



St. Anselm's College
Edmund Rice Academy Trust

Attendance Policy

Version 1.3

Mission Statement:

Our Catholic Community offers a learning environment for us to develop our God given talents and to recognize Christ amongst us. We respect the dignity of God's creation and, inspired by Gospel values, seek to serve one another.

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St. Anselm's College

Edmund Rice Academy Trust

Introduction

Regular and punctual College attendance is important. Students need to attend College regularly if they are to take full advantage of the educational opportunities available to them by law. All Wirral Schools / Colleges fully recognise their responsibilities to ensure students are in College and on time, therefore having access to learning for the maximum number of days and hours. It is also the responsibility of parents / carers to ensure that their child attends regularly and on-time and this policy sets-out how we will work together to achieve this.

Attendance is given a high profile in College because we know how important it is. It is discussed at College assemblies, parents' evenings, staff meetings and governors' meetings. It is also included in College reports and newsletters. Visual displays highlighting the importance of good attendance and punctuality are in prominent positions throughout the College.

The Supreme Court ruling in April 2017 in the case of Platt v Isle of Wight ruled that regular attendance is in accordance with the rules prescribed by the College. In Colleges this is interpreted as every day that the College requires a child to attend unless the absence has been approved by the Headteacher.

Full time is the whole of the time education is being offered – i.e. the timetable of the College

Ensuring a child's regular attendance at College is a parent's legal responsibility and permitting absence from College without a good reason creates an offence in law and may result in prosecution. This policy applies to all children registered at the College and this policy is made available to all parents/carers of students who are registered at the College on the website.

For the purposes of this policy and other College attendance issues, a parent is as defined under section 576 of the Education Act 1996

- All natural parents, whether they are married or not;
- any person who, although not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person;
- any person who, although not a natural parent, has care of a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law.

Parents who do not ordinarily reside with the child may also be subject to Education Penalty Notices depending on the circumstances

This policy has been written to adhere to the relevant Children Act (2004), Education Act (1996) Anti-Social Behaviour Act 2003 and Education & Inspections Act 2006, Regulations and Guidance from the Department for Education (2019) and links to other to guidance to College from the Local Authority.

Although parents and carers have the legal responsibility for ensuring their child's good attendance, the Headteacher's and Governors at our College work together with other professionals and agencies to ensure that all students are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

Children who are persistently late or absent soon fall behind with their learning. Children who are absent from College frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. A child whose attendance drops to 90% each year will, over their time at primary school, have missed two whole terms of learning.

Research from the Department for Education shows that missing College for just a few days a year can damage a students' chances of gaining good GCSE's (DfES 2016).

In one Wirral School the GCSE results in 2017 there was a 35% difference in the numbers of students achieving five standard passes with attendance above 95% compared to those with attendance below 80%.

Attendance Expectations:

Parents/Carers:

Parents/Carers have a legal responsibility to ensure that their child attends College regularly; and is in College for every lesson. Parents/carers may be issued with an Education Penalty Notice or prosecuted if a child does not attend College regularly and punctually.

- To ensure children attend College every day;
- To trust that College staff will contact parents/carers during the College Day if a child is too unwell to be in College;
- To ensure that College have more than one set of contact details and that these are kept updated;
- To inform College, by phone or in person, if a child is unable to attend on the first day of absence;
- To make all medical appointments outside College hours whenever possible;
- To ensure that their child arrives at College on time (8.40am). A reason should be offered for any lateness;
- To ensure that their child is collected on time at the end of the College Day;
- To work closely with the College and attendance officers to resolve any problems that may impede a child's attendance;
- To take family holidays during College holiday periods and be aware that requests for holidays during term time will only be approved in exceptional circumstances;
- To be aware of curriculum requirements and be especially vigilant with regards to attendance during important academic times such as external examinations
- To provide evidence, if requested, if there are repeat absences for medical reasons.
- Informing the College in advance of any medical appointments in College time. For the absence to be recorded as a medical absence we do require evidence from the doctor or dentist (appointment card/letter)
- Making requests for authorised leave of absence in term time, only if absolutely necessary as these are not automatically authorised.
- Talking to the College as soon as possible about any child's reluctance to come to College so that problems can be quickly identified and dealt with.
- The Education Act [1996] Section 444 requires parents to ensure that their children receive full-time education which suits their needs. Parents who fail in this duty may be prosecuted via the courts and fined up to £2 500 or, in some cases, imprisoned. The Anti-Social Behaviour Act

[2003] Section 23 also indicates parents may be issued with a Fixed Penalty Notice if their child's absence from College is unauthorised. Fixed Penalty Notices are for £60 if paid within 21 days and £120 if paid within 28 days.

Absence Procedures:

If a child is absent parents/carers must contact the College as soon as possible on the first day of absence, by telephoning the **College student absent line on 0151 458 7166 or 0151 652 1408 and press 1** or calling-in in person to the College.

If a student's poor attendance record continues parents/carers will be asked to meet with the students

Head of Year, Pastoral Deputy and or Attendance Officer to resolve the problem, but you can approach the College at any time if you are having problems getting your child into College.

Parents/carers should contact the College by 8.30am on the first day of their child's absence. When parents/carers notify College of their child's absence it is important that they provide College with student's name, form and details of the reason for their absence.

This information is used to determine whether the absence is recorded as authorised or unauthorised. The Headteacher in each College has the authority to determine whether absences are authorised or unauthorised.

If staff have not received reasons for a student' absence, they will contact parents/carers requesting these details. If they cannot make contact to confirm the reason, then the absence will be recorded as an unauthorised absence (Attendance Code O). Unauthorised absences can result in an Education Penalty Notice being issued by the Local Authority.

Medical Evidence:

At times the College may need more evidence, particularly if there are repeat absences for medical reasons.

The College will accept the following as medical evidence:

- Doctor's certificate
- Appointment card- Date stamped
- Medication in the name of the child
- Prescription
- Text message from doctors or NHS confirming an appointment
- Care of the chemist –date stamped slip to show medical advice has been sought
- Appointment letters from hospital, doctor or dentist

This is not an exhaustive list.

In some cases, the College may need to ask parents/carers about getting Wirral Schools Nursing team involved and/or a Doctor if there are particular concerns about health-related absences.

First Day Contact

Where a child is absent from College and College have not received any verbal or written communication from the parent, then a first day contact process will be initiated.

- A message is sent to parents/carers via SIMS mobile phone app requesting a reason for absence.

If a child remains absent with no contact from parent/carer:

- College will text parents/carers via the SIMS app to advise that their child is not in College and no reason for absence has been given.

Parents may receive a home welfare visit from either College staff for safeguarding reasons.

If because of medical and/or mental health needs, the absence is likely to continue for an extended period, a referral may be made to external organisations for further support e.g. Wirral Continued Home Education Services. There is a dual referral process to access support from the Home Education Service; a medical referral which is supported by a College referral. Medical referrals must come from a paediatrician, NHS specialist consultant, CAMHS psychiatrist or senior CAMHS therapist/psychologist. The medical referral is the trigger for students to be eligible for home education, College referrals alone cannot usually be considered.

Stepped Interventions

The following interventions will be considered to support good attendance of 97% and above.

97% - 95%	Early Warning	Early warning letters, phone calls home, monitored by form teachers and HOY
95% - 92%	College Monitoring	Letters to targeted families, 1:1 meetings, home visits
92% to 90%	College Intervention (stage 1)	Attendance Report Card College letter to raise awareness of Fixed Penalty process, continued College support .
90% and below	Attendance Service and College Intervention (stage 2)	Attendance Panel, Parenting Contract, Attendance Report Card, Meeting with Locality Attendance Officer and possible Education Penalty Warning or Notice which could lead to prosecution
Unauthorised attendance that falls below 75% is a very serious concern.		

The electronic registration system provides many reports and information that assist the College to monitor attendance. These reports will be accessed when relevant and provide information to assist the College to strategically manage attendance issues. The Local Authority will also have access to this information and will use the reports to support their role.

Lateness:

Poor punctuality is **not acceptable**. If a student misses the start of the day, they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving students also disrupt lessons and this can be embarrassing and upsetting for the child.

Lateness can also encourage absence as some students would rather not attend College at all than arrive late.

How we manage lateness:

- Each student is expected to be in College at the start of the College day by 8.40am.
- Registers are marked by 8.50am and students will receive a late mark if they are not in by that time.
- At 9.30am the registers will be closed – in accordance with the Regulations, if students arrive after that time, they will receive a “U” mark that shows them to be present on site, but this will not count as a present mark in law and it will mean they have an unauthorised absence. This means that parents/carers may face the possibility of an Education Penalty Notice if the problem persists.
- Any late students should enter College through the main entrance and sign in using the electronic sign in Inventory – they must also explain to a member of staff in reception why they are late.
- If lateness becomes a regular occurrence, it will be treated in the same way as unauthorised absence and parents/carers will be contacted and may be invited into College to discuss the reasons.

- Students who are late on 2 or more occasions in a week without a reasonable excuse for lateness are put on Early Morning Report – a letter is sent home to parents. Students are required to sign in at reception on Inventory by 8.30am for 5 consecutive days.

What is expected of the Students

Students have a responsibility to themselves and others to play a positive role in the life of the College and to make the most of the educational opportunities available.

Students are expected:

- To do all they can to attend College regularly and punctually;
- To promptly arrive to all lessons
- To inform a trusted adult if there is a reason, they are not happy to attend College;
- To be aware of their attendance targets and work towards meeting them.

What is expected of the College

Attendance will be positively supported wherever possible and the promotion of good communication and co-operation between all parties involved will be paramount.

St. Anselm's College is expected to:

- To create a College ethos that students want to be part of;
- To meet the legal requirements set out by Government;
- To give a high priority to attendance and punctuality;
- To develop procedures that enable the College to identify, follow up and record unauthorised absence and patterns of absence;
- To consistently record authorised and unauthorised absences on the register using the correct attendance code (see table Appendix 1);
- To develop a range of effective strategies to follow up intermittent and long-term absenteeism and promote good attendance;
- To encourage open communication channels between home and College to improve attendance and punctuality
- To develop procedures for the reintegration of long term absentees;
- To seek advice from the Locality Attendance Officer (LAO) any student whose attendance causes concern and where parents/carers have not responded to College initiatives to improve.
- To develop procedures leading to a formal referral to the Local Authority;
- To adequately provide for students with difficulties, within the bounds of resources available.
- To give parents/carers data on attendance in a regular newsletter;
- To regularly update Governors about College attendance and attendance concerns;
- To report regularly to parents (for example, at Parents Evening) on how their child is performing in College, what their attendance and punctuality rate is and how this relates to their attainment;
- To celebrate good attendance by displaying achievements;
- To reward good or improving attendance or punctuality.

Class and Form teachers are responsible for:

- Taking a class/form register at the start of each lesson (Within the first 10minutes)
- Informing the school office immediately via email or phone if a student is missing from their lesson.
- Await a response from the office - if no response is sent, contact the safeguarding team/SLT immediately. Do not leave the concern – always follow up. As a last resort send a student with a note to the office asking for support.
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers
- Informing the Attendance and Welfare Officer where there are concerns and acting upon them
- Providing background information to support referrals
- Monitoring follow-up once actions have been taken to correct attendance concerns
- Emphasising with their class the importance of good attendance and punctuality
- Following up uncleared absences with immediate requests for explanation which should be noted on SIMS register or reported directly to Attendance and Welfare Officer
- Discussing student attendance at Parents' evenings

The Role of the Attendance and Welfare Officer in College

The Attendance and Welfare Officer is responsible for:

- Overall monitoring of College attendance
- Trends in authorised and unauthorised absence
- Contacting families where concerns are raised about absence, including arranging meetings to discuss attendance issues
- Monitoring individual attendance where concerns have been raised
- Seek advice from the Attendance Service
- Providing reports and background information to inform discussion with the Locality Attendance Officer (LAO)
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence
- Analysis of Attendance data to identify trends over time for whole College, year groups, disadvantaged and vulnerable groups
- Write Attendance Action Plan for College and review progress termly
- Collating and recording registration and attendance information
- Taking and recording messages from parents regarding absence
- Reporting weekly attendance figures
- Making first response calls to parents of absent children where no contact has been made
- Recording details of children who arrive late
- Keeping an overview of whole College, class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers and reporting concerns to the Inclusion Leader
- Sending out standard letters regarding attendance
- Arranging and attending Attendance Panels which may include the Locality Attendance officer (LAO) and keeping records

Other members of the College's team who are responsible for attendance are:

- The Headteacher who decides on the classification of absences and puts the cases forward for prosecution or an Education Penalty Notice;
- The College Governors, who are responsible for overseeing College attendance and agreeing policies and procedures;
- The Pastoral Team for rewarding attendance and supporting the Attendance and Welfare officer

Celebrating good attendance

The College recognise and celebrate good and improved attendance. A range of strategies are used for example:

- Attendance display in classrooms;
- Celebrating individual /Form class and year group attendance % in assemblies each week;
- Whole College Attendance displays which are updated regularly;
- Weekly and half-termly certificates to recognise students who have reached College target attendance of 97% or above;
- Letters/postcards/achievement points are sent home to recognise and celebrate improved attendance (especially where a pupil has been in the category of "persistently absent", but has now achieved above 90% attendance);

What is expected of the Local Authority

The Local Authority has a responsibility to provide education and promote regular attendance of all statutory school age children.

The LA is expected:

To provide support to the College and parents/carers to fulfil their legal duty. The Attendance Service is the enforcement agency of the LA, as well as providing guidance and support through its officers;

- To use sanctions such as Education Penalty Notices or prosecutions in the Magistrates Court as and when appropriate.

Types of absence

Every half-day absence from College has to be classified by the College, as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of each absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from College for reasons such as illness, medical/dental appointments which unavoidably fall in College time, emergencies or other unavoidable cause.

Acceptable reasons for an authorised absence:

Leave of absence authorised by the College but not a holiday (**Code C**)

Excluded from College but no alternative provision made (**Code E**)

Holiday authorised by the College (**Code H**)

Illness (**Code I**)

Medical or dental appointments (**Code M**)

Religious Observance (**Code R**)

Study Leave (**Code S**)

Gypsy, Roma and Traveller absence (**Code T**)

Unauthorised absences are those which the College does not consider reasonable and for which no “leave” has been given. It is this type of absence which can lead to the Authority using sanctions and/or legal proceedings and includes:

Holiday not authorised by the College (**Code G**)

Reason for absence not yet provided (**Code N**)

Absent from College without authorisation (**Code O**) This may include shopping and birthdays.

Arrival in College after registration closed (**Code U**)

Whilst any child may be off College because they are ill, sometimes they can be reluctant to attend College. Any problems with regular attendance are best sorted out between the College, the parents and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. Covering up gives the impression that attendance does not matter and usually make things worse.

In the case of unauthorised absences, an Education Penalty Notice may be issued. Head Teachers may submit a written request to the Attendance Service using the appropriate proforma asking for a Warning Letter and subsequently an Education Penalty Notice to be issued to parents/carers.

Persistent Absenteeism (PA) is when a pupil misses 10% or more (19 days) across the full College year for whatever reason. Absence at this level is doing great harm and parent’s and pupil’s complete support is needed to address this.

The College will give priority to any pupil either at the PA level or at danger of reaching it and parents/carers will be informed of this immediately so that together a plan can be agreed and put in place to get that child back into College.

Holidays in Term Time

In line with Government guidance, leave of absence in term time will only be considered in the most exceptional of circumstances. The principles for defining exceptional are: rare, significant, unavoidable and short, with unavoidable meaning an event that could not reasonably be scheduled at another time.

Taking holidays in term time will affect your child’s education and parents are discouraged from withdrawing their child from College during term time and we ask all parents to consider that **that any savings you may make by taking a holiday in College time are offset by the cost to your child’s education.**

There is no automatic entitlement in law to a leave of absence in College time to go on holiday.

All applications for leave of absence must be made in advance on the leave of absence request form which can be obtained from the College website.

Any period of leave taken without the agreement of the College, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as an Education Penalty Notice.

Education Penalty Notices

Penalty notices can be issued to each parent for the following reasons:

- (A) The child has had 10 or more sessions, where a session is half a day, of absence in a period of no more than one term or two half terms.
- (B) The child has 10 sessions of unauthorised leave of absence in term time and the Headteacher has advised the parent in writing that the leave of absence does not constitute the Headteachers view of an exceptional circumstance.
- (C) The child has taken leave of absence in term time without parents requesting authorisation from the College.
- (D) The child arrives late after the registers are closed (using code U) on 10 or more separate occasions in any one term or two half terms.
- (E) An exclusion has taken place, and the parent has allowed the child to be present in a public place during College hours, without reasonable justification, during the first five days of a fixed or permanent exclusion.

In b), c) and d) subsequent unauthorised absence may not be subject to a penalty notice as the parent will be made aware that to repeat this would be committing an offence and the Local Authority may prosecute for a repeat offence.

Education Penalty Notices will be issued by post. Payment of an Education Penalty Notice is £60 if paid within 21 days and £120 if paid after this time but within 28 days. Education Penalty Notices will be issued to each parent for each child. The exception to this would be where a parent has taken a child on unauthorised leave of absence without the consent of the other parent.

The Local Authority retains any revenue from the Education Penalty Notices to cover enforcement costs. Non-payment of an Education Penalty Notice will result in the withdrawal of the notice and may trigger a prosecution of parents/carers by the Local Authority under Section 444 Education Act 1996.

There is no right of appeal by parents/carers against an Education Penalty Notice.

Removal from roll

College can only remove a child from their College roll under certain circumstances and when they do so they are required to inform the Local Authority of the details of the child and their new College and any change of address. In order for them to be able to do this parent must provide these details to College preferably before leaving the College.

If a child stops attending a College and their whereabouts are unknown despite any enquiries made by the College, then the College will be required to refer the child to the Local Authority as a **Child Missing in Education**.

Elective Home Education

One of the grounds under which a child can be removed from a College roll is if the parent notifies the Headteacher in writing that they are withdrawing their child from the College and taking full responsibility for the child's education. Again, the College must notify the local authority of this, and they will make arrangements for the parent and child to be visited.

Parents/Carers should be aware that this is not a route to obtaining a place in a College of their choice which may have previously been declined or a way of accessing alternative provision. If after a period of Elective Home Education, a parent decides that their child's needs are best met back in a College, then the first steps should be to try and return to their previous College.

Whilst it is a parent's right to choose this option for their child, if the child is placed in a special College the local authority must agree to the child being Electively Home Educated.

Flexi-Schooling

Whilst flexi-schooling is not encouraged, some parents prefer this option rather than removing their child completely from College to be Electively Home Educated. However, this option has to be in agreement with the Headteacher as for the periods that a child is not in College they must be recorded as absent using a Code C.

Part-time timetables and re-integration plans

Sometimes some students are not able to manage being in College full-time especially after a period of absence or when they are moving to a special College or base from a mainstream College or vice versa. In these situations, a part-time timetable may be agreed however this should only be a short term measure as the time that the child is not in College still counts as an absence and is recorded using the Code C.

Children Looked After

The attendance of children in the care of the Local Authority is monitored by the Headteacher and Governors of the Virtual College. The use of the B and X codes for these children must be agreed with the Headteacher of the Virtual College. The use of an N in the register for these children should be very rare as reasons for their absence should be obtained within the same day either directly or via the child's social worker.

Monitoring and review

This policy will be reviewed regularly by the Local Authority and updated in accordance with any new legislation or guidance or changes to any other relevant procedures or documents.

Related policies

Education Penalty Notices Procedure for Unauthorised Absences and Exclusions
Enforcement Procedure
Children Missing in Education Procedure
Elective Home Education Procedure

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Wirral Attendance Service

Please do not hesitate to contact your named Locality Attendance Officer if you have any attendance related queries, or email:

schoolattendance@wirral.gov.uk

Appendices

Appendix 1	Attendance Codes
Appendix 2	Local Authority Application for leave during term-time
Appendix 3	Letter to Parents / Carers: "Attendance Expectations"
Appendix 4	Letter to Parents / Carers: "Attendance below 90%"
Appendix 5	Letter to Parents / Carers: "Absence reason request"
Appendix 6	Letter to Parents / Carers: "Home visit, no answer letter"
Appendix 7	Letter to Parents / Carers: Attendance Support meeting: letter 1
Appendix 8	Letter to Parents / Carers: Attendance Support meeting: letter 2
Appendix 9	Letter to Parents / Carers: Attendance Support meeting: letter 3
Appendix 10	Attendance Report Card
Appendix 11	Samples of celebrating good / improved attendance, letters to parents / certificates, etc.

Appendix 1

Attendance codes

A set of standard codes are used consistently within the register. These codes are input into the electronic register as required and are used to give depth of meaning to the register and provide statistical meaning to the absences.

Code	College Meaning	Statistical Meaning	Note
/	Present (AM)	Present	
\	Present (PM)	Present	
B	Off-site educational activity	Approved Educational Activity	Used for a supervised educational activity that has been agreed by the College. Not to be used where a pupil is at home completing College work.
C	Leave of absence authorised by the College	Authorised absence	Exceptional circumstances but not a holiday
D	Dual Registered – at another educational establishment	Neither absent nor present for statistical purposes	Pupil scheduled to attend at the other College at which they are registered
E	Excluded but no alternative provision made	Authorised absence	Alternative provision must be made from the sixth day of any fixed period
G	Holiday not authorised by the College or in excess of the period determined by the head teacher	Unauthorised Absence	Cannot be changed retrospectively
H	Holiday authorised by the College	Authorised absence	Exceptional circumstances. Application made in advance.
I	Illness (not medical or dental appointments)	Authorised absence	Parents/carers should notify College on the first day of absence. Can ask parents to provide medical evidence (e.g. prescription, appointment card) if the authenticity of illness is in doubt. Can record absence as unauthorised if not satisfied but should advise parents of this decision.
J	At an interview at another educational establishment or employer	Present	Interview to transfer to another educational establishment
L	Late arrival before the register closed	Present	Registers close at 9.30am
M	Medical or dental appointments	Authorised absence	
N	Reason for absence not yet provided	Unauthorised absence	Amend once the reason is known. If no reason is provided after two weeks, it should be replaced with code O
O	Absent from College without authorisation	Unauthorised absence	Given if College is not satisfied with the reason given

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P	Participating in a supervised sporting activity	Present	Approved by the College and supervised by someone authorised by the College
R	Religious observance	Authorised absence	May need to seek advice from the religious body
S	Study Leave	Authorised absence	
T	Gypsy, Roma, Traveller absence	Authorised absence	Travelling for occupational purposes. Agreed with the College but not known if the pupil is attending elsewhere. If it is known where the child is attended, they should be dual registered.
U	Arrived in College after registration closed	Unauthorised absence	
V	Educational visit or trip	Present	Includes residential trips
W	Work experience	Present	
X	Not required to be in College	Attendance not required	When non-compulsory College age children are not expected to attend. If a child is expected to attend full time whilst still not of compulsory College age this code should not be used. Use of this code can hide other safeguarding concerns.
Y	Unable to attend due to exceptional circumstances	Attendance not required	College site closed, transport provided by the College or LA is not available, local or national emergency results in widespread disruption to travel
Z	Pupil not on admission register	Attendance not required	Register set up in advance of students joining the College
#	Planned whole or partial College closure	Attendance not required	Bank holidays, up to five INSET days and use of College as a polling station

Appendix 2.

Application for Leave During Term Time

Parents/Carers must ask permission for their child to be absent during term time, and it is at the Headteacher's discretion to decide whether or not the absence will be authorised. The Headteacher may authorise leave during term time for *exceptional circumstances only*. If leave is taken without permission, or no application is made, parents/carers risk being issued with an Education Penalty Notice. Parents/Carers wishing to apply for their child to have leave of absence from College should complete this form and return it to College for authorisation at least two weeks before the proposed leave.



REQUEST FOR PUPIL ABSENCE DURING TERM TIME:			
PARENT/CARER SECTION:			
Surname of Student:		First Name:	
Date of Birth:		Form:	
Full Name of Parent (1):			
Address of Parent (1):			
Post Code:		Telephone No:	
Full Name of Parent (2):			
Address of Parent (2):			
Post Code:		Telephone No:	
Reason for Absence:			
Do you consider this request to be due to exceptional circumstances? If so, please outline the reasons why			
Dates of proposed absence:		From:	To:
Would your son/son's miss any national tests or examinations (please circle) If so, please give dates, reasons, and number of College days leave below		YES	NO

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Are there any other siblings? If yes, please state their name/s and school/s they attend below	YES	NO
Parent/Carer signature		Date:

COLLEGE SECTION							
Holiday in Term Time:	Approved No of College Days:			Not Approved No of College Days:			
Reasons:							
Headmaster's signature:				Date:			
Absence Code:	C	G	H	J	P	W	Other

Sample Letter

Appendix 3- "Attendance below 90% - PA"

[First name / surname]

[Address 1]

[Address 2]

[Address 3]

[Postcode]

[Insert date]

Dear [insert parent / carer name],

If your child's attendance is below 90%, they are classed as a 'persistent absentee'. We understand that children can be absent due to illness, however, we need to ensure that all children are accessing the good teaching and learning we offer to succeed, not just at XXXXXXXX, but when they leave for high College and later on in life.

If your child's attendance falls below 90% and has absence due to illness, we will require medical evidence. This could be in the form of a doctor's note or prescription for medication. This is important for us to be able to maintain accurate records. It also helps us identify areas where we can support too. If we fail to receive evidence the absence will not be authorised.

Please be aware that as part of the ongoing support we are offering parents to improve attendance, we may contact you via telephone, write to you or make a home visit to see how we can work together to improve your child's attendance. If your child's attendance does not improve you are liable to prosecution by the Local Authority, but it is our aim to support you and your family to see that attendance is improved so this does not happen.

We look forward to working with you.

Yours sincerely,

[Insert name]

Headteacher

Sample Letter

Appendix 4 - “Attendance below 90% - PA”

[First name / surname]

[Address 1]

[Address 2]

[Address 3]

[Postcode]

[Insert date]

Dear [insert parent / carer name],

Although we appreciate that children do become poorly on occasion, we still need to ensure that all children are accessing the good teaching and learning that we offer and support our parents where we can for them to be able to access this.

Unfortunately, I am writing to you today to inform you that the attendance of (child’s name) has fallen below 90% (insert child’s percentage attendance). A pupil with attendance below 90% is classed as a ‘Persistent Absentee’ by the Department for Education.

We believe that it is important that all parents are aware of their children’s attendance figures so that we can work together in order to raise attendance for every child as soon as possible.

We will continue to monitor (child’s name) attendance closely and keep you updated.

Please do not hesitate to contact our Attendance Leaders, [Name], or our Attendance Officer [Name], for further information or if you would like support and advice in achieving this target.

Yours sincerely

[Insert name]

Headteacher



Sample Letter
Appendix 5 - “Absence reason required”

[First name / surname]
[Address 1]
[Address 2]
[Address 3]
[Postcode]

[Insert date]

Dear [insert parent / carer name],

Attendance and punctuality are very important to us here at XXXXXXXX and we are striving to build firm foundations of both in order so your child will be ready to start secondary College, further education and employment understanding their importance.

According to our records (child’s name) has been absent on the date/s shown below and we have not yet received an absence note or telephone call giving the reason. Several attempts were made to contact you without success.

It is your responsibility as a parent to contact College on the first day of your child’s absence before 8:30 a.m. to let us know why your child is not in College. We are legally required to record reasons for absence from College, therefore until we hear from you any absence will remain unauthorised.

Will you please enter the reason/s for (child’s name) absence next to the dates on the slip below and return it to College as soon as possible.

Yours sincerely
Name
[Inclusion Officer / Lead]

(Students name and class)

(date absent)

I have written the reason/s for absence next to the relevant date/s

Signed _____ Parent

Sample Letter

Appendix 6 - “Home visit – no answer”

[First name / surname]

[Address 1]

[Address 2]

[Address 3]

[Postcode]

[Insert date]

Dear [insert parent / carer name],

A member of staff called at your address today.

This was because we had not heard from you by 10:30am regarding the absence of your child. College made several attempts to contact you on the numbers you had provided, but as we were unable to reach you for an explanation, we attempted a home visit to ensure all was well.

If we are still unable to get a response from you by the end of the College Day, we may need to report this to the police as a safeguarding concern.

This procedure is in place to ensure that we know where your child is and that you are all safe. Please call the College ASAP on [insert contact number] to let us know why your child is absent today.

If your child is off in the future, please follow the absence reporting procedure, by calling the College office by 9:30am on their first day of absence.

Yours sincerely

[Insert name]

Headteacher

Sample Letter

Appendix 7 - “Attendance Support meeting – letter 1”

[First name / surname]

[Address 1]

[Address 2]

[Address 3]

[Postcode]

[Insert date]

Dear [insert parent / carer name],

Attendance Panel Meeting

I am writing to express concern regarding (child’s name) level of attendance at College which has now fallen to (%) and to invite you to an Attendance Panel Meeting to discuss how we can improve the situation. The meeting will be with () and () together we will identify the concerns and draw up a very brief Action Plan. This will include a target for attendance and a review date.

We are keen to help you to ensure that (child’s name) attends College as regularly as possible and makes good progress in College. We would like to meet with you at (time and date). **If you are unable to attend for any reason, please telephone me on [insert telephone number] and if necessary, we will reschedule the meeting.**

Please note that parents who refuse to cooperate with Attendance Panel Meetings may be referred to the Attendance Service who may issue an Education Penalty Notice of £60 if paid within 21 days or £120 if paid within 28 days. Parents who do not pay the Education Penalty Notice may be prosecuted under Education Act 1996, Section 444.

Yours sincerely

[Insert name]

Headteacher

Sample Letter Appendix 8 - “Attendance Panel Meeting 2a”

[First name / surname]
[Address 1]
[Address 2]
[Address 3]
[Postcode]

[Insert date]

Dear [insert parent / carer name],

Attendance Panel Meeting

I wrote to you on (date letter 1 sent) to express concern regarding your child's, (child's name) level of attendance at College which has now fallen to (%) and invite you to an Attendance Panel to discuss how we can help to improve the situation but you were unable to attend and the meeting has been rescheduled. The meeting will be with ----- and ----- Together we will identify the concerns and draw up a very brief Action Plan. This will include a target for attendance and a review date.

We are keen to help you to ensure that (child's name) attends College as regularly as possible and makes good progress in College. We would like to meet with you at (time and date). **If you are unable to attend for any reason, please telephone me on [insert telephone number] and if necessary, we will reschedule the meeting.**

Please note that parents who refuse to cooperate with Attendance Panel Meetings may be referred to the Attendance Service who may issue an Education Penalty Notice of £60 if paid within 21 days or £120 if paid within 28 days. Parents who do not pay the Education Penalty Notice may be prosecuted under Education Act 1996, Section 444.

Yours sincerely

[Insert name]
Headteacher

Sample Letter

Appendix 9 - “Attendance Panel Meeting – 2b”

[First name / surname]

[Address 1]

[Address 2]

[Address 3]

[Postcode]

[Insert date]

Dear [insert parent / carer name],

Attendance Panel Meeting

Further to our Attendance Panel Meeting on (date of meeting) I am writing to arrange a further meeting to review progress as we discussed. The meeting will be withand At the meeting we will also review the brief Action Plan we agreed.

We are keen to help you to ensure that (child’s name) attends College as regularly as possible and makes good progress in College. We would like to meet with you at (time and date). **If you are unable to attend for any reason, please telephone me on [insert telephone number] and if necessary, we will reschedule the meeting.**

Please note that parents who refuse to cooperate with Attendance Panel Meetings may be referred to the Attendance Service who may issue an Education Penalty Notice of £60 if paid within 21 days or £120 if paid within 28 days. Parents who do not pay the Education Penalty Notice may be prosecuted under Education Act 1996, Section 444.

Yours sincerely

[Insert name]

Headteacher



Appendix 10 – Report Card

XXXXX St Anselm’s College

Attendance/Punctuality Report Card

Summer 2 Term xxx

Name:

Class:



Summer 2 Term
Week Beginning:

My Current Attendance:%

Week 1

	Teacher Signature at Start of Day
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Week 2

	Teacher Signature at Start of Day
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Week 3

	Teacher Signature at Start of Day
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

#EVERYDAYCOUNTS

Week 4

	Teacher Signature at Start of Day
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Week 5

	Teacher Signature at Start of Day
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Week 6

	Teacher Signature at Start of Day
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

My New Attendance:%

Appendix 11 – Examples of celebrating good / improved attendance

- ✓ Attendance rewards at assemblies
- ✓ Attendance breakfast
- ✓ Attendance League Tables
- ✓ Spot prizes/attendance raffle
- ✓ Post cards/achievement points/Head teacher award
- ✓ Rewards Day – Duke of Edinburgh participation
- ✓ Participation awards

Mission Statement:

Our Catholic Community offers a learning environment for us to develop our God given talents and to recognize Christ amongst us. We respect the dignity of God's creation and, inspired by Gospel values, seek to serve one another.

#EVERYDAYCOUNTS