



# ATTENDANCE POLICY

This policy was adopted: February 2016

The policy will be reviewed: February 2017

## Introduction

We take attendance and punctuality very seriously at The Mill because of the clear links between good attendance and high achievement. Attendance of 95 – 100% is the target all our children should aim for. Anything below this equates to an unacceptable amount of time being taken off school and will, without doubt, have an impact on children's learning and progress.

*'Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school'.*

School Attendance: Statutory guidance and departmental advice, DFE Aug 2013

At The Mill, we are continuously working towards meeting this target for attendance.

## Our Aims

- To ensure that all pupils and Parents/Carers are aware of the importance of good attendance.
- To implement effective strategies in improving attendance in school.
- To minimise negative impact of non-attendance on teaching and learning.
- To minimise absence levels.
- To minimise unauthorised absence.

## The Legal Framework:

There are legal obligations on:

- The parent(s) to secure education for their children, whether at school or otherwise, to send them to school regularly once they are on the register
- The School to register attendance and notify the Local Authority of absence from school
- The Local Authority to provide education and to enforce attendance.

## Class Registers

Class registers are recorded using SIMS. The system ensures that no children are missed and that pupil information can be shared quickly and securely. Registers are the only way of recording pupil attendance and must be completed accurately. This is the responsibility of whichever member of staff has been directed to take the register for that session. Registers can be re-submitted in the case of a mistake or a pupil arriving after submission, but registers must be accurate and submitted at key times (see below).

## Morning Register

Class registers remain open until 9:00am. At that point the teacher may submit their final register and close down SIMS. The teacher may submit the register as many times as they wish before 9.00am (e.g. if a mistake has been made or a child has arrived slightly late) but at 9.00am the register must be correct and submitted.

From 8.55am the school playground gates are closed. Office staff are based in the main office reception to meet children arriving late. This is to ensure that no children are missed on the register due to arriving in school late.

## Afternoon Register

Registers must be submitted by teaching staff straight after lunch before afternoon lessons commence – registers will be submitted by 1:00pm (Reception and KS1) and 1:15pm (KS2).

### Roles and Responsibilities

#### Head Teacher:

- To be responsible for the overall management and implementation of the policy.
- To deal with parental requests for extended leave in line with the TKAT Crawley Primary Attendance Strategy and Procedure.
- To consider the use of Penalty Notices in line with West Sussex Local Authority policies and procedures.

#### Assistant Head Teacher (AHT)

- To lead on/take responsibility for attendance/punctuality on a day-to-day basis, including liaising with/responding to parental enquiries.
- To oversee the analysis of/analyse weekly/termly/yearly data and respond to findings.
- To meet with the Attendance Manager to monitor the systems and structures ensuring they are having an impact on pupil attendance and punctuality.
- To liaise with external agencies and make referrals where necessary.
- To ensure that rewards and incentives for attendance and punctuality are being used.
- Work with the teachers to plan for the reintegration of pupils after long-term absence.
- To revise and amend the policy as required.

#### Teachers

- To submit registers on time in line with school policy.
- To speak to parents on parent's evening and other occasions where absenteeism is affecting their child's learning.

#### Parents:

Children should only be kept at home if they have a serious illness or injury. If this is the case, parents should contact the school by 8.30am. If a child has a minor illness e.g. mild headache, stomach aches etc. parents should inform the school and bring them in. If continue to be ill, the school will contact parents straight away to collect them. If pupils' have a dental, clinic or hospital appointment parents should let the school know and provide appropriate documentation where necessary. However, appointments out of school hours should be sought wherever possible. Pupils' should be brought back to school after appointments. The school has wrap around care (Breakfast and Lucy Bronze after school club) that can support parents in ensuring that their child is in school each and every day. Each day parents:

- Ensure their child attends school and arrives on time every day. As well as being at school every day it is vital that children are at school on time.
- Promote a good attitude to learning by ensuring their children attend school in the correct uniform and with the basic equipment required for lessons.
- Arrange medical and dental appointments outside of the school day where possible.
- Telephone to inform the school on the first day of absence for their child and any subsequent days.
- Provide a reason as to why the child is not in school. The absence reason is recorded next to the child's name on SIMs.
- Provide a written explanation of absence, including dates of absence as soon as their child returns to school.
- Work in partnership with the school and other agencies in the best interests of their child; this includes informing the school about significant influences and changes in the child's life, which may impact on learning.

**Attendance Manager:****Daily**

- To maintain clear communication with the AHT regarding attendance and punctuality.
- To check the school answer phone and take messages from parents/carers about pupil absence.
- To record reasons for absence and updating class registers. No absence should be put on the system as an 'N' (no reason given) code. The Attendance Manager then checks that the children who have arrived late have been marked 'L' (late) or 'U' (30 minutes or more late) in the registers. She corrects any mistakes or inputs codes for children who are known to be absent. The administrator then begins first day absence calls.
- To carry out and record the outcome of first day calls when a child doesn't arrive at school when no reason has been received.
- To promptly inform the AHT if there are any concerns relating to attendance/ punctuality
- To ensure staff are following the registration systems and structures in this policy
- Inform parents of school procedures when they have failed to inform the school
- To oversee the admission and induction of new pupils
- If a child is absent from school and the school has not received a phone call or other message from the parent/carer, a first day absence call will be made. The Attendance Officer follows this system:
  - Phone parents' contact number(s).
  - Follows this up with a text on the first morning of absence if no response.
  - Phone emergency contact number(s) to get an up-to-date contact number for the parent/carer and update the school system accordingly.
  - Parents of persistent absentees will be spoken to either face to face or by telephone when the child returns, if contact has not been successful when the child has been absent. This will be done by the Attendance Manager or passed on to SMT members to do.

**Weekly**

- To monitor weekly attendance data for all year groups.
- To send out weekly letters to parents in the case of absences where no reason has been given. See Appendix 5
- To meet with AHT to discuss the attendance data and pupils whose attendance/ punctuality is proving a concern.
- To contact parents of pupils whose attendance is below 90% and has not improved that week.
- To contact any other parents as agreed in weekly meeting with AHT.
- To produce a weekly report for the TAC meeting on Monday mornings and attend the meeting to discuss previous week.
- To liaise with outside agencies and work with the EWO as required following the TAC meeting.
- To report to the Local Authority as requested, in line with TKAT policies.
- 'Attendance Letter 96' (Appendix) is sent to all parents of pupils falling below 96%. The letter is an early alert and details the importance of good attendance
- Pupils below 92% in the first attendance window should be identified and 'Attendance Letter 92' (Appendix) will be sent according to the generated list as an alert that attendance is close to PA.

**Termly**

- To send out termly RAG letters to communicate with parents about attendance and punctuality. This will be during a parents evening if in the correct term.

- To produce termly/yearly data alongside AHT for the SMT to analyse.
- Identify pupils with attendance at or below 96% - letter (Appendix 1)
- Identify pupils with attendance at or below 92% - review attendance profile:
  - 1 period of illness – no letter
  - 1 period of absence due to family holiday / other circumstances – no letter
  - More than 1 period of absence – check for any medical reasons or other extenuating factors – if none – send letter (Appendix 2)
- Identify pupils with attendance at / below 90% - review attendance profile:
  - 1 period of illness – no letter
  - 1 period of absence due to family holiday / other circumstances – no letter

#### Multi Agency Meetings

During weekly TAC meetings, the Head, AHT, Attendance Manager and SENCo monitor individuals, classes, year groups, SEND and Disadvantaged pupils. Patterns and trends in absence/ punctuality are identified including persistent absence. Each case is considered individually and next steps identified. The attendance team will then liaise together and with parents following this.

### Celebrating Attendance

At the Mill we value the efforts that parents and children put into attending school regularly and we celebrate these in a variety of ways.

#### Weekly Celebration Assemblies

Celebration Assemblies are held every week on Friday afternoons. The class with the highest attendance receives the Attendance Cup.

#### Attendance Certificate

At the end of the year, children with 96%+ attendance receive an attendance certificate to take home and keep. Children with 100% attendance over the whole academic year are rewarded with a gold certificate.

#### Attendance WOW!

Every week, children who have 100% for that week receive a raffle ticket. Over the course of the year, there will be raffles drawn with fabulous prizes to incentivise the children.

#### Attendance Newsletter

Each week the school newsletter is used to highlight the importance of good attendance and punctuality. It regularly includes sections reminding parents of our school attendance target and what that means in terms of number of days absent. It also includes information about any initiatives which the school is using to promote attendance and punctuality. An Attendance Newsletter is sent out at regular intervals to highlight the importance of good attendance and celebrate those that are in school every day.

### Term Time Holidays

We know that term time holidays are cheaper than holidays taken out of school term time, however prolonged absences are detrimental to the progress that can be made by your children. It is estimated that for every day taken off school, it takes at least a further two days to catch up. Therefore a two week family holiday during term time could potentially take the entire remainder of the half term for children to catch up to where they were before their holiday. This would equate to no progress over a half term due to a holiday.

It is school policy to register any applications for term time holiday as unauthorised, except in exceptional circumstances. This is a governmental directive to all schools and academies.

### The Mill Attendance Strategy and Procedure

100%

The importance of good attendance, including punctuality, is communicated regularly to parents. Good attendance is celebrated and rewarded and schools have various incentives to encourage children to maintain good attendance.

95%

The attendance target set by the school is 95%. Research clearly shows that pupils achieving at or above 95% attendance benefit from significantly better outcomes than pupils who fall below this level. When a child's attendance falls below 96%, parents will be contacted, in writing, as an early alert that their child attendance may be close to falling below the expected 95%

92%

**Anything below 90% is defined as 'persistent absence'** (Government directive). Pupils falling below this level of attendance are seen to be 'persistently absent', which will have a significantly negative effect on their education. As such, parents of pupils falling below 92% attendance will be contacted, in writing, so they are aware their child's attendance is of concern and is close to the persistent absence level of 90%. Parents may be contacted to attend an **'Attendance concern' meeting** to outline targets and strategies that can support their child in improving their attendance at school.

90%

Pupils with attendance below the national floor target of 90% are considerably damaging their chances of success. Legislation states that the responsibility for a child's attendance at school lies with the parent or guardian. Parents will be written to or contacted to attend an **'Attendance concern' meeting** to outline targets and strategies that can support their child in improving their attendance at school.

**At this stage, the Headteacher will not authorise any further absences without sufficient medical evidence. This should be in the form of, but not limited to, a GP's letter, a dated prescription in the name of the student, or medicine prescribed to the student with a clearly named and dated label.**

In line with school policy, a fixed penalty notice (FPN) of £60 per parent and per child may be issued by West Sussex County Council for persistent absence.

#### Fixed Penalty Notices

In line with Government directives, may be applied for Fixed Penalty Notices **in all cases where there are 10 school sessions (five school days) or more of unauthorised absence**. Any holiday requests received from this date onwards meeting 5 or more days off school will result in a referral for a Fixed Penalty Notice. This carries a fine of £120 per parent, per child (although this will be reduced to £60 if paid within 21 days). A parent is seen as anyone with day to day care or anyone who has a legal responsibility of a child (carers and step-parents included). For example, a family of 2 parents and 3 children = £740 fine.

Please note that these fines are levied by the Local Authority, with all funds going to the Local Authority, not to the school. Non-payment may also lead to the Local Authority taking court action. The school will send out a letter following 6 unauthorised sessions and another one after 10 unauthorised sessions. At this point a referral will be made to the West Sussex FPN team.



**TKAT Crawley Attendance Process Overview – Primary**

The procedure outlined here is designed to ensure a common approach to attendance throughout all schools and year groups. It may be the case that in certain instances, extenuating circumstances may require an approach not outlined in this process. Any other procedures or support for these cases must be authorised by the Headteacher or person in charge of attendance for that school.

Attendance windows run twice every term, approximately 4 weeks into each half term. Special attention should be given to the first attendance window as data can look distorted due to the small number of school days at that point in the academic year.

%	Action	Detail	Documented Evidence
96 - 92	Letters to Parents	<b>School</b> - 'Attendance Letter 96' Appendix 1 is sent to all parents of pupils falling below 96%. The letter is an early alert and details the importance of good attendance	Letters placed on pupil file. Note of letter sent made against pupil on school attendance spreadsheet.
< 92	Letter to Parents  Possible Attendance concern meeting	<b>School</b> - Pupils below 92% in the first attendance window should be identified (see identification process below) <b>School</b> - 'Attendance Letter 92' Appendix 2 will be sent according to the generated list as an alert that attendance is close to PA <b>EWO</b> - 'Attendance concern' meetings may be scheduled with parents dependent on the attendance profile	Copy of letter placed on file. Meeting notes recorded, sent to parent and placed on file. Notes of all correspondence and meetings recorded on shared attendance spreadsheet.
< 90	Urgent Watch-List  Attendance concern meeting	<b>School</b> - Pupils below 90% (and with more than one period of absence in the first attendance window) should be placed on the <b>Urgent Watch-List</b> <b>EWO</b> - 'Attendance Letter 90' Appendix 3 <b>EWO</b> - 'Attendance concern' meetings with parents Improvement plan created and attendance monitored. <b>EWO</b> - Manage cases and pursue further action if required e.g no further absence authorised / FPN	Copies of emails should be kept on hardcopy file. Notes should be made against students' names on the shared attendance spreadsheet.

**Important Notes**

Pupils should only fall within one attendance category at any one time. Where pupils overlap, for example, they are in both < 92% and < 90% in the first attendance window, the school should ensure actions commence at the < 92% stage. This ensures parents have sufficient warning of any impending notices or legal action from West Sussex County Council.



**Identifying / screening pupils for action and intervention**

When (Attendance Windows)	School will	EWO will
<p><b>Autumn 1</b>  (4 weeks in)</p>	<ul style="list-style-type: none"> <li>• Identify pupils with attendance at or below 96% - letter (Appendix 1)</li> <li>• Identify pupils with attendance at or below 92% - review attendance profile: 1 period of illness - no letter 1 period of absence due to family holiday / other circumstances - no letter More than 1 period of absence - check for any medical reasons or other extenuating factors - if none - send letter (Appendix 2)</li> <li>• Identify pupils with attendance at / below 90% - review attendance profile: 1 period of illness - no letter 1 period of absence due to family holiday / other circumstances - no letter More than 1 period of absence - check for any medical reasons or other extenuating factors - if none - Refer to EWO</li> <li>• Identify pupils with number of 10 late marks - send letter (Appendix 4)</li> </ul> <p>At this point: Letter may need to be adapted to refer to the disproportional impact of absence on attendance at this early point in the year.</p>	<p>Contact identified pupils (Below 90% - Appendix 3) and schedule 'Attendance concern' meeting in school</p> <p>Undertake additional monitoring, strategies and intervention for ongoing 'Urgent watch cases' (from previous school year)</p> <p>Undertake strategies to promote good attendance at school as agreed with individual schools</p>
<p>(4 weeks in)</p> <p><b>Autumn 2</b></p> <p><b>Spring 1</b></p> <p><b>Spring 2</b></p> <p><b>Summer 1</b></p> <p><b>Summer 2</b></p>	<ul style="list-style-type: none"> <li>• Identify pupils with attendance at or below 96% - letter (Appendix 1)</li> <li>• Identify pupils with attendance at or below 92% - review attendance profile: 1 period of illness - no letter 1 period of absence due to family holiday / other circumstances - no letter More than 1 period of absence - check for any medical reasons or other extenuating factors - if none - send letter (Appendix 2)</li> <li>• Identify pupils with attendance at / below 90% - review attendance profile: 1 period of illness - no letter 1 period of absence due to family holiday / other circumstances - no letter More than 1 period of absence - check for any medical reasons or other extenuating factors - if none - Refer to EWO</li> <li>• Identify pupils with number of 10 late marks - send letter (Appendix 4)</li> </ul>	<p>Contact identified pupils (Below 90% - Appendix 3) and schedule 'Attendance concern' meeting in school</p> <p>Undertake additional monitoring, strategies and intervention for ongoing 'Urgent watch cases' (from previous school year)</p> <p>Undertake strategies to promote good attendance at school as agreed with individual schools</p>

**Attendance Letter 96**

[DATE]

**Attendance is below 96% – Early alert**

Dear [Parent Salutation],

In order to ensure our pupils are provided the best possible education, we have a strong focus on attendance.

**At present, your child's attendance has fallen to 96%.** This figure is based on the number of sessions attended, where a session is either in the morning or afternoon. That is, there are two sessions every day and 10 in a school week.

We understand that pupils suffer from various illnesses and this can have a heavy impact on attendance at this early stage. However, if pupils can maintain good attendance after this, they will be able to significantly raise their attendance rate and subsequently improve their progress at school.

The Department for Education issues strict guidelines to schools as research shows attendance is central to raising standards in education and ensuring all pupils can fulfil their potential. Children are expected to have attendance of at least 95% and the higher their attendance, the better they will do at school

This letter is an early alert so you are aware of your child's attendance rate and we appreciate your support with ensuring good school attendance.

Yours sincerely,

xxxxxxxxxxxxxxxxx  
Headteacher

**Attendance Letter 92**

[DATE]

**Attendance is below 92% - Attendance concern**

Dear [Parent Salutation],

**Your child's attendance at school has fallen to / below 92%.** This is based on the number of sessions attended, where a session is either the morning or afternoon session of school. That is, there are two sessions per day and ten in a school week.

Delete if after Autumn 1 - We understand that pupils suffer from various illnesses and this can have a heavy impact on attendance at this early stage in the school year. However, if pupils can maintain good attendance after this, they will be able to significantly raise their attendance rate and subsequently improve their progress at school.

The government define attendance below 90% as 'persistent absence' and your child's attendance level is close to this level. Children who are persistently absent from school will be significantly disadvantaged and will not do as well at school as they could. This has lasting impact on their academic and social development. As such, when a child is persistently absent from school, action will be taken to ensure that the child's attendance rapidly improves.

The Education Welfare Officer (EWO) will be monitoring your child's attendance to make sure that it does not decline further and that they are at school every day. The EWO may decide to contact you to discuss this further.

We are committed to working with parents to ensure good school attendance. Should you have any further questions relating to this, or if you would like any further support, please do not hesitate to contact us immediately.

Yours sincerely,

xxxxxxxxxxxxxxxxxxxx  
Headteacher

**Attendance Letter 90**

[DATE]

**Attendance is below 90% – Urgent Attendance concern**

Dear [Parent Salutation],

**Your child's attendance at school has fallen to / below 90%.** This is based on the number of sessions attended, where a session is either the morning or afternoon session of school. That is, there are two sessions per day and ten in a school week.

The government define attendance below 90% as 'persistent absence' and your child's attendance level is at / below this level. Children who are persistently absent from school will be significantly disadvantaged and will not do as well at school as they could. This has lasting impact on their academic and social development. As such, when a child is persistently absent from school, action will be taken to ensure that the child's attendance rapidly improves.

Due to the significant drop in attendance, school can no longer authorise absences without sufficient medical evidence. This evidence can be in the form of a GP's letter, prescription or medicine with a label clearly stating the name it is prescribed to and dated accordingly.

Under guidelines issued by the Department for Education, a Fixed Penalty Notice may be issued (Fine of £60 per parent and per child) if significant improvement in attendance isn't seen within a given period or if your child reaches ten unauthorised absences

I will be in contact to arrange an 'Attendance concern' meeting at school in order to avoid this action and to establish any support that may be required to ensure your child's good attendance at school.

Should you have any further questions relating to this, or if you would like any further support, please do not hesitate to contact school immediately.

Yours sincerely,

xxxxxxxxxxxxxxxxxxxx  
Education Welfare Officer

[DATE]

**Lateness**

Dear [Parent Salutation],

At school, we closely monitor children's attendance and alert parents if there is any cause for concern.

**Your child's has arrived at school late on a number of occasions.**

Please can I remind you that the school day starts at 8.55am and children need to be in school, in the classroom, at this time to be marked as present and on time. Any child arriving after 8.55am will be marked as late.

When a child arrives late, the class lesson is disturbed and this causes a problem for the teacher and the other children. Your child also misses registration and the first part of the lesson which, if happens regularly, will have an impact on their learning and how well they do at school.

We are building habits that will stay with children as they grow up and it is very important that children learn at an early age that punctuality is important and it is not acceptable to be late on a regular basis.

You will be aware that attendance is monitored closely by school and by the Educational Welfare Officer (EWO). When continuous late marks are recorded in the register, the EWO will review the reasons for the absence and may decide to contact you.

If you have any concerns or feel there are factors affecting attendance please do not hesitate to contact myself or the class teacher.

Yours sincerely,

xxxxxxxxxxxxxxxxxxxx  
Headteacher

Absence letter

Dear

Child's Name:

Class:

Pupil name was off school on the date/s below. We have tried to contact you about this but as yet we do not have any reason for this absence.

I am sure you will understand the importance of keeping a close check on student attendance and as you may be aware, any absence for which no acceptable reason has been received, must be classed as unauthorised.

Please contact the school on each day of any future absence and if your call is not answered, please leave a message on our absence line.

In this instance, can I ask that you complete the slip below and return to the school office as soon as possible.

Yours sincerely,

Mrs Madalen Haines

Attendance Officer

.....

Child's name:

Child's Class:

Dates of absence:

Reason for absence(s): .....

.....

.....

Signed .....

West Sussex Fixed Penalty Notice Team Guidance

## **A BRIEF GUIDE TO FIXED PENALTY NOTICES**

[FPN.EWS@westsussex.gov.uk](mailto:FPN.EWS@westsussex.gov.uk)

**Pupil Entitlement: Investigation**

**Advice Line:**

03302 228200

**Sections 444 Education Act 1996**

**Anti-Social Behaviour Act 2003**

**Crime and Disorder Act 1998**

### **What is a FPN?**

It is a fine given for unauthorised absence from school, rather than the matter being brought before the courts. It is issued per parent, per child. Please note **only** a Head Teacher can authorise absence from school.

### **Who issues them?**

In West Sussex the Local Authority issues them through the Pupil Entitlement: Investigation

### **When are they used?**

When a pupil has a minimum of 10 school sessions recorded as unauthorised in a 10 school week period; a school day is two sessions AM and PM.

This includes; any absence marked in the register as unauthorised.

Persistent late arrival at school after the register has been taken and is recorded as an unauthorised absence.

A holiday in term time which has not been authorised by the Head Teacher. The Government has directed Head Teachers may only grant leave for a holiday in exceptional circumstances.

FPNs can also be used during the first 5 days of exclusion. Parents are made aware of the consequences by letter when a child is excluded from school.

### **How much is the FPN?**

The FPN is issued with an invoice for £120 and 28 days are given for you to settle the Penalty.

If the FPN is paid within the first 21 days the amount payable is reduced to £60.

### **How do I pay?**

The information on how to pay is included on the FPN. Payment cannot be made in part or by instalments.



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### **What happens if I don't pay?**

If you don't pay within the 28 days the Authority will consider instigating a prosecution in the Magistrates Court for the offence of poor school attendance. If proven this could result in a fine of up to £1000 per parent per child and/or a parenting order or a community service order and also costs.

Please note under the Prosecution of Offences Act 1985 (Criminal Courts Charge) Regulations 2015 the court will automatically include Costs to the court of a minimum of £150 if you are found guilty of the offence. This is in addition to any other costs requested by the prosecution.

### **Can I appeal?**

There is no statutory right of appeal once a Notice has been issued.

### **Can I be prosecuted if I pay the Fixed Penalty Notice?**

You cannot be prosecuted for the period of absence identified in the Fixed Penalty Notice. You may subsequently be prosecuted for further periods of unauthorised absence from school. Each case is considered on an individual basis.

### **\*\* REMEMBER \*\***

School staff would much rather work with parents/carers to resolve poor attendance than resort to enforcement actions like Fixed Penalty Notices or Court

#### **Pupil Entitlement: Investigation**

Fixed Penalty Notice Team  
Pupil Entitlement: Investigation  
West Sussex County Council  
Centenary House  
Worthing  
West Sussex  
BN13 2QB

**Email:** [FPN.EWS@westsussex.gov.uk](mailto:FPN.EWS@westsussex.gov.uk)





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Appendix 7

**Letter sent when 6 unauthorised absences**

Dear .....

**School Attendance: Education Act 1996/Section 23 Anti Social Behaviour Act & Section 16 Crime and Disorder Act**

Pupil .....

Date of birth.....

School .....

Attendance percentage .....

It has come to our notice that ..... has ... unauthorised absences from school since..... I have enclosed a copy of his/her attendance certificate for you information.

The Local Authority is able to issue Fixed Penalty Notices to parents of pupils who have 10 or more unauthorised absences in a 10-week consecutive period.

We aim to work with parents to help all pupils achieve their full academic potential and full attendance at school. As ..... has already had some unauthorised sessions and his/ her attendance is of concern please contact ..... at your earliest convenience to discuss this matter.

I enclose a leaflet that explains more about unauthorised absences and the Fixed Penalty Notice process.

Yours sincerely

Toria Bono  
Assistant Headteacher



**Mill Primary**  
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Appendix 8

**Letter sent with 10 unauthorised absences**

Dear

**School Attendance: Education Act 1996/Children Act 1989**

**Pupil:**

**Date of Birth:**

**School:**

Further to my letter dated ..... regarding .....’s unauthorised absences. Unfortunately s/he has accrued further unauthorised absences so the matter has now been referred to the Education Welfare Service at West Sussex County Council.

I have enclosed a copy of .....’s attendance certificate for your information.

If you would like to discuss this further please contact me on

Yours sincerely

Mrs Toria Bono

Assistant Headteacher



**Mill Primary**  
**Attendance and Punctuality Policy**



Appendix 9

**Holiday in term time letter**

Dear

**School Attendance: Education Act 1996, Section 23 Anti Social Behaviour Act and Section 16 Crime & Disorder Act.**

Your request to take a family holiday during term time has been denied. I am sure you will appreciate how extended absence from school during term time can seriously disrupt your child/ren's progress. I am reminding you that if you do remove your child/ren during this period and they accrue 10 or more unauthorised absences (5 or more days) you may be issued with a Fixed Penalty Notice for each child.

A Fixed Penalty Notice is £120 and could be issued per child to each parent taking the child(ren) on holiday and should be paid within 28 days. However if the penalty notice is paid within 21 days the sum payable is £60 per child to each parent..

Should the fines remain unpaid at the end of this period of time you may be prosecuted for failing to ensure regular and punctual school attendance of your child/ren. This is a criminal offence under Section 444 of the Education Act 1996 and carries a maximum fine of £1,000 per parent.

There are only 190 days in the school year which means that there are 175 non-school days left for holidays, treats and shopping. It is in everybody's interest to avoid the consequences of a child's unlawful extended absence from school so I hope that this letter gives you the opportunity to think carefully about your decision to take your child/ren out of school during term time.

Yours sincerely

Headteacher



**Mill Primary**  
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Appendix 10

**Education Absence Letter**

Dear

**School Attendance: Education Act 1996/Children Act 1989**

**Pupil:**

**Date of Birth:**

**School:**

Further to my letter dated ..... regarding .....’s absence from school due to a family holiday. The matter has now been referred to the Fixed Penalty Notice Team at West Sussex County Council.

I have enclosed a copy of .....’s attendance certificate for your information.

If you would like to discuss this further please contact me on

Yours sincerely

Madalen Haines  
Attendance Officer



**Mill Primary**  
**Attendance and Punctuality Policy**



Appendix 11

**Medical parental permission**

Dear

**Pupil:**

**Date of birth:**

**School:**

I am sorry to see that        has some health difficulties, which are affecting his/her attendance at school. For your information a copy of the current record of        's school attendance is enclosed.

It may now be helpful to ask your GP for advice as to whether this problem will continue to mean that your child may be absent from school. Or, alternatively you may prefer to give me written permission to contact your GP. I would like to emphasise that I will not ask for, and a GP will not give me, any information that does not relate to school attendance. This would be of help to plan for        's future school attendance, and if you wish me to do this please would you complete and return the attached form.

If you would like to discuss this with me please do not hesitate to contact me on the above number.

Yours sincerely

Madalen Haines  
Attendance Officer



**Mill Primary**  
**Attendance and Punctuality Policy**



Appendix 12

**Letter to Dr following parental permission**

Dear Dr

**School Attendance: Education Act 1996/Children Act 1989**

**Pupil:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**School:** \_\_\_\_\_

Under collaborative working arrangements, I am writing to you with regard to ongoing concerns about (name of child's) irregular school attendance.

(Name of child's) parents have reported that he/she has been too unwell to attend school for a number of sessions this academic year.

(Mr/Mrs ..... ) has given me permission to contact you. A copy of the consent is enclosed together with an attendance certificate for your information.

In order to determine the appropriate way forward, could I request your written observations and professional opinion regarding (name of child's) health and his ability to attend school on a regular basis.

I look forward to receiving your response as soon as possible.

Yours sincerely

Madalen Haines  
Attendance Officer