

EXAMPLE POSTCARD/ LETTERS FROM FORM TUTOR AND HEAD OF YEAR

Dear Parent

I write to draw your attention to NAME's school attendance which is currently ___%. As a school we are concerned about the impact of these absences on NAME's learning as well as the wider implications that persistent absence can have.

I would be grateful if you would please contact the School Reception at your earliest convenience to arrange a meeting with me so that we can work together to improve NAME's attendance.

Yours sincerely

NAME
Form Tutor

Dear Parent

I write to draw your attention to NAME's school attendance which is currently _____%.

We are concerned by the number of absences that NAME has had due to illness and would like to further discuss the matter with you.

I would be grateful if you would please contact the School Reception to arrange a meeting with me at your earliest convenience so that we can consider the issues affecting NAME.

Yours sincerely

NAME
Head of Year