

Horniman Primary School



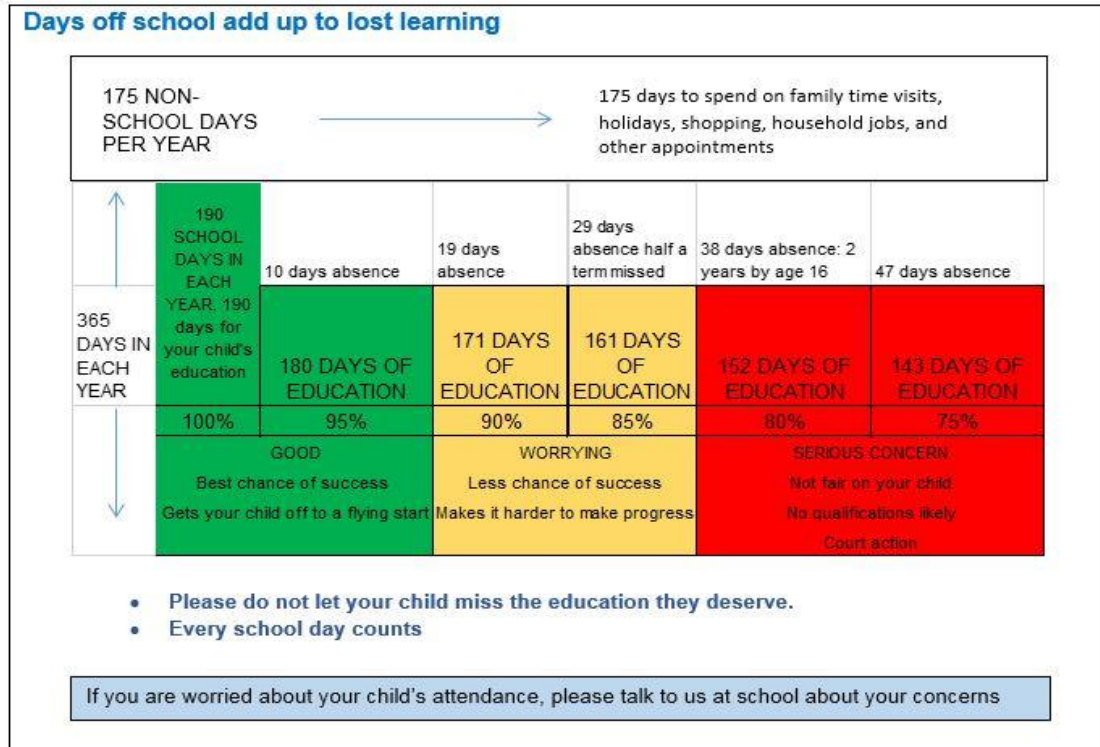
Attendance Policy

This policy was agreed by the governing body on: (and supersedes all previous policies relating to this area)	
Signed:	
	Governor
Signed:	Headteacher Andrew Pickering
Reviewed:	January 2023
Review date:	January 2024
Author:	Andrew Pickering

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Introduction

At Horniman, we expect children to attend school regularly and be on time. Children need to attend on a regular basis if they are to take full advantage of the educational resources offered to them. Good attendance patterns start at an early age and it is important that the school, home, and children all work closely together from the start. The government's minimum standard for a primary school's attendance is 95%. Our expectations are higher and our attendance target is 96% or above. Unless there is a good reason for absence, which can only be taken with the full agreement of the Head teacher, all children are required to attend school for a full 190 days of the academic year between



Aims of this policy

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Ensure that children arrive to school punctually
- To outline responsibilities for all parties (school, parents, and pupils) so we can work together and promote good attendance.
- Building strong relationships with families to ensure pupils have the support in place to attend school
- To work effectively with Attendance Welfare services and other agencies.

School Attendance and the Law

This policy meets the requirements of the [working together to improve school attendance](#) 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.

By law, all children of compulsory school age (between 5 and 16) must receive a full-time education. Section 444(1a) of the Education Act 1996 says, "If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, without reasonable justification, then his (her) parent is guilty of an offence and can be prosecuted".

Also, within the Education Act 1996 section 444, School Attendance – Policy and Practice on Categorisation of Absence, "DFE 1994 – Paragraph 21, page 4 which states: "only the school, within the context of the law, can approve absences, not parents. The fact a parent has offered a note or other notification (telephone call, written letter) in relation to a particular absence does not, by itself, oblige the school to accept it."

As part of this, parents must remember that any absence which falls below 90% is classed by the government as a persistent absence. Parents must ensure their child is attending school for the whole of the academic year and not staying at home or taking holidays for unjustifiable reasons.

Roles and Responsibilities

The governing board

The governing board is responsible for:

- › Promoting the importance of school attendance across the school's policies and ethos
- › Making sure school leaders fulfil expectations and statutory duties
- › Regularly reviewing and challenging attendance data
- › Monitoring attendance figures for the whole school
- › Making sure staff receive adequate training on attendance
- › Holding the headteacher to account for the implementation of this policy

The headteacher

The headteacher is responsible for:

- › Implementation of this policy at the school
- › Monitoring school-level absence data and reporting it to governors
- › Supporting staff with monitoring the attendance of individual pupils
- › Monitoring the impact of any implemented attendance strategies
- › Issuing fixed-penalty notices, where necessary
- › Leading attendance across the school
- › Offering a clear vision for attendance improvement
- › Evaluating and monitoring expectations and processes
- › Recording details of the annual return to the DFE.
- › Ensuring that day to day monitoring of children's attendance is being implemented, including any pupils who are being specifically monitored in the case of referrals to an Attendance Welfare Officer.
- › Ensuring persistent absences are looked into and contact is being made with parents

- Liaising with the attendance officer on a two - weekly basis to look at overall pupil attendance and identify any issues that need to be investigated.
- Making decisions regarding any leave of absence
- Report to governors termly.

The attendance officer

The school attendance officer is responsible for:

- Ensuring registers are completed twice a day (am and pm).
- Monitoring and analysing attendance data
- Call parents/carers on first day of absence, if they have not been notified
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- Working with education welfare officers to tackle persistent absence
- Providing attendance details to the Head teacher and other relevant staff.
- Recording any reasons for absence provided by parents.
- Providing registers for each class in the event of a fire drill, together with early collections of any children or relevant absences.
- Recording children who arrive after registers close under a U code, which means they will show as absent on the register but present in regards to an evacuation
- Advising the headteacher when to issue fixed-penalty notices

The attendance officer is Karolina Hribkova and can be contacted via k.hribkova@horniman.lewisham.sch.uk

Class teachers

Class teachers are responsible for recording attendance on a daily basis, and submitting this information to the school office via Scholarpack by 9.05am.

School office staff

School office staff will:

- Take calls/emails from parents/carers about absence on a day-to-day basis and record it on the school system
- Ensure latecomers sign in on Inventory system
- Recording children leaving early.
- Recording late collections.

Parents/carers

Parents/carers are expected to:

- Make sure their child attends every on time
- Call the school to report their child's absence before 8.45am on the day of the absence and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child

➤ Ensure that, where possible, appointments for their child are made outside of the school day

Attendance

Promoting good attendance and punctuality

In line with supporting parents and children to ensure good attendance, the school recognises the need to promote this to all parties. Attendance figures are published on a weekly basis in our newsletter which is available on our website. Communication is also sent to parents each week with a link to this so they can see the attendance and punctuality of each class in the school. Any classes with 100% for one or both of these areas are congratulated within the Headteacher's letter to parents. The school also provides details of reminders for parents regarding absences etc. and how attendance can be improved.

Authorised Absences

Parents have the prime responsibility for ensuring that their children attend school regularly and reporting any absences to the school.

Authorised absences are where the school approves the pupil absence. This includes instances of absence for which either proof (e.g. confirmation of appointment) or a satisfactory explanation has been provided to ensure the safeguarding of all pupils; for example:

- illness
- attendance at medical appointments
- religious holidays
- exceptional circumstances

Medical Absences

Medical absences such as operations, chronic or long-term illness will always be authorised as long as there is medical documentation provided i.e. hospital/consultant letters. If your child will miss school due to an operation, it is important you inform the school in advance of the procedure and let us know of intended return date so the registers can be updated accordingly.

Unauthorised Absences

Unauthorised absences are where the school will not approve the absence. This includes all unexplained or unjustified absences and may include:

- Shopping trips
- Birthday celebration
- Going to a concert/football match
- Too wet or too cold weather
- An all morning/afternoon session absence for a short medical appointment
- Taking a period of leave that was not authorised by the Head teacher
- Parents giving false information for an absence
- Where no reason has been given

Reporting absences to the school

If a child is unwell, parents should call the school by 8.45am on the first day of each absence stating the reason. This should be done as soon as possible in order for the registers to be updated accordingly. It is also helpful to send a note in for the school's records, explaining the reason for absence on the child's return.

If a child does not attend for at least three days, the school will telephone or write to the parent for an update. If a child is absent for five days or more for sickness, evidence is required. Parents/carers are expected to keep the school informed and provide any supporting documentation where available.

Where there are concerns that the sickness has continued for up to ten days, the education welfare officer will be informed who may write or visit the family to find out when the child will be returning to school.

Parents and carers should note that if the school cannot contact them regarding an absence, or children are not collected one hour after the end of the school day, then contact will be made with the recorded emergency contacts on our system. If no explanation is given as to the whereabouts of the child, then we will refer to the LA's CME (Children Missing Education) guidelines, and this may include a home visit by two staff members or informing Social Services.

If a child is suffering from norovirus, vomiting or diarrhoea, due to infection control, they cannot return to school until 48 hours has passed from the last bout of symptoms.

Time off during term time

Requests for absence during term time are considered carefully. A child's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for the lessons building on the missed work after their return. There is a consequent risk of underachievement, which the school must seek to avoid by supporting all children in their education. Parents are also strongly advised to avoid booking a family holiday during term time as holidays will not usually be authorised.

Requests for time off

- Any requests for this type of absence must be made in writing to the Headteacher via the Pupil Absence Request form available from our website or the school office (<https://www.hornimanprimary.com/term-dates>)
- The head teacher will then consider whether to authorise the absence. The decision made will be based on previous attendance and previous numbers of requests made for similar circumstances. They will also consider what impact it will have on the child's education, e.g. in regards to attendance for statutory assessments etc. If the child has a history of poor attendance and the head teacher believes it will impact their overall attendance in a negative way, then the time off will not be authorised.
- Parents will receive written confirmation as to whether the time off has been authorised or not via the Holiday Decline Letter – Appendix 1
- If a parent takes their child(ren) out of school for a holiday and does not complete a Term Time request form, and the Headteacher and Attendance Officer are sure a holiday has taken place (i.e. the parent has informed the Office on the day), an Expression of concern following an unauthorised holiday letter– Appendix 2 – will be issued to the parents/carers upon their return to school notifying parents of the school's concern and that a fixed penalty may be issued by the Local Authority and that future attendance will be monitored closely.
- If an absence that has not been agreed goes ahead, it will be recorded as unauthorised. The school can apply to the Local Authority to serve a FPN (Fixed Penalty Notice) which could result in a penalty notice or fine of £120 per parent, per child (reduced to £60 if paid within 21 days) – Appendix 3
- If a child receives 5 days or 10 sessions of unauthorised absences, this can also result in a fixed penalty notice.
Failure to pay this fine could result in parents/carers facing prosecution.

Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

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

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

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

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

School Punctuality

It is important that all children arrive at school on time ready to start learning. Very occasionally, lateness is unavoidable. If you know you are going to be late please contact the office giving the reason for lateness.

Registers

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

The register is taken twice a day and is a legal requirement.

Registers are taken promptly after the start of the day at 8.45am in Y2-Y6 and 9.00am in Y1 and Reception.

Children arriving up until 9.00am should go directly to classrooms.

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

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

Any amendment to the attendance register will include:

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

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

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

Late Arrivals

Children arriving after the gates have been closed should enter via the office where they sign in via Inventory. Children arriving half an hour after the close of registers will be given an unauthorised absence for that session.

In circumstances such as bad weather, the register will remain open for a longer period.

Monitoring attendance

- The head teacher and attendance officer are responsible for monitoring registers on a bi-weekly basis.
- The registers are monitored for absences by the admin team on a daily basis in obtaining reasons for absences.
- Where a pattern of lateness or absence is identified, a letter will be sent outlining concerns and meetings are arranged to discuss any particular circumstances.
- If the situation does not improve, parents may be called in to meet with the head teacher or referred to the Education Welfare Service.
- The authority also monitors registers regularly. The education and welfare officer, who may then write to or arrange to visit a family, will pick up any particular concerns.

Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels via their yearly written report.

Children Missing Education (CME)

As part of their safeguarding responsibilities, Lewisham council have adopted a robust and clear protocol in relation to children missing education. These types of children are vulnerable and at greater risk of significant harm. The Children Act 2004 puts a duty on all agencies (including schools) to work together to promote the welfare of children and share information appropriately. Information is shared in accordance with the Data Protection Act 1998, and personal information can be shared under Paragraph 5(c) of Schedule 2 of the act.

DfE Definition

A child missing from education is defined as "a child of compulsory school age who is not on a school roll, not being educated otherwise (e.g. privately or in an alternative provision) and who has been out of any education provision for a substantial period of time (usually four weeks or more)".

Effects of CME (Children Missing Education)

Parents must understand that CME are at a significant risk of underachieving, being victims of abuse, and becoming NEET (not in education, employment, or training) later in life.

There are a variety of reasons and circumstances as to why a child is not attending, which may make a child more likely to be at risk, such as:

- Children at risk of harm and neglect
- Children of Gypsy, Roma, and Travelling families
- Armed Forces families
- Children who cease to attend school – withdrawal from a school by the parent
- Moving in and out of the borough and beginning the school application process
- Periods of homelessness
- Frequent house moves
- Children of immigrant families
- Failure of a school to notify the local authority of a child being off-rolled or excluded
- Looked after children
- Children with special education needs
- Young Carer duties
- Children who have experience of domestic violence and other adverse family circumstances
- Children who may be at risk of FGM

- Children with disabilities or medical conditions
- Looked after children (LAC)
- Excluded children who do not accept the local authority' offer

School procedures for Children Missing Education (CME)

Horniman is committed to making our own checks to ascertain the whereabouts of a child if we believe there is a reason the child may be at risk.

First day

In the first instance a call would be made on the first day if a child has not arrived in school by 10am at the latest, and if no successful contact has been made with a parent or those on the emergency contact list. It will then be followed up with an email, another call during the day or if deemed fit, a home visit. If no explanation is given as to the whereabouts of the child, we may feel it necessary to refer to the LA's CME (Children Missing Education) guidelines, and this may include informing Social Services.

First day of absence for vulnerable children

If a vulnerable child is absent and the school is unable to obtain a reason for absence, then a member of the senior leadership team or family support worker will conduct a home visit.

Up to three days

If a child is absent from school and the school is unable to obtain a reason for absence, a letter will be sent home and carry out the following checks:

- Speak to siblings if they are still in school, or known relatives within the school or another establishment on the 3rd day
- Speak to other staff with whom the child may have had contact
- Liaise with other known professionals who may be working with the family

Up to five days

If the above has been actioned to no avail, the school will do the following checks:

- School will conduct a home visit on the 5th day
- Speak to neighbours living within the same area
- Liase with the Attendance Welfare Officer

On the 5th day the school will contact the CME team and raise a concern

Up to ten consecutive days

If the child's whereabouts are still unknown, a referral form for Lewisham Children Missing Education will be completed by the school, and they will also be notified by telephone.

Depending on the circumstances, an off roll letter will be sent home explaining that your child will be at risk of losing their school place.

Notes for Parents

If we have made all the checks within five days and believe there to be an immediate concern for the child's welfare, or that they are a missing child, contact will be made with Duty Children Social Care prior to referring the child to the CME department.

Persistent Absenteeism

Children who attend school for less than 90% are considered to be 'persistently absent'. These children are absent from school half a day each week, on average, and this will have a negative effect on their education and ability to catch up on the work missed.

The Headteacher and Attendance Officer review children who fall under 90% on a bi-weekly basis to review and changes in attendance for these children and to analyse any patterns in attendance.

If a child's attendance falls under 95%, the Attendance Officer will issue a 'Letter 1' (Appendix 4) to the parent/carer of the child to alert them how the level of attendance is affecting the child(ren) and their learning. If attendance continues to decline, the Attendance Officer will issue a 'Letter 2' (Appendix 5) and invite the parent to come in for a meeting alongside the LA Attendance and Welfare Service to discuss the decline.

Children who sit between 90%– 94% are monitored half termly with concern letters sent to parents whose children the Headteacher and Attendance Officer believe are at risk of becoming a persistent absentee.

Attendance and Welfare Service (Local Authority)

This service is responsible for ensuring that parents meet their legal obligations in respect of their child's education, and to identify the level of support a family may need to ensure their child is receiving a suitable education. In conjunction with this, the Attendance Officer and/or the Head teacher have a responsibility to inform the AWS (Attendance and Welfare Service) when a child's attendance becomes a matter of concern, and will do their best to support the AWS in the actions they may take.

The AWS will review the child(ren's) attendance at the point of contact from school and will invite in the parent(s) for an Attendance review meeting in order to discuss any barriers to attendance and any support the child or family may need. Attendance will continue to be monitored for the school year.

Where evidence is found that a parent has failed to meet their responsibilities, the AWS has the legal power to take one or more of the following approaches:

- Send a **warning letter** which clarifies the legal responsibility of the parent, and what the school expect the parent to do next.
- Issue a **Fixed Penalty Notice** – for example, if your child has an unauthorised holiday during term time which has not been agreed with by the school. The fine is £120 to be paid by each adult who has parental responsibility of the child, for each child and reduced to £60 if paid within 21 days. There is no option to pay in instalments, the fine cannot be reduced if you are in receipt of benefits, and there is no right of appeal. Fines are paid directly to the Local Authority.
- Parents can face **prosecution** if they fail to ensure their child attends school on a regular basis.
- A **Parenting Order** can be made by the court where a parent has been found guilty of an offence relating to school attendance. This would require each person with parental responsibility to co-operate with conditions attached to the order, to assist them in managing their child's overall behaviour and attendance.

Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendices

Appendix 1: Holiday Absence letter

Date

Name

Address

Address

Address

Dear *parent*,

Your request for a holiday absence

Thank you for your request to take *Child(ren) name* out of school between *dates* (# days inclusive).

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 through the year is essential to every child's success and fulfilment. Our school does not authorise any term time holidays and I need to advise you term time holiday may result in a fine or (depending on your child's attendance) court action.

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.

Because 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 will not agree to a similar request, from you or other parents, in the future.

I am sorry to have to disappoint you.

Yours sincerely,

Andrew Pickering

Headteacher

Appendix 2: Unauthorised Term Time Holiday Absence

{Date}

Name

Address

Address

Address

Dear

Unauthorised Term Time Holiday Absence

I am writing about your action in taking [your child/children or name/s] out of school for a family holiday between [date] and [date].

Our school works in partnership with parents to provide the best education for each child and believes that regular attendance through the year is essential to every child's success and fulfilment. Our school does not authorise term time holidays.

I am concerned, as I believe this absence could have a detrimental effect on [your child/children's or name/s] education. I strongly urge you always to consult with the school before making plans that involve a pupil's absence from lessons or other commitments.

I would also like to bring to your attention that taking term time holidays may result in a Fix Penalty Notice of £60 per parent per child being issued (or court action depending on your child's attendance record).

Yours sincerely

Andrew Pickering

Headteacher

Appendix 3: Fixed Penalty Notice

Name of School:	
Name of Referrer:	
Referrers Details:	job title: email: telephone:

PENALTY NOTICE REQUEST
Lewisham Attendance & Welfare Service

Form to be returned to: aws@lewisham.gov.uk
020 8314 6272



Child Surname:		Child First Name/s:		
Child DOB:		Year Group:		Ethnic Code:
Gender (Male/Female):		Looked After: A	CP:	Social Worker:
Address:		Telephone No:	Details of person/s with Parental Responsibility (include address if different from child): Forename & Surname: Forename & Surname:	
Reason for Referral:				
Nature of Absences: Please highlight relevant box/es	<input type="checkbox"/> o unauthorised absence (O) Include instances where school have not accepted reason given <input type="checkbox"/> no reason provided, parent has not contacted school (N) <input type="checkbox"/> unauthorised late (U) <input type="checkbox"/> family holiday not agreed (G)			
Attendance % this year to date (attach printout)				
Action undertaken so far; with dates:				
Any other relevant details:				
Signature:			Date	

NB: If you are referring more than one pupil in this family please complete a separate request

Appendix 4: Absence letter 1

Dear Parent/carer of

As part of our commitment to improving the attainment of our pupils we monitor pupil attendance on a regular basis. We are in our fifth week back at school and really want to ensure that attendance remains above 95%. It has come to our attention that your child's attendance has fallen below 95%. We are aware that you have followed the school procedure, have authorised absences and may have provided evidence. We are also aware that this is due to sickness or circumstances that are out of your control. However, we aim for all students to have **95% attendance or more**, even though this is not always possible. We are therefore writing to you to inform you of your child's current level of attendance:

Attendance	89.09 %
Authorised Absence	3.64%
Unauthorised Absence	7.27%

The information below shows how attendance can affect your child's future progression.

Above 97%: Less than 6 days absence a year

Excellent attendance! These young people will almost certainly get the best grades they can, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future.

95%: 10 days absence a year

These pupils are likely to achieve good grades and form a habit of attending school regularly.

90%: 19 days absence a year

The Government classifies Young People in this group as "Persistent Absentees", and it will be almost impossible to keep up with work. Parents of young people in this group could also face the possibility of legal action being taken by the Local Authority.

Young people in this group are missing a month of school per year; it will be difficult for them to achieve their best.

If you have any queries or would like to talk to anyone about attendance please do not hesitate to contact

Yours sincerely

Karolina Hribkova
Attendance Officer

Appendix 5: Absence letter 2

<Date >

<Address>

<Address>

<Address>

<Address>

Dear **<name of parent / carer>**

Since we wrote to you on **<date of 1st letter>**, **<name of pupil>**'s attendance has failed to improve significantly, and is now **<attendance percentage>**%. This is below what we expect and to put this into perspective 90% attendance is equivalent to missing 19 days of school per year.

Ongoing low attendance is a factor often linked to low levels of academic success. It is important that low attendance is dealt with as early as possible to prevent poor habits of attendance forming with **<name of pupil>**. Poor attendance habits now will make it increasingly difficult for you to ensure your child attends school regularly as they get older.

We wish to help **<name of pupil>** to improve **<his/her>** attendance. If you would like to discuss **<name of pupil>**'s attendance please contact **<school contact>** on **<school contact number>** and I will be happy to talk with you and, if required, arrange a meeting.

The school will continue to monitor the situation. Failure to engage with the school to improve your child's attendance will result in a formal attendance meeting with the Local Authority Attendance and Welfare Officer, who may refer your child's absence to the Education Welfare Service for consideration of a fixed penalty notice, fine or legal action if unauthorised absence continues to occur.

Thank you for your cooperation

Yours sincerely

Karolina Hribkova
Attendance Officer

Appendix 6: Punctuality letter

Dear _____,

Re: Persistent Lateness

I am writing to inform you *child's name* has been persistently late for school. Between *date* and *date* he/she was late on *XXX* occasions and missed *XXX* hours of education.

When pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly impact progress and achievement, regardless of academic ability. Furthermore, when a pupil arrives late, it disrupts the entire class, the teacher has to repeat instructions and the child starts the day on the back foot.

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

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

High levels of unauthorised absences or poor punctuality can result in a referral to the Educational Welfare Service or other agencies which have a duty to investigate further and could result in legal action being taken against you.

Please try and improve your child's punctuality and ensure they leave the home early enough to arrive at school on time. Their punctuality will be monitored this term.

If you have any queries or would like to talk to anyone about your child's punctuality, please do not hesitate to contact me on k.hribkova@horniman.lewisham.sch.uk or 0208069903190.

Yours sincerely,
Karolina Hribkova
Attendance and Admissions Officer

Appendix 7: Attendance codes

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

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

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations

T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

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

Appendix 8: Absence request form

APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME



Notes to parents/carers

The law does not grant parents an automatic right to take their child out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent with whom the child normally lives. Permission must be sought in advance and must be for exceptional circumstances. Schools are only able to consider requests from the person who has parental responsibility and absence will only be authorised in exceptional circumstances.

When deciding whether to allow term time leave, for any reason, the school will only consider:

- The reason for the leave
- The time and duration of the leave
- Whether or not the leave could have been taken during the statutory school holiday periods
- Your child's record of attendance
- Learning that will be missed

PLEASE NOTE: if the absence request is unauthorised and the child is still taken out of school, this will be unauthorised and may make you liable for a Penalty Notice being issued. The Local Authority will be notified of the holiday taken and a Penalty Notice could be issued for each child taken out of school; this is a fine of £60 which increases to £120 if not paid within the first 21 days.

To the Headteacher,

I wish to apply for:

Name(s) of child (ren): _____ DoB: _____ Class: _____
 _____ DoB: _____ Class: _____
 _____ DoB: _____ Class: _____

Home Address: _____

For being authorised for being absent from: _____ to: _____ (inclusive)

Reason for request for absence during term time:
If this is a holiday, please explain the exceptional circumstances which mean that the holiday cannot be taken during a school holiday:

Please note: If you are visiting a country known to practise FGM, we will ask you to confirm that you do not intend to take part in this practise

Signature of Parent/Carer: _____ Name: _____ Date: _____

Signature of Parent/Carer: _____ Name: _____ Date: _____

Please ensure you are giving **at least 10-days'** notice of the proposed absence, and return this form to the school office.

Your request has been authorised for the following dates: ____ / ____ / ____ to ____ / ____ / ____

Your request has **not** been authorised for the following reason(s):

Learning that will be missed	No exceptional circumstance / exceptional circumstance not accepted	Other:
The time and duration of the leave	Leave could have been taken during the school holiday periods	

Signed: _____ Position: _____ Date: _____

HOLIDAYS IN TERM TIME

Important: please read the information below carefully:

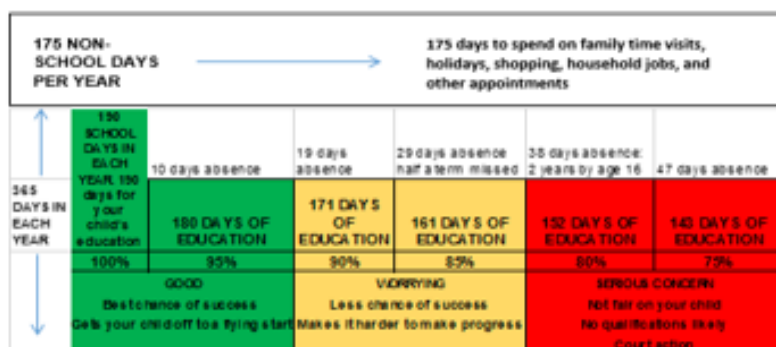
Warning: If you take your child on holiday in term time without the prior approval of the school, you may be issued a £80/£120 Penalty Fine, per parent, per child. As a Parent/Carer, you can demonstrate your commitment to your child's education by, whenever possible, taking your holidays during school holidays

THE FACTS

We recognise that it is often expensive to take a holiday during school breaks and that is why some parents may ask for term time leave for their children. However, it is important that parents carefully consider the implications of taking their child out of school during term time.

Research suggests that children who are taken out of school may never catch up on the work they have missed. This may affect test results and can be particularly harmful if the child is studying for their final year examinations. Children who struggle with English and Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.

Days off school add up to lost learning



- Please do not let your child miss the education they deserve.
- Every school day counts

If you are worried about your child's attendance, please talk to us at school about your concerns

The law does not say that parents have an automatic right to take their child out of school for holidays during term time. In exceptional circumstances, school may authorise, in advance, requests for periods of leave. The request for leave must come from a parent with whom the child normally resides. If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.

The Law

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force on the 1st of September 2013. The amendments make it 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. Holiday prices, and the fact that the parents have booked a holiday before checking with the school, are not exceptional circumstances.

Other absence from school will be authorised if it is for the following reasons:

- Genuine illness
- Unavoidable medical / dental appointments (but try to make these after school if at all possible)
- Days of religious observance
- Exceptional circumstances, such as bereavement
- Seeing a parent who is on leave from the armed forces
- External examinations
- When Traveller children go on the road with their parents where the school is informed beforehand

Other absence from school will not be authorised:

- For any type of shopping
- Looking after brothers, sisters or unwell parents
- Minding the house
- Birthdays
- Resting after a late night
- Relatives visiting or visiting relatives
- Because holidays are cheaper in term time
- More than one day for a family wedding.

Please contact your child's Headteacher if you wish to discuss this issue.

The law requires schools to be open to pupils for 190 days each year, and every day is important. Please help them not to miss any of this valuable time.

We hope that when you have read this leaflet you will consider that your child's education is too important to take holidays during term time.

FGM - Our school has a responsibility to ensure that individuals, families and communities know that under the Female Genital Mutilation Act 2003 it is an offence to subject a girl or woman to FGM in the UK; to assist a girl to perform it on herself; for UK nationals or permanent residents to perform FGM abroad; or to assist anyone to perform FGM abroad **Please note:** We have a statutory duty to report cases of FGM, both known and suspected, to the police and other local authority services.