



Hopton CEVC Primary School Attendance Policy

Approved by: FGB

The Governing Body of Hopton CEVC Primary School adopted this policy

November 2015

Document change history

Review date:	Reviewed & approved by	Change details
<i>October 2017</i>	<i>Claire Wright & Terri Baker</i>	
<i>October 2019</i>	<i>Claire Wright & Terri Baker</i>	<i>Reference to Statutory Guidance updated pages 2&4</i>
<i>October 2021</i>	<i>Claire Wright & Terri Baker</i>	<i>Page 2. 1:3 Reference to Statutory Guidance updated. Page 2. Point 2. Parent Mail added as a point of contact. Page 5. 6:3 Added detail around COVID Annex A. Point 3. Added Parent Mail Annex B: Added 'X' code for COVID Page 8: Point 8:2 Added expectation of evidence of appointment.</i>
<i>September 2022</i>	<i>Claire Wright & Terri Baker</i>	<i>Page 5 Point 5 Frequency of attendance review by Governors updated. Page 5 6:1 Frequency of attendance review by Head teacher updated. Page 14 8:3 School Strategies information updated Page 15 8:4 Referral to Education Welfare Officer updated Annex C Copies of Attendance Letters and Attendance Monitoring Flow Chart</i>
<i>November 2023</i>	<i>Claire Wright & Sue Palmer (Educational Welfare Officer)</i>	<i>Page 7: Removal of 'special occasions' sentence. Page 7 & 14: Five sentences removed relating to service and agricultural exceptions. The detail is not required under new guidance. Annex E: Leave of absence form added</i>
<i>November 2024</i>		

At Hopton CEVC Primary School we live out the words of Jesus in Matthew 19 vs 26 'With God all things are possible'. We raise aspirations and encourage perseverance to reach goals in life and learning.

Hopton CEVC Primary School

ATTENDANCE POLICY

Improving attendance is everyone's business.

"Some pupils find it harder than others to attend school and therefore at all stages of improving attendance, schools and partners should work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place. Securing good attendance cannot therefore be seen in isolation, and effective practices for improvement will involve close interaction with schools' efforts on curriculum, behaviour, bullying, special educational needs support, pastoral and mental health and wellbeing, and effective use of resources, including pupil premium. It cannot solely be the preserve of a single member of staff, or organisation, it must be a concerted effort across all teaching and nonteaching staff in school, the trust or governing body, the local authority, and other local partners."

*Working together to improve school attendance –September 2022
Department for Education.*

1 Introduction

- 1.1 *High attainment depends on good attendance. Hopton CEVC Primary School is committed to providing an education of the highest quality for all its pupils. This can only be achieved by supporting and promoting excellent school attendance for all. Only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them.*
- 1.2 *The whole school community – pupils, parents and carers, teaching and support staff and school governors – have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone's part in this.*

2 Parents' / carers' responsibilities

The prime responsibility for ensuring children receive an appropriate and full-time education rests with parents / carers (defined by the Education Act 2011 as those with parental responsibility and those who have the care of a child), who will be supported and encouraged by Hopton CEVC Primary School. The Act says:

"If a child of compulsory school age who is a registered pupil at a school failed to attend regularly at the school, his/her parent is guilty of an offence."

Hopton CEVC Primary School expects parents / carers will:

- *ensure their children attend the school regularly;*
- *support their children's attendance by keeping requests for absence to a minimum;*
- *not expect the school to agree any requests for absence, and not condone unjustified absence from school.*
- *Avoid making medical/dental appointments for their children in school hours;*
- *notify the school by telephone or Parent Mail on the first day of absence;*
- *ensure their children arrive at school on time, properly dressed and with the right equipment for the day;*
- *ensure that their child follows school procedures if they arrive late;*
- *work in partnership with the school, for example by attending parents' meetings and consultations, signing homework/reading diaries when asked to do so, taking an interest in their children's work and activities;*
- *contact the class teacher without delay if they are concerned about any aspects of their children's school lives or of difficulties that might prevent them from attending regularly and on time. Hopton CEVC Primary School will endeavour to support parents to address their concerns.*

A guide for parents is included as Annex A.

3 Pupils' responsibilities

All pupils will be made aware of the importance of regular school attendance. If they are having difficulties that might prevent them from attending school regularly, they should speak to their class teacher.

Pupils should attend all their lessons on time, ready to learn. Pupils also have a responsibility for following school procedures if they arrive late.

3 Staff responsibilities

School staff have a responsibility for ensuring that pupils have good attendance by:

- *Working to provide an environment in which all pupils are eager to learn, feel valued members of the school community and look forward to coming to school every day;*
- *Contributing to an ethos that places a high value on regular attendance and punctuality and setting a good example in their own behaviour;*
- *Ensuring attendance registers are kept accurately;*
- *Differentiating appropriately between authorised and unauthorised absence according to this policy;*
- *Responding to absenteeism promptly, firmly, consistently and with care;*
- *Contacting parents when they are concerned about a pupils' absences, and recording the contact;*

- *Consulting with the Education Welfare Officer (EWO) if a pupil's attendance continues to give cause for concern;*
- *Promoting regular school attendance through school and class reward schemes;*
- *Operating the first day calling system.*

5 Governors' responsibilities

The governing body of Hopton CEVC Primary School will examine data on attendance at least termly at Full Governing Bodies Meeting, further to briefings given at SLT Steering Meetings and will monitor the implementation of the policy, reviewing it at least every two years. It will consider the school's attendance data in comparison to other schools.

6 School's roles and responsibilities

6.1 Head teacher

The Head teacher will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout the school. The Head teacher, will work alongside the Administration Officer who will also ensure that up-to-date attendance data is provided half termly for steering meetings. Issues regarding attendance will be shared regularly with all staff at staff briefings. The Head teacher ensures that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

6.3 Admission Register

- i) *The law requires the school to maintain both an admission and an attendance register. All pupils must be placed on both registers. The admission register will contain the personal details of every pupil in the school, along with the date of admission or re-admission to the school, information regarding parents and carers and details of the school last attended.*
- ii) *Expected first day of attendance: the school will enter pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school will establish the reason for the absence and mark the attendance register accordingly.*
- iii) *Deletions from the admission register: a pupil can lawfully be deleted from the register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006, as amended September 2016.*
- iv) *Every amendment made to the admission register or the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.*
- v) *Every entry in the admission register and attendance register will be preserved for at least a period of three years after the date on which the entry was made.*

vi) Children at Risk of Missing Education: the school will inform the local authority in advance if any pupil is going to be deleted from the admission register where they:

- Have been taken out of school by their parents and are being educated outside the school system eg. Home education;*
- Have ceased to attend school and no longer live with reasonable distance of the school for which they are registered;*
- Have a medical condition certified by the school medical officer that the pupil is unlikely to be in a fit state to attend school;*
- Are in custody for a period of more than four months due to a final court order and the school does not reasonably believe they will be returning to the school at the end of that period; or*
- Have been permanently excluded.*

The school will inform the local authority of any pupil who fails to attend school regularly, or has been absent for a continuous period of 8 days or more.

vii) Home educated children: on receipt of written notification to home educate, the school will inform the local authority that the pupil is to be deleted from the admission register.

6.3 Registration

i) The school is required to mark the attendance register twice each day: once at the start of the day and once during the afternoon session. On each occasion classroom teachers are responsible for recording whether every pupil is:

- Present;*
- Attending an approved educational activity;*
- Absent; or*
- Unable to attend due to exceptional circumstances.*

ii) The school will follow up any absence to:

- Ascertain the reason;*
- Ensure the proper safeguarding action is taken;*
- Identify whether the absence is approved or not; and*
- Identify the correct code to use for completion of the electronic register which is used to download data to the Schools Census. The prescribed codes are included in Annex B.*

iii) The register will be called promptly at 8:45 am and 1.00 pm by each class teacher and a mark will be made during the registration period in respect of each child.

iv) The registers will close at 9.00 am and 1.15 pm. Any pupil who arrives after the closing of the register will count as absent. Pupils who arrive before the register closes will be counted present but will be dealt with under the school's policy on punctuality and lateness (see para. 4.5).

6.4 Categorising absence

- i) *A mark will be made in respect of each child during registration. Any child who is not present at this time will be marked unauthorised absent unless leave has been granted by the school in advance or the reason for absence is already known and accepted by the school as legitimate. Where a reason for absence is given and accepted by the school at a later stage, the register will be amended in such a way that both the original entry and the amendment/correction are distinguishable. The decision about whether the absence should be authorised or unauthorised rests with the Head teacher but must be made according to this policy.*

- ii) *Hopton CEVC Primary School recognises the clear links between attendance and attainment, and attendance and safeguarding children. It recognises that inappropriate authorisation of absence can be as damaging to a child's education as authorised absence, will potentially send a message to parents that any reason for non-school attendance is acceptable and can render children extremely vulnerable to harm. If absence is frequent or continuous, and except where a child is clearly unwell, staff at Hopton CEVC Primary School will therefore challenge parents about the need and reasons for their children's absence and will encourage them to keep absences to a minimum. A note or explanation from a pupil's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the school.*

- iii) *If no explanation about an absence is received by the school within 2 weeks, the absence will remain unauthorised.*

- iv) *Authorised Absence:
The decision to authorise absence is at the Head teacher's discretion based on his or her assessment of the situation. The Head teacher will take into account the pupil's previous record of attendance and will determine the length of authorised absence as well as whether it is authorised at all. If an event or absence can reasonably be scheduled outside of term time, then it will not be authorised. The school will respond to all requests for a leave of absence in writing giving the reasons for the decision. The school will not authorise leave of absence during periods of national tests ie: KS1 and KS2 SATS. Circumstances where absences may be authorised are exceptional (that is, rare, significant, unavoidable and short). They include:*
 - (a) *where the school is satisfied that the child is too ill to attend;*

 - (b) *where the pupil has a medical appointment that cannot be arranged out of school hours. Pupils are expected to attend school before and after the appointment unless medical reasons prevent this;*

- (c) *where there is an unavoidable cause for the absence which is beyond the family's control, e.g. extreme weather conditions that prevent the child from getting to school safely;*
- (d) *absence for a bereavement of a close family member, for the funeral service, but not for extended leave;*
- (e) *where families have experienced a significant trauma or crisis and need a short period of time to recover together;*
- (f) *the pupil lives more than two miles (if he/she is under eight) or three miles (if he/she has reached eight) and no suitable transport arrangements have been made by the Local Authority;*
- (g) *the pupil is of no fixed abode, his/her parent is engaged in a trade which requires him/her to travel, the pupil has attended school as often as the nature of the trade permits and, having reached the age of six, he/she has attended 200 sessions in the preceding 12 months;*
- (h) *where a leave of absence has been granted by the school in advance. Exceptional circumstances where this may be authorised, having due regard for the pupil's overall pattern of attendance*

The Head teacher will not grant a leave of absence for holidays except in very limited, exceptional circumstances. An application must be made in writing, with appropriate evidence, in advance of the intended holiday.

Requests for holidays for the following reasons will not be authorised:

- *cheaper cost of holiday;*
- *availability of the desired accommodation;*
- *poor weather experienced in school holiday periods; and*
- *overlap with beginning or end of term.*

v) Except in the circumstances described above, absences will be unauthorised.

Some examples of reasons for not authorising absence would be:

- *no explanation has been given by the parent;*
- *the school is not satisfied with the explanation;*
- *the pupil is staying at home to mind the house;*
- *the pupil is shopping during school hours;*
- *the pupil is absent for unexceptional reasons, e.g. a birthday;*
- *the pupil is absent from school on a family holiday without prior permission;*
- *the pupil has been stopped during a truancy sweep and is unable (or the parent is unable) to give a satisfactory reason for the absence.*

6.5 Approved educational activity

Where a student is engaged in off-site approved educational activities, the school will check his/her attendance on a daily basis before entering the appropriate code in the register.

6.5 Staff training

The Head teacher will ensure that all staff responsible for taking registers, including any temporary or supply staff receives sufficient training to enable them to perform the task accurately.

7 Collection and analysis of data

7.1 *The Head teacher will ensure that attendance data is complete, accurate, analysed and reported to the steering group, staff and parents. The report should include commentary on the trajectory and the school target. The data will inform the school's future practice to improve attendance and prevent disaffection.*

7.2 *Attendance is monitored by year group, class and by reasons for absence. It will be analysed by gender, ethnicity, pupils with special educational needs, those eligible for pupil premium and those who are vulnerable to poor attendance.*

7.3 *Accurate attendance returns will be made to the DfE within the stipulated time frame.*

8 Working Together to improve attendance.

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively with, not against families. All partners should work together to:

EXPECT

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.



MONITOR

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.



LISTEN AND UNDERSTAND

When a pattern is spotted, discuss with pupils and parents to listen to understand barriers to attendance and agree how all partners can work together to resolve them.



FACILITATE SUPPORT

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.



FORMALISE SUPPORT

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through a parenting contract or education supervision order.



ENFORCE

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.

- 8.1 *Attendance has a very high profile at Hopton CEVC Primary School and is regularly discussed in Collective Worship and in class. Parents are regularly reminded in newsletters and school meetings about the importance of good attendance and its links to attainment, and attendance figures are displayed prominently in school.*
- 8.2 *The school will call parents on the first day of unexpected absence to establish the reason and will continue to actively monitor progress until the pupil returns to school. Repeated or prolonged periods of absence, due to illness, we require evidence of a Doctor's appointment.*
- 8.3 *School strategies: The Head teacher is responsible for the school management of attendance, policy and systems to ensure that there is intervention for non-attendance and emerging patterns of absence are discussed and dealt with at an early stage.*

The school follows a staged approach to absence monitoring. Attendance is monitored every half term, including persistent absence and vulnerable group reporting. Examples of Attendance letters and Attendance Stage Flowchart are contained in Annex C.

Stage 1 Attendance Letter – Advises parent child's attendance has fallen below 90% during the previous half term, ask they encourage excellent attendance going forward.

Stage 2 Attendance Letter – Advises parent child's attendance has continued to report at below 90%, letter requests a meeting with Head teacher. Offers of support may include pastoral support to include routines at home, subsidised breakfast club attendance, resources from Lending Library, external agency referral e.g. school nursing team, Primary Mental Health Team to support 'emotion-based school avoidance' and psycho-education. The Educational Welfare Officer may issue a 'concerned letter'.

Stage 3 Attendance Letter - Advises parent child's attendance has continued to report at below 90%, a referral is to be made to the Educational Welfare Officer for further support. Further absences to be authorised only when supported by medical evidence, appointment card/letter or copy of a prescription certificate.

Stage 4 Governor Attendance Letter - Advises parent child's attendance has continued to report at below 90%, letter requesting parental support with children attending school when feeling unwell. Penalty Notice issue to be considered if applicable.

Attendance Improvement Letter – Advises parent subsequent half term reporting shows an improvement in attendance to over 90%.

Copies of letters and subsequent action plans will be documented and kept in an attendance file allowing easy access for the admin team.

- 8.4 *Referral to the Educational Welfare Officer: The schools will refer attendance issues with a pupil to the local authority Education Welfare Officer in the following circumstances:*

- *If support and assistance has been provided to a pupil but there continue to be unauthorised absences by the end of the specified time (or sooner if the pupil is failing to attend school at all).*
- *A Stage 3 Attendance Letter has been issued.*
- *If a pupil has unauthorised absence of 6 sessions (3 days) in any 12 week period.*
- *If a pupil is persistently late.*
- *The local authority has the power to issue penalty notices and fines to parents when a pupil's absence has not been authorised by the school.*
- *If a Fixed Penalty Notice has already been issued to parents and a child has further unauthorised absences within the academic year (for example, a second term time holiday), the school will refer matters to the Local Authority, with a recommendation from the school for prosecution.*

The Educational Welfare Officer visits the school at least termly where individual cases and actions are discussed.

- 8.5 *Lateness and punctuality: Pupils are expected to arrive at school, and be in the correct room for registration, on time every day. It is very disruptive to their own education, and that of others in their class, if they are late. Pupils who arrive after the register closes (see para. 2.4 (iii)) will be marked absent for the whole session (a session being a morning or an afternoon). Parents will be asked to complete a 'late slip' if they are arriving after the gate is closed. This will allow both the Head teacher and administration officer to track any patterns and offer support. This absence will be unauthorised unless the school is satisfied that there is a legitimate reason for the pupil to be late. Such a reason will not include things such as missing the bus, clothes in the washing machine or lost shoes. A pupil who is persistently absent by reason of lateness will be dealt with in the same way as other pupils with an emerging pattern of absence. If the matter is not resolved quickly, it will be referred to the Education Welfare Officer.*
- 8.6 *For health and safety reasons it is important that the school knows who is in the building. It is important, therefore, that all pupils arriving late should report to the school office and sign in, this shall now be done on the 'late slip'(see 8.5) For the same reason it is important that pupils leaving the premises (e.g. for a medical appointment), or returning to school later in the day sign in an out at the school office.*
- 8.7 *Post-registration truancy: no pupil may leave the school site without permission during the school day as it endangers pupil safety. The school takes such truancy very seriously and will endeavour to ensure it does not happen. Class teachers and other school staff, including midday supervisors, will report to the head teacher immediately if a child goes missing from class or the school premises without authority and a search of the site will be undertaken. If a pupil appears to have left the premises without authorisation, the school will follow the 'off site' procedure in the Behaviour Policy.*
9. *Extended leave of absence*
- The school recognises that a visit to close relatives overseas has a different significance to a normal holiday. Such visits may be important to a child's self*

esteem or identity. Parents will be expected to use the school holiday period for such trips. If this is not possible, consideration will be given to authorising absence and if so, there will be an expectation that the pupil undertakes some school-set work during the visit. Parents are asked to give plenty of notice of such a proposed visit so that authorisation can be considered and school work organised.

10. Conclusion

Regular school attendance is a necessary contributor to ensuring positive outcomes for all children. It keeps pupils safe, supports good emotional and social development, helps keep pupils healthy and supports children to achieve their maximum potential. All members of the school community will treat good attendance as a high priority.

ANNEX A: A GUIDE FOR PARENTS

1. When does my child need to be in School?
Your child should be at school in good time for registration. The morning register will be called promptly at 8:45 am and the afternoon register at 1 pm.

2. What happens if my child is late?
*Registration finishes at 9.00 am in the morning and 1.15 pm in the afternoon.
If your child arrives after the register has been taken he/she will be marked late
If your child arrives after 9.00 am he/she will be marked as absent
If your child arrives between 1 pm and 1.15 pm he/she will be marked late
If your child arrives after 1.15 pm he/she will be marked absent*

Pupils who arrive after registration should report to the school office, and sign in. If a pupil is late on two or more occasions a meeting will be arranged with a member of staff to discuss reasons/ difficulties for lateness.

3. Does the School need letters explaining my child's absence or will a phone call do?
We expect a parent to telephone or Parent Mail the school on the first day of absence. If you do not connect us, we will phone you. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence, and this will be shown on your child's end of year report.

4. What reasons will the school accept for absences?

- *Illness*
- *Emergency dental/medical appointment that cannot be arranged out of school hours. Please make routine appointments after school or during the holidays.*
- *Day of religious observance*
- *Close family bereavement*

Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details. In cases of recurring absences through illness you may be asked to produce a medical certificate.

5. What is unacceptable?
The school will not authorise absence for day trips, visiting relatives, shopping, birthdays or looking after brothers or sisters etc.

6. Will the school contact me if my child is absent?
The school operates a first day response to absences: we will phone you if we have not heard from you. This is because we believe it is our responsibility to ensure your child's safety as well as their regular school attendance.

If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss the best way forward.

7. Can we take family holidays during term time?
Family holidays will not be authorised during term time except in limited and exceptional circumstances. Circumstances where a leave of absence will be considered include:

- *When an exceptional family crisis occurs and a leave of absence is requested.*

Requests for holidays for the following reasons will not be authorised:

- *cheaper cost of holiday;*
- *availability of the desired accommodation;*
- *poor weather experienced in school holiday periods; and*
- *overlap with beginning or end of term.*

The school will refer cases of unauthorised absence of 6 sessions (3 days) or more within a 12 week period to the Education Welfare Officer. The local authority has the power to issue penalty notices and fines to parents when a pupil's absence has not been authorised by the school.

8. *I am thinking about sending my child on an extended absence for an overseas visit to relatives. What should I do?*

The school recognises that such absence can be important for children to keep in touch with their extended family. Contact the Headteacher as soon as possible to discuss the best time for such a visit.

Where possible, you should arrange the visit for the school holidays. The school would strongly recommend that such absences do not take place during your child's SATs years (Years 2 and 6). You need to complete an application form for extended leave of absence and if the Headteacher then approves the visit, the school will set work for your child to complete while away.

9. *What can I do to encourage my child to attend school?*

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education. Your child will bring home a homework/reading diary each evening. Please ensure you look at it with your child and sign it ready for the next day.

10. *My child is trying to avoid coming to school. What should I do?*

Contact your child's class teacher and the headteacher immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.

In some cases, you may find it helpful to discuss the circumstances of your child's difficulties with an Education Welfare Officer. The school may also refer you to an Education Welfare Officer who works with staff and families if difficulties with attendance arise. The Education Welfare Service can be contacted on 01473 265364 and further information can be found on the Suffolk County Council website:

<http://www.suffolk.gov.uk/education-and-careers/pupil-welfare-and-support/school-attendance/>

Annex B

REGISTER CODES

CODE	DESCRIPTION	MEANING
/	<i>Present (AM)</i>	<i>Present</i>
\	<i>Present (PM)</i>	<i>Present</i>
B	<i>Educated off site (NOT Dual registration)</i>	<i>Approved Educational Activity</i>
C	<i>Other Authorised Circumstances (not covered by another appropriate code/description)</i>	<i>Authorised absence</i>
D	<i>Dual registration (i.e. pupil attending other establishment)</i>	<i>Not counted in possible attendances</i>
E	<i>Excluded (no alternative provision made)</i>	<i>Authorised absence</i>
F	<i>Extended family holiday (agreed)</i>	<i>Authorised absence</i>
G	<i>Family holiday (NOT agreed or days in excess of agreement)</i>	<i>Unauthorised absence</i>
H	<i>Family holiday (agreed)</i>	<i>Authorised absence</i>
I	<i>Illness (NOT medical or dental etc. appointments)</i>	<i>Authorised absence</i>
J	<i>Interview</i>	<i>Approved Education Activity</i>
L	<i>Late (before registers closed)</i>	<i>Present</i>
M	<i>Medical/Dental appointments</i>	<i>Authorised absence</i>
N	<i>No reason yet provided for absence</i>	<i>Unauthorised absence</i>
O	<i>Unauthorised absence (not covered by any other code/description)</i>	<i>Unauthorised absence</i>
P	<i>Approved sporting activity</i>	<i>Approved Education Activity</i>
R	<i>Religious observance</i>	<i>Authorised absence</i>
S	<i>Study leave</i>	<i>Authorised absence</i>
T	<i>Traveller absence</i>	<i>Authorised absence</i>
U	<i>Late (after registers closed)</i>	<i>Unauthorised absence</i>
V	<i>Educational visit or trip</i>	<i>Approved Education Activity</i>
W	<i>Work experience</i>	<i>Approved Education Activity</i>
X	<i>Non-compulsory school age absence / Self isolating code</i>	<i>Not counted in possible attendances</i>
Y	<i>Enforced closure/pupil in custody</i>	<i>Not counted in possible attendances</i>
Z	<i>Pupil not yet on roll</i>	<i>Not counted in possible attendances</i>
#	<i>School closed to pupils</i>	<i>Not counted in possible attendances</i>

Annex C

Stage 1 Attendance Letter

Date

Dear Parent/carer

The attached registration certificate shows that your child's attendance has fallen below 90 % during the period _____ to _____. We are, therefore, concerned about _____ attendance, as he/she has now missed _____ days of school.

We are concerned about the impact this is having on _____ progress, as we know that as attendance declines so does your child's chances of achieving the best possible levels whilst also affecting their emotional and social health and development (according to Ofsted).

Clearly there may be a number of explanations for this level of attendance. If your child has been ill that would explain the drop in attendance. We would ask you to encourage excellent attendance from this point forward so that your child's overall attendance rate improves over the next few weeks.

I am sure that you, like us, view attendance at school as very important and will do everything you can to help your child improve his/her attendance.

Yours sincerely



*Mrs Claire Wright
Headteacher*

Annex C

Stage 2 Attendance Letter

Date

Dear Parent/carer

*The attached registration certificate shows that your child's attendance has continued to fall below 90 % during the period _____ to _____.
_____ has now missed _____ days of school.*

We continue to be concerned about the impact this is having on _____ progress, as we know that as attendance declines so does your child's chances of achieving the best possible levels whilst also affecting their emotional and social health and development (according to Ofsted).

We are keen to work with you to support your child, therefore, Mrs Wright would welcome a meeting to discuss supporting your child's attendance in the future.

Many different avenues are available to promote and support good school attendance such as pastoral support provided by Mrs Gardner, our Pastoral Co-ordinator.

You will be contacted by Mrs Baker shortly, to arrange a convenient appointment time.

In the meantime, we will continue to monitor _____ attendance.

Yours sincerely



*Mrs Claire Wright
Headteacher*

Annex C

Stage 3 Attendance Letter

Date

Dear Parent/carer

The attached registration certificate shows that your child's attendance during the period _____ to _____ is %.

Since your meeting with Mrs Wright, unfortunately, your child's attendance still has not improved.

Hopton Primary School is truly committed to ensuring all children have access to education, therefore, we will be discussing your child's attendance with Suffolk County Council's Educational Welfare Officer, where hopefully more support can be put in place.

In the meantime, we will continue to monitor _____ attendance. Until this rises above 95% we will require medical evidence be provided to the school to authorise any further absence. Medical evidence may be an appointment card/letter or a copy of a prescription certificate.

Poor attendance continues to have a detrimental effect on the progress your child can make at school. Please support your child by doing everything you can to improve your child's attendance.

Yours sincerely



*Mrs Claire Wright
Headteacher*

Annex C

Stage 4 Governor Attendance Letter

Date

Dear Parent/carer

This letter is being sent to parents where the child attendance continues to decline. We would like to reiterate that we are not aware of who these people are individually but are addressing the situation collectively.

As part of the Leadership role as Governors of Hopton CEVC Primary School, we are asked to monitor the attendance of the children and the support offered by the school should attendance become low.

This letter is not intended to upset or alarm parents, but is an opportunity to open up a discussion around your child's attendance and how this can be improved moving forward, as we know the effect of low attendance in school has been clearly documented.

There is room for improvement in terms of supporting and encouraging you to send your child into school when they are feeling 'slightly under the weather'. We are keen to reassure you that staff will care for your child, and if they consider them to be too poorly to be in school, they would call home.

Attached to the letter is your child's attendance certificate, and as you can see they have dipped below 90%. We feel it would be useful for you to see the certificate so you can see how a 'couple of days' here and there, add up to enormous amounts of lost learning. We are therefore asking you to consider changing your approach to the days where your child is reluctant to come to school because they are feeling poorly. We would like for you to encourage children to 'give it a go' first. We hope that you see the importance of putting a high priority on attending school and accessing learning and therefore the merits of coming, even if you are not feeling 100%.

As your child has dipped below 90%, the office staff will continue to be asking you for supporting medical documents should your child be away and under the consultation of a Doctor. If this cannot be provided the absence may be unauthorised which could lead to a fine if there are more than 6 unauthorised sessions (3 days) within a 12-week period.

We would ask you do everything you can to support and help your child improve his/her attendance.

Yours sincerely

*Mrs G McGill
Chair of Governing Body*

Annex C

Attendance Improvement Letter

Date

Dear Parent/carer

The attached registration certificate shows that your child's attendance stands at _____ for the period _____ to _____. Pleasingly, this is a (significant) improvement on the previous half term.

We would ask you to continue to encourage excellent attendance so that your child's overall attendance rate improves across the academic year. Excellent attendance will have a positive effect on the progress your child can make at school.

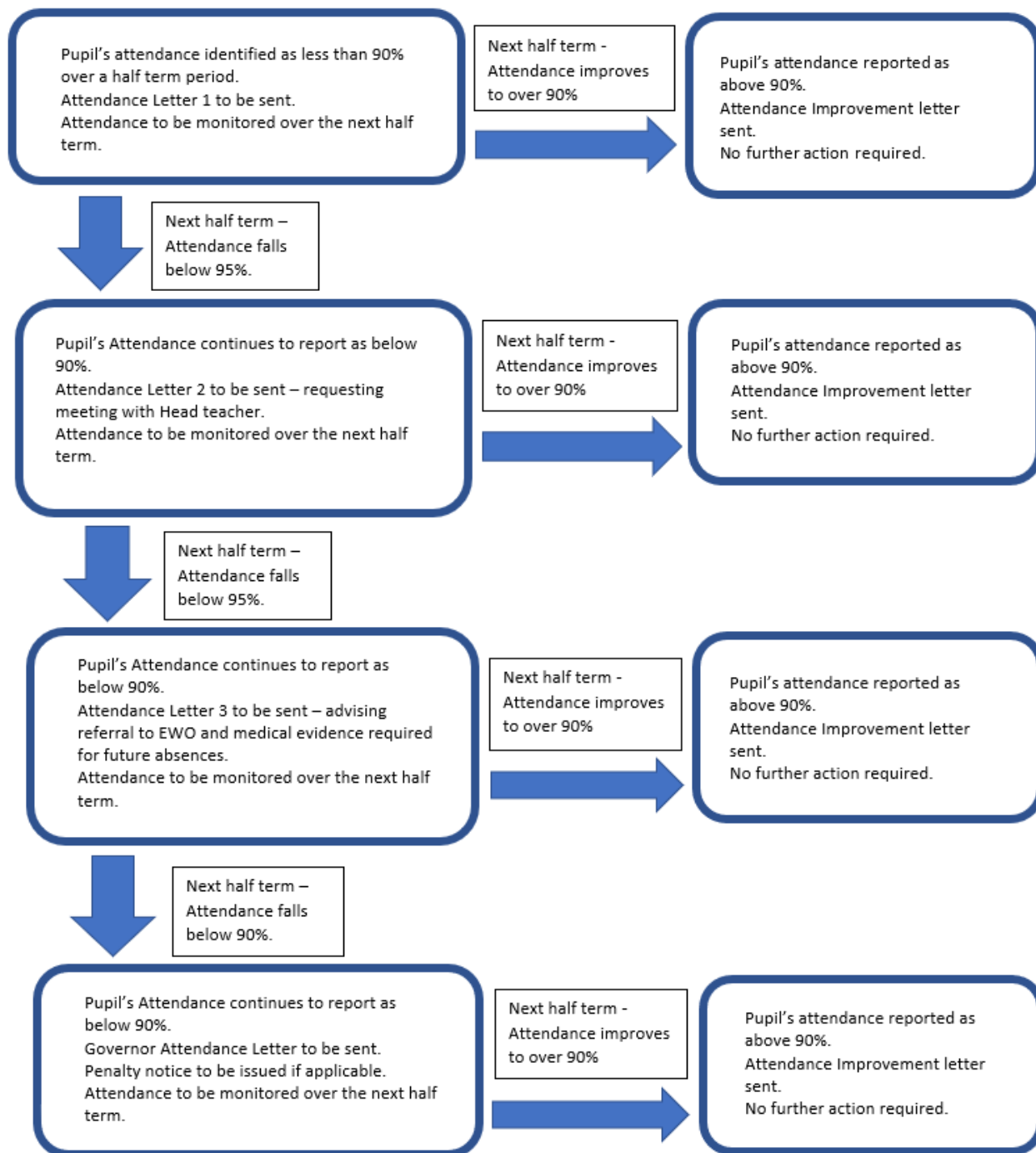
Thank you for your continued support.

Yours sincerely



*Mrs Claire Wright
Headteacher*

Attendance Policy - Attendance Monitoring Flow Chart



Annex E: Leave of absence form.

Hopton Primary School
Leave of Absence Request Form

Taking your child out of school during term time may harm your child's academic progress.

Please read the Local Authority information overleaf which explains Penalty Notices issues for unauthorised absence during term time.

For Parents to Complete

<i>Name of child/ren</i>	
<i>Date of Birth</i>	
<i>Class</i>	
<i>Date of first day of absence</i>	
<i>Date of return to school</i>	
<i>Number of days requested</i>	
<i>Please state reason for absence being requested during term time</i>	
<i>Signature of parent requesting absence</i>	

For School Use Only

<i>Number of authorised absence</i>	
<i>Number of unauthorised absences</i>	
<i>Number of late arrivals</i>	
<i>Request for leave</i>	

To be returned to parent/carer via your child

Name of child _____ *Class*

The request for Absence/Leave meets the criteria and can be authorised

Regrettably the request for Absence/Leave does not meet the criteria and cannot be authorised

Signature of Head Teacher _____ *Date*

Taking your child out of school during term time may harm your child's academic progress.

Please read the Local Authority information below which explains Penalty Notices issued for unauthorised absence during term time.

Suffolk County Council is committed to providing all children with the best start in life. Good school attendance is a key factor in ensuring that children can make the most of their education.

In line with the DfE working together to improve school attendance guidance schools will consider every application for leave of absence individually; it is NOT policy to grant leave of absence other than in the most exceptional circumstances.

Time off school for families is not a right. An application must be made with appropriate evidence of the intended leave of absence.

Requests for an absence for the following reasons will not be authorised:

Cheaper cost of a holiday

Poor weather experienced during school holiday periods

Overlap with the beginning or end of term

Schools will not authorise a leave of absence during national tests, i.e. SATs, GCSE examinations

A request to Suffolk County Council Education Attendance Service for the issue of a Fixed Penalty Notice may be made in the following circumstances:

Where a pupil has taken an absence during term time for 3 or more days and the absence is not authorised by the school;

Where a pupil has missed at least 6 sessions (3 school days) due to unauthorised absence in a school term.

The penalty is payable to the Local Authority (details for payment will be contained in the Notice).

The amount of the penalty is –

£60 if paid within 21 days, increasing to £120 if paid between 21 and 28 days. Please note that the penalty notice when issued is to each parent/carer for each child.

If you do not pay the penalty in full within 28 days of issue, the Local Authority is required to start legal proceedings against you in the local Magistrate's Court for the original offence of failing to

ensure your child attends school regularly. This may lead to a fine of up to £1000.