

## Woodmancote School and Little Chestnuts Attendance Policy and Procedures

Designated Member of Staff	G Tucker and K Holder
Committee with responsibility	Safeguarding Committee
Date of Issue	February 2014
Frequency of Review	Yearly

Issue Number	Issue Date	Summary of Changes
1	February 2014	New Policy
2	February 2015	Updated
3	September 2017	Reviewed
4	May 2019	Reviewed
5	May 2021	Reviewed- minor updates to terminology and inclusion of those who may receive a penalty notice (anyone with childcare responsibilities)
6	February 2022	No changes
7	December 2022	Rewrite-based on Model Policy, including new guidance and from advice from LA Attendance Lead
8	September 2023	Update with notes from KCSIE 2023 and children missing education/children absent from education
9	March 2024	Updated registration times

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## 1. Aims

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
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

## 2. Legislation and guidance

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.

In addressing attendance at Woodmancote, school staff will also be aware and mindful of the advice in Keeping Children Safe in Education 2023.

### **Children who are absent from education**

175. Children being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation - particularly county lines. It is important the school or college's response to persistently absent pupils and children missing education supports identifying such abuse, and in the case of absent pupils, helps prevent the risk of them becoming a child missing education in the future. This includes when problems are first emerging but also where children are already known to local authority children's social care and need a social worker (such as a child who is a child in need or who has a child protection plan, or is a looked after child), where being absent from education may increase known safeguarding risks within the family or in the community.

Further information and support, includes:

- Guidance on school attendance 'Working together to improve school attendance' including information on how schools should work with local authority children's services where school absence indicates safeguarding concerns.
- Information regarding schools' duties regarding children missing education, including information schools must provide to the local authority when removing a child from the school roll at standard and non-standard transition points, can be found in the department's statutory guidance: Children Missing Education.
- further information for colleges providing education for a child of compulsory school age can be found in: Full-time-Enrolment of 14 to 16 year olds in Further Education and Sixth Form Colleges.
- general information and advice for schools and colleges can be found in the Government's Missing Children and Adults Strategy.

## **3. Roles and responsibilities**

### **3.1 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
- Delegating oversight to the Safeguarding Committee

### **3.2 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

### **3.3 The designated senior leader responsible for attendance**

The designated senior leader is responsible for:

- › Leading attendance across the school
- › Offering a clear vision for attendance improvement
- › Evaluating and monitoring expectations and processes
- › Having an oversight of data analysis
- › 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

The designated senior leader responsible for attendance is the Headteacher and can be contacted via 01242 674312 or [head@woodmancote.gloucs.sch.uk](mailto:head@woodmancote.gloucs.sch.uk)

### **3.4 The attendance officer**

The school attendance officer is responsible for:

- › Monitoring and analysing attendance data (see section 7)
- › 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
- › Working with education welfare officers to tackle persistent absence
- › Advising the headteacher when to issue fixed-penalty notices

The attendance officer is responsible for the above and can be contacted via [admin@woodmancote.gloucs.sch.uk](mailto:admin@woodmancote.gloucs.sch.uk)

### **3.5 Class teachers**

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

### **3.6 School Admin staff**

School Admin staff will:

- › Take calls from parents about absence on a day-to-day basis and record it on the school system
- › Transfer calls from parents to the Head or Pastoral Lead in order to provide them with more detailed support on attendance

### 3.7 Parents/carers

Parents/carers are expected to:

- **Make sure their child attends every day (8.45-3.15) on time**
- Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of 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

### 3.8 Pupils

Pupils are expected to:

- Attend school every day on time

## 4. Recording attendance

### 4.1 Attendance register

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

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:

- For pupils of compulsory school age 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.

**Pupils must arrive in school by 8.45 on each school day.** The school gates open at 8.30 and will be closed at 8.50. The classroom doors open at 8.40.

The register for the first session will be taken at 8.50 and will be kept open until 9am. Any child arriving after 8.50 will be recorded as Late in the class register (L). The register for the second session will be taken at 1.15pm.

#### **4.2 Unplanned absence**

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9am or as soon as practically possible by either calling the school Admin staff, leaving a message on the absence line, emailing [admin@woodmancote.gloucs.sch.uk](mailto:admin@woodmancote.gloucs.sch.uk) or completing an absence form on the website (see also section 7).

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

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

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

#### **4.3 Planned absence**

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment. Parent/carers should notify the school by emailing [admin@woodmancote.gloucs.sch.uk](mailto:admin@woodmancote.gloucs.sch.uk) However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

#### **4.4 Lateness and punctuality**

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code (L)
- After the register has closed will be marked as absent, using the appropriate code (U)
- In order to identify any ongoing punctuality issues, reports will be generated every six weeks. Parents will be notified by letter if there is cause for concern.

## 4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school will send a text asking for an immediate update of the pupil's absence.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained - this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

## 4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels, with a written summary sent home each year. Where a child's attendance is causing concern, parents will be contacted.

# 5. Authorised and unauthorised absence

## 5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as a one off event which is unavoidable, such as the death of a close relative, attendance at a funeral, respite care of a looked after child or a housing crisis which prevents attendance.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least one week before the absence, and in accordance with any leave of absence request form, accessible via the website or the school office. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance - where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes - this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers)

and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

- › Where it is company policy for an employee to take leave at a specified time in the year and there is no opportunity for a family holiday in the school holidays. This must be supported by documentation from the organisation.
- › Served personnel returning from/scheduled to embark upon a tour of duty abroad.
- › Other compassionate circumstances, eg family illness, family crisis such as marriage break-up
- › Where there are other factors which the Head teacher may consider exceptional circumstances, this may be referred to the Local Authority for advice.

## 5.2 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.

## 6. Strategies for promoting attendance

Woodmancote School will rehearse and reinforce attendance and punctuality expectations continually and emphasise the importance of attendance and its impact on attainment.

Other strategies the school will use are:

- › Following up absence and lateness with pupils to identify barriers and reasons for absence.
- › Contact parents and carers regarding absence and punctuality
- › Proactively promote attendance practice as part of staff induction
- › Consider the individual needs and vulnerabilities of pupils.



## 7. Attendance monitoring

Attendance will be monitored and analysed at least 6 times within an academic year. Particular cohorts of pupils such as Pupil Premium and SEND pupils may be monitored more regularly with the emphasis on offering support to encourage good attendance within these groups.

### 7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

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

### 7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### 7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

### 7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

- Write to parents to inform them that their child's attendance has fallen below 95%. Parents will be reminded of their legal duty and of the school's policy and expectations.
- Refer to NEST who will follow up on a case by case basis.

## 8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum yearly frequency. At every review, the policy will be approved by the full governing board.

## 9. Links with other policies

This policy links to the following policies:

Safeguarding Policies	Policies currently allocated to Premises-December 2017 which have a Safeguarding element
Acceptable Use	Accessibility Policy, Audit and Plan
Allegations against Staff	Anaphylaxis Awareness and Monitoring
Anti-Bullying	Disability Discrimination Policy and Plan
Attendance	Business Continuity Plan
Children in Care	Emergency Asthma Inhaler Policy
Children with Health Needs Who Cannot Attend School	
Code of Conduct	Fire Risk Policy and Risk Assessments
Complaints	Health and Safety Policy
Cyber Security	Lone Working Policy
Educational Visits	Lettings Policy
Equality	Security Policy
Flexi-Schooling policy	Records Management Policy
Governor's Behaviour Statement	
Intimate Care	
Lockdown	
Online Safety	
Preventing Radicalisation	
Recruitment and Selection	
Recruitment of Ex-Offenders	
Relationship and Behaviour	
Restrictive Physical Intervention	
Safeguarding and Child Protection	
SEN	
Supporting children with medical needs	
Volunteers in School	

## Appendix 1: attendance codes

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

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

Code	Definition	Scenario
<b>Authorised absence</b>		
<b>C</b>	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
<b>E</b>	Excluded	Pupil has been excluded but no alternative provision has been made
<b>H</b>	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	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)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	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
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

**Appendix 2a**

**Request for a leave of absence during term time**

Pupil Name ..... Class/Tutor Group .....

Date of first day of absence ..... Date of return to school .....

Number of school days that your child will be absent from school .....

*If a pupil fails to return within ten school days following the anticipated date of return and no reason is provided, there may be grounds (under some circumstances) to delete your child's name from the Admissions Register and register them as a Child Missing Education.*

Please detail the exceptional circumstance for which you are requesting leave of absence (eg compassionate, service personnel, religious observance)

.....  
.....

***I understand that if the absence request is not authorised and the holiday is taken the Headteacher may request that the Local Authority issue a Fixed Penalty Notice. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 if paid within the first 21 days which increases to £120 if paid between 21 and 28 days. I understand that if I do not pay this it may result in legal action.***

Name(s) of Parent/Carer (s) making application:

Dr/Mr/Mrs/Miss/Ms

Forename..... Surname.....

Address: .....

Signed ..... Dated .....

Dr/Mr/Mrs/Miss/Ms

Forename..... Surname.....

Address: .....

Signed ..... Dated .....

(Please ensure you are giving at least seven days' notice of the proposed absence, retrospective applications cannot be authorised) \_\_\_\_\_ For school to complete and copy retained: AUTHORISED/UNAUTHORISED (please circle)

## Appendix 2b

### Request for a leave of absence during term time - school response

*This response must be sent to each parent and a copy retained by the school*

Dear.....,

Child's Name..... Class/Tutor Group.....

Your request for absence on the following dates: \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_  
(totalling.....days, has been considered and is

AUTHORISED       UNAUTHORISED

- a) Their attendance is currently:.....
- b) The request **does / does not** meet the criteria for 'exceptional circumstances'

Please note: An **unauthorised** absence may be notified to the Local Authority and a Penalty Notice may be issued without further warning

Signed..... (Headteacher)

Date \_\_\_ / \_\_\_ / \_\_\_

Print name: .....

### Appendix 3a

**Leave of Absence – when no request for leave was made by the parents but the headteacher has coded the absence as unauthorised family holiday (G Code). This would need to be sent to each of the parents the school intends to request a penalty notice for**

Parent's address (send by post as this is formal)

date

Dear (parent's name)

**Re: Leave of absence without request**

**Child(ren)'s Name(s): Date(s) of Birth:**

I am aware that your child(ren) was/were absent from school from (date) to (date). I have tried to contact you with regard to these absences but have been unsuccessful and now understand that you were on a family holiday. I believe this to be the case because.....

As you will be aware, as of 1st September 2013 Headteachers are no longer able to grant any leave of absence in term time unless there are exceptional/unavoidable circumstances. It is also stated in our school policy that all requests for leave of absence should be made in writing, in advance of the proposed absence.

As we are unaware of any exceptional circumstances that might apply, the absence has **not been authorised**. However, if you feel that the absence was due to an exceptional circumstance or illness, please provide supporting evidence to this effect no later than (Date - **allow two weeks**) and I may be able to reconsider my decision.

I must warn you that failure to ensure your child's regular attendance at school is an offence under Section 444 of The Education Act 1996. The Supreme Court Judgement from 2017 (Isle of Wight Council v Platt [2017] UKSC 28) has determined that 'regular' means 'in accordance with the rules prescribed by the school'.

If the reasons given for your child(ren)'s absence from school are not considered to be exceptional (and therefore the absence is unauthorised) then I may request, without further warning, that the Local Authority take legal proceedings against you for your failure to comply with the law. This may result in a Penalty Notice requiring the payment of a penalty of up to £120 per parent per child. Failure to pay the penalty due may result in prosecution before Magistrates Court.

Please refer to the school's attendance policy (available on our website and in hard copy upon request) and Gloucestershire County Council's website for further information.

If you wish to discuss this further please do not hesitate to contact me.

Yours sincerely,

Headteacher



**Appendix 3b - sample warning letter for lateness (U Code)**

**Warning letter in respect of penalty notices for persistent lateness (U code).**

**(This will need to be set to any parent that the school subsequently names in any request for a penalty notice).**

Date

Name

Address

Dear (Name)

**Re: The Education (Penalty Notices) (England) Regulations 2007  
Warning of penalty notice for persistent lateness after the register has closed**

Under the Education Act 1996, parents have a duty to make sure their children regularly attend school. If parents fail to do this, they can be prosecuted.

Working within an agreed Code of Conduct the Local Authority can issue a penalty notice to parents if a child has missed a number of sessions without permission from the school.

(Name) has been marked absent from school for ( ) sessions in the previous ( ) weeks without prior authorisation or an acceptable reason being given to the headteacher. Please note there are normally two sessions in each school day. Arriving after the registers have closed for the morning or afternoon session will result in an unauthorised absence mark for the entire session.

This absence has therefore been recorded as unauthorised in the school register.

I need to inform you that the level of (Name's) unauthorised absence places you at risk of a penalty notice and/or court action by the Local Authority.

Providing there are no further unauthorised absences within the next fifteen school days, which will start two days after the date of this letter (to allow for postage) a penalty notice will not be issued on this occasion.

I must also draw your attention to the fact that should (Name) have more unauthorised absences related to lateness within the next twelve months following this warning letter, you may receive a penalty notice without further warning.

Yours sincerely  
Headteacher

## Appendix 4 - form for schools to complete to request a Penalty Notice

*In order for the LA to be in the best position to support schools with this type of legal intervention it is strongly advised that schools provide the information set out on this request form. Providing this at this early stage is likely to avoid the need for the LA to revert back to schools for further information if the LA proceeds to prosecution in the event of non-payment.*

### Request to Issue a Penalty Notice Education Inclusion Service

**This form will be used in any legal action under the Education and Inspections Act 2006 S103 & The Education Act 1996 S444 relating to non-school attendance of a registered pupil at the school.**

The completed form should be signed by the headteacher/principal and returned to Education Inclusion Service Inclusion, 3<sup>rd</sup> Floor, Block 4, Shire Hall, Westgate Street, Gloucester GL1 2TP  
Telephone: 01452 427274 or e-mailed (securely) to [attendance@gloucestershire.gov.uk](mailto:attendance@gloucestershire.gov.uk)

Pupil Details:					
Name:		School:			
Date of Birth:	Male/Female:				
NCY:	CiC Yes/No	CPP Yes/No	SEN Yes/No	Traveller Yes/No	
Parent(s) Details:					
Title:	Surname	Forename		Date of birth (if known):	
Address & postcode:				Relationship to pupil:	
Telephone number:				Child resides with this parent: Yes /No	
Title:	Surname	Forename		Date of birth (if known):	
Address & postcode:				Relationship to pupil:	
Telephone number:				Child resides with this parent/carer: Yes /No	

Title:	Surname	Forename	Date of birth (if known):
Address & postcode:			Relationship to pupil:
Telephone number:			Child resides with this parent: Yes /No

Reason for Request: Please select		Enclosed Documents: Please confirm (tick)	
<p><b>Unauthorised holiday (Code G)</b></p>		<ul style="list-style-type: none"> <li>• Signed and dated registration certificates showing at least ten sessions of unauthorised absence in the preceding ten week period</li> <li>• The school's attendance policy showing the definition of regular attendance contained within and the expectations about term time leave</li> <li>• The request for leave of absence completed by the parent(s) and the response from the school (the appendix 1 letter)</li> <li>• Where no request was made, the basis on which the headteacher decided this was a family holiday (the appendix 2 letter)</li> </ul>	
<p><b>Persistent late arrival at school - after the registers have closed (Code U)</b></p>		<ul style="list-style-type: none"> <li>• Evidence of a warning letter and a fifteen school day monitoring period (the appendix 3 letter)</li> <li>• The school's attendance policy showing the definition of regular attendance contained within and the expectations about punctuality</li> <li>• Evidence of the supportive work the school has done to address the persistent lateness</li> <li>• Signed and dated registration certificates showing at least ten sessions of unauthorised absence in the preceding ten week period</li> </ul>	
<p><b>Child found in a public place (in school hours) during an exclusion</b></p>		<ul style="list-style-type: none"> <li>• Copies of exclusion letters to parents</li> <li>• Evidence of the offence</li> <li>• Signed and dated registration certificates showing the dates of the exclusion</li> </ul>	

## Headteacher Confirmation

I confirm that this pupil is on roll at the school named above and that he/she has had at least ten sessions of unauthorised absence in the immediately preceding ten weeks or has been present in a public place in school hours during a period of exclusion. I confirm that the attached, signed attendance printout is an accurate record of the attendance register for this pupil.

I also confirm that I understand I may have to prepare a witness statement and/or attend court in the event of a penalty notice being unpaid.

I also confirm that I have taken reasonable steps to establish that the contact details provided for the parents are correct and that the school is liable for any data breach arising from subsequent legal notices in relation to this matter being incorrectly served.

Name (headteacher)	Signed	Date
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## Appendix 5 Attendance Improvement Meeting – Review

### Education Performance & Inclusion

Education Act 1996 and Anti Social Behaviour Act 2003

Name of School: \_\_\_\_\_

To be completed as a contemporaneous record of the meeting and a copy given to all attendees at the close of the meeting. If parent(s)/carer(s) do not attend a copy of this record should be sent to them by post.

Name:	Year:	D.O.B.
Date of Review:		
Present:		
Initial AIM Date :	Current attendance	%
Sessions of absence since AIM meeting:		
Authorised		Unauthorised
<p><b>Have all the agreed actions from the AIM been met by all parties?</b></p> <p><b>Provide details:</b></p>		

#### Action

(please tick appropriate box below)

Targets met - No further action	
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or

Improvement but targets not met - plan to continue - Review	
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or

Targets not met - Request for legal action to Education Performance & Inclusion team	
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Review Date: .....

As Parent /Carer of ..... I understand that failure to meet these targets may result in legal proceedings taken against me.

**Signed:**

Parent ..... Parent.....

Date: .....

Pupil ..... School ..... Other .....

Date: .....

**For use if parent(s)/carer(s) do not attend**

**Date plan posted to parent(s)/carer(s):** .....

**Signed:** ..... **Date:** .....

